



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

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Marlene

BOARD OF EQUALIZATION AGENDA

JUNE 2, 1987

Pursuant to due call and notice thereof, the City of Crystal Council convened as a Board of Equalization on June 2, 1987 at the City Hall, 4141 Douglas Drive, Crystal, Minnesota, at 7:00 P.M. The secretary of the Council called the roll and the following were present:

gr

Councilmembers

P Langsdorf *7:01*
P Rygg
P Moravec *7:01*
P Smothers *7:01*
P Aaker
P Leppa
P Herbes

Staff

P Irving *7:01*
P Kennedy
P Olson
P Monk
P Peterson
P Deno
P George
P Bjorn

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

A Representative from Hennepin County Assessor's Office appeared to discuss the 1987 assessment rolls and answer questions from those present. *Tom May, Asst. Cty. Assessor*

Donald Sexton 20-118-21-43-0059 2937 Idaho Ave. No. 86,189,300
Melvin Ree? 09-118-21-41-0054 5010-48 - Ave No. 1978 53,400 1987 92,300
Warren Reed 04-118-21-44-0006 5508 Orchard Ave. No. 1987 62,500 90,200

- Ron Atkins, 3317 Douglas Drive - RID 20-118-21-14-0040
appealing

Moved by Councilmember Sm. and seconded by Councilmember Herbes to affirm the assessment rolls as presented by the City Assessor.

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (change) (continue the approval of) the 1987 assessment rolls.

Motion Carried.

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

Motion Carried.

COUNCIL AGENDA

June 2, 1987

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on June 2, 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

l Langsdorf
l Rygg
l Moravec
l Smothers
l Aaker
l Leppa
l Herbes

Staff

l Irving
l Kennedy
l Olson
l Monk
l Peterson
l Deno
l George

The City Council considered the minutes of the regular City Council meeting of May 19, 1987.

Moved by Councilmember Mer and seconded by Councilmember Sm to
(approve) (approve, making the following exceptions: _____ to)
the minutes of the regular Council meeting of May 19, 1987.

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 sit as a Board of Adjustments & Appeals to consider a request from Mildred Becker for a variance in lot width (existing lot is 45.5'; required is 60') to build a 24' x 28' detached garage at 4315 Welcome 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)

Moved by Councilmember Leppa and seconded by Councilmember Sm. to (grant) (deny) (continue until _____ the discussion of) the authorization pursuant to Section 515.15, Subd. 2 a) 1) to grant a variance of 14.5' in the required 60' lot width, to build an 24' x 28' detached garage at 4315 Welcome Avenue North as requested in application #87-28.

Motion Carried.

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 Robert Lynch for a variance in lot square footage (existing lot is 6300 sq. ft., ordinance minimum is 7500 sq. ft.) to build a 24' x 24' detached garage at 4749 Xenia 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)

Moved by Councilmember Sm. and seconded by Councilmember Leppa to (grant) (deny) (continue until _____ the discussion of) the authorization pursuant to Section 515.15, Subd. 2 c) 3i) to grant a variance of 1,200 sq. ft. in the required 7,500 sq. ft. lot area to build a 24' x 24' detached garage at 4749 Xenia Avenue North as requested in application #87-33.

Motion Carried.

3. 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 Kathleen and Thomas Potter for a variance of 6' in the required 40' rear yard setback to allow the construction of a 6' x 21' deck on the existing house at 4957 Jersey 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)

Moved by Councilmember Lygg and seconded by Councilmember Herbes to (grant as recommended by the Planning Commission) (deny) (continue until the discussion of) the authorization pursuant to Section 515.13, Subd. 4 a) to grant a variance of 6' in the required 40' rear yard setback to allow the construction of a 6' x 21' deck at 4957 Jersey Avenue North as requested in application #87-30.

Motion Carried.

4. 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 Steven Leppa for a variance in height of 16' (31' request, 15' allowed) to build an addition to the existing garage at 4816 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)

Gary Kamp, 4827 Quail Ave. No.
Arnald Pilon, 4836 Quail Ave. No.
Elmer Carlson, 5054 Quail Ave. No.

Moved by Councilmember Sm. and seconded by Councilmember Herb. to (grant as recommended by the Planning Commission) (deny) (continue until the discussion of) the authorization pursuant to Section 515.07, Subd. 5 b) to grant a variance of 16' which will exceed the 15' maximum height allowed for construction of a two-story, 31' high addition to the garage at 4816 Quail Avenue North as requested in application #87-32.

Motion Carried.

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 & Appeals to consider a request from Randall Rohde for a variance in lot square footage (existing lot is 5,128 sq. ft., ordinance minimum is 7,500 sq. ft.) to build a 24' x 22' detached garage at 3537 June 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)**

Randall Rohde

Moved by Councilmember *Rygg* and seconded by Councilmember *Herby* to (grant) (deny) (continue until _____ the discussion of) the authorization pursuant to Section 515.15, Subd. 2 c) 3i) to grant a variance of 2,372 sq. ft. in the required 7,500 sq. ft. lot area to allow the construction of a 24' x 22' detached garage at 3537 June Avenue North as requested in application #87-39.

Motion Carried.

6. The City Council considered a petition for a 4-way stop sign at 47th Avenue & Hampshire Avenue North.

*Margaret Jones 6409-47th Ave. No. E. & S. -
Rygg + Lango. 3 u u 2 u u - 2 " 2 u u 47th - S. -
u u*

7. The City Council considered the Civil Service Handbook as presented by the Civil Service Commission.

Art Cunningham, Chair, Civil Service Commission

*Sm + Leppa
to table until 4:16th - S. -*

u u

June 2, 1987

8. The City Council considered the First Reading of an ordinance changing the name of Becker Park.

~~12/16~~ Mr. Adams?

Garry Grimes, 7125-59th Ave. No. - P&R adv. Commission
✓ 3rd City Park Logo + 5-yr. plan

✓ 3r) City Park Logo + 5-yr. plan

Council directed Staff ^{to review} 5 yr. plan for 1987 ~~the~~ ^{with the} AP & R Adv. Comm.

Council directed 16 Park logs - ~~2~~ 10 - 2 1/2 M.

Liz Reid, ^{5417 Vera Cruz.} P+R Advisory Comm. ~~F&P~~

Ray ^{mathieu} ~~Matthew~~, 5756 Nevada (Elmer + Eileen Saunders)

Mark Hoffman, 3307 Zone P+R Advisory Comm.

Elmer Carlson, 5054 Quail Ave. No.

Elmer Carlson, 5054 Duval Ave. No.
Marty Gates 5108-48th Ave. No., part ^{member} U P R Adv. Comm.

Mayar Anne Mathieu 5756 Nevada

Moved by Councilmember More and seconded by Councilmember Leppa to adopt the following ordinance:

ORDINANCE NO. 87-

AN ORDINANCE RELATING TO PARKS:
CHANGING THE NAME OF BECKER PARK

and further, that the second and final reading be held on June 16, 1987.

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) the first reading of an ordinance renaming Becker Park.

Aye: Lamp. No. Rygg
Mow. Sm.
Leppa Herb.
Raker

(Motion Carried.)

9:10 recess

9. The City Council considered an update report on the Bass Lake Road storm sewer relief project #87-4.

9:24
Warren Reed, 5508 Orchard B. 1121
Rygg & Smith
Rygg Leppa
Smith withdrew
Leppa second
Herb to 2
Ken Lindberg
5334 Vera Cruz

10. The City Council considered releasing surety in the amount of \$1,000 for The Crystal Apartments, 5755 West Broadway.

Moved by Councilmember Sm. and seconded by Councilmember Leppa to accept the work required as a condition of building permit approval for The Crystal Apartments, 5755 West Broadway, subject to guarantee provisions of the agreement, effective this date, and that surety in the amount of \$1,000 be released, subject to said guarantee, as recommended by the City Engineer.

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) release of surety of \$1,000 for The Crystal Apartments.

Motion Carried.

11. The City Council considered releasing surety in the amount of \$5,000 required as a condition of building permit issuance to remodel an office building at 3333 Vera Cruz Avenue North.

Moved by Councilmember Herb and seconded by Councilmember Leppa to accept the work required as a condition of building permit approval for an office building at 3333 Vera Cruz Avenue North, subject to guarantee provisions of the agreement, effective this date, and that surety in the amount of \$5,000 be released, subject to said guarantee, as recommended by the City Engineer.

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) release of surety in the amount of \$5,000 for the office building at 3333 Vera Cruz Avenue North.

Motion Carried.

12. The City Council considered Change Order #5A for the park shelter building project.

Moved by Councilmember Lepp and seconded by Councilmember Sm. to (approve as recommended by the City Engineer) (deny) (continue until _____ the discussion of) Change Order #5A for the Park Shelter Building.

Motion Carried.

13. The City Council considered Change Order #2 for the park improvement project.

Mrs. Matthew

Moved by Councilmember Rygg and seconded by Councilmember Sm. to (approve as recommended by the City Engineer) (deny) (continue until _____ the discussion of) Change Order #2 for the park improvement project.

Motion Carried.

14. The City Council considered a gambling license for the Crystal Jaycees, 4816 Regent Avenue North. at Becker Park for Crystal Frilies, July 24, 25 + 26, 1989 (for Bingo only)

~~3 6 26 / 26 27
3 10 26 27~~

15. The City Council considered a pay equity plan for City employees.

Herber Leppa to move a 6, 16 e. d.
— u e.

16. The City Council considered closing out programs in Part "B" of the PIR Fund.

Moved by Councilmember Leppa and seconded by Councilmember Mor. to adopt the following resolution, the reading of which ~~has been~~ dispensed with by unanimous consent:

RESOLUTION NO. 87-25

RESOLUTION RELATING TO
THE PERMANENT IMPROVEMENT REVOLVING FUND:
CLOSING CERTAIN ACCOUNTS

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

Motion Carried, resolution declared adopted.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) a resolution relating to the Permanent Improvement Revolving Fund: closing certain accounts.

Motion Carried.

Blank for signature

17. The City Council considered bids for a new copy machine.

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

RESOLUTION NO. 87-26

RESOLUTION AWARDING A CONTRACT

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

Motion Carried, resolution declared adopted.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) a resolution regarding the bids for a new copy machine.

Motion Carried.

18. The City Council considered a request for additional air conditioning in the Police Department dispatch area.

supporting data?

Sm. Mor. ice 4 v 8. AC on 2 PIR ✓

4-00

By resolution - 87-27

19. The City Council considered a request from North Memorial Hospital to land North Air Care helicopter at Bassett Creek Park on June 27, 1987 from 11 A.M. to 5 P.M., for their annual picnic.

36 Largo. 1st 6 Rygg 1 6-8 imp 1 d, BC Park
4 re

20. The City Council considered an interim procedure to follow upon the retirement of the present City Manager and until a new City Manager is hired.

mor. Rygg
3. W. 2 2 (or 2. 2 re re
JB - 4 re

APPLICATIONS FOR LICENSE
JUNE 2, 1987

FOOD ESTABLISHMENT - Itinerant (Exempt)

Crystal Park & Rec. Dept. at Becker Park July 4, 1987,
one day only, Queen Candidates serving

FOOD ESTABLISHMENT - Special Food Handling (\$220.00)

Your Honor Snacks, Roseville, MN

REFUSE HAULERS (\$27.50 Co. Lic. + \$16.50 ea. vehicle)

A & B Trucking, Minneapolis, MN
Peikert Sanitation, Monticello, MN

GAS FITTERS - \$30.25

United Heating & Air Conditioning
2702 Idaho Ave. No. Crystal, Mn 55427

DUE DATE: NOON, WEDNESDAY
MAY 27, 1987

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

ACTION NEEDED MEMO: From the May 20, 1987 Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of May 20, 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 for a variance to build a detached garage at 4315 Welcome Avenue North. ACTION NEEDED: Place item on June 2 Council Agenda. ACTION TAKEN: Notices sent, item placed on June 2 Council Agenda.
BLDG. INSPECTOR	2.	Set public hearing to consider request for variance to build a garage at 4749 Xenia Avenue North. ACTION NEEDED: Place item on June 2 Council Agenda. ACTION TAKEN: Notices sent, item placed on June 2 Council Agenda.
BLDG. INSPECTOR	3.	Set public hearing to consider request for variance to build a deck at 4957 Jersey Avenue North. ACTION NEEDED: Place item on June 2 Council Agenda. ACTION TAKEN: Notices sent, item placed on June 2 Council Agenda.
BLDG. INSPECTOR	4.	Set public hearing to consider request for a variance to build an addition to the existing garage at 4816 Quail Avenue North. ACTION NEEDED: Place item on June 2 Council Agenda. ACTION TAKEN: Notices sent, item placed on June 2 Council Agenda.

DEPARTMENTITEM

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- | | | |
|-----------------|----|--|
| BLDG. INSPECTOR | 5. | Set public hearing to consider request for variance to build a detached garage at 3537 June Avenue North.
ACTION NEEDED: Place on June 2 Council Agenda.
ACTION TAKEN: Notices sent, item placed on June 2 Council Agenda. |
| CITY ENGINEER | 6. | Set public hearing to consider request for tentative approval of plat at Liberty Estates located at 6000 Lakeland Avenue North.
ACTION NEEDED: Place item on June 16 Council Agenda.
ACTION TAKEN: Advertisement notices prepared and waiting mailing. |
| PARK DEPT. | 7. | Consideration of donations from Olivet Baptist Church, Crystal Elk's Club #44, and Crystal Properties.
ACTION NEEDED: Acknowledge gifts.
ACTION TAKEN: Plaques ordered. |
| | 8. | Consideration of gambling license for the VFW Post #494, Inc., 5222 - 56th Avenue North.
ACTION NEEDED: No action needed because no objection to license. |

REGULAR AGENDA

- | | | |
|-----------------|----|--|
| BLDG. INSPECTOR | 1. | Public hearing to consider request for a variance in lot width to build an 11' x 24' and a 12.5' x 10' addition to the existing house and an 8' x 8' shed at 4401 Welcome Avenue North.
ACTION NEEDED: Notify applicant of Council approval.
ACTION TAKEN: Applicant present at meeting. |
| CITY ENGINEER | 2. | Public hearing to consider request for tentative approval of proposed plat J.J.J. Estates located at 5401 West Broadway.
ACTION NEEDED: Notify applicant of Council approval.
ACTION TAKEN: Applicant notified of action and final plat in process. |

DEPARTMENTITEM

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CITY MANAGER

3. Consideration of a petition regarding the parking of recreational vehicles at 3117 and 3101 Utah Avenue North.
ACTION NEEDED: Notify owners of above addresses that a variance has been granted to park the vehicles for 60 days while the Council is considering an ordinance change.
ACTION TAKEN: In process.

CITY ATTORNEY

- ACTION NEEDED: Review ordinances for possible changes and bring back to Council as soon as possible.
ACTION TAKEN: Attorney will work on changes.

CITY MANAGER

4. Consideration of a development proposal from Kraus-Anderson for the Anthony Shopping Center at 36th Avenue and Highway 100.
ACTION NEEDED: Notify HRA of referral by Council.
ACTION TAKEN: HRA notified.

CITY ENGINEER

5. Consideration of application for conditional use permit for a drive-in convenience food establishment in a B-4 district at 6220 - 56th Avenue North.
ACTION NEEDED: Notify applicants of Council denial.
ACTION TAKEN: Applicant notified of action.
6. Consideration of a building permit for tenant improvements at 6220 - 56th Avenue North.
ACTION NEEDED: No action needed because conditional use permit was denied.

CITY ENGINEER &
BLDG. INSPECTOR

7. Consideration of building permit and site improvements for remodeling at 5337 Lakeland Avenue North.
ACTION NEEDED: Work with owner regarding surety and if surety is secure and agreement signed within 14 days, issue building permit.
ACTION TAKEN: Applicant notified on action and agreement in process.

<u>DEPARTMENT</u>	<u>ITEM</u>	
CITY ENGINEER	8.	Consideration of First Reading of an ordinance rezoning property at 5264 West Broadway from B-4 to B-3 and a conditional use permit for rental business. ACTION NEEDED: Notify applicant of Council denial. ACTION TAKEN: Applicant notified of action.
CITY ENGINEER	9	Consideration of a request to rezone propety at 5256 West Broadway from B-4 to B-3. ACTION NEEDED: Notify applicant of Council denial. ACTION TAKEN: Applicant notified.
CITY MANAGER	10.	Consideration of the application of Debra K. Guertin for appointment to the Planning Commission. ACTION NEEDED: Send letter of appointment to Ms. Guertin and to Chairperson of the Planning Commission. ACTION TAKEN: Letter sent 5/20/87.
CITY MANAGER	11.	Consideration of a resolution regarding the 3.8 million dollar multi-family housing revenue bonds authorizing submission of the program to the Minnesota Housing Finance Agency. ACTION NEEDED: Notify law firm of Dorsey & Whitney of Council approval. ACTION TAKEN: Certification sent 5/22/87.
ADMIN. ASSISTANT	12.	Consideration of a resolution regarding Workers' Compensation for City Councilmembers. ACTION NEEDED: Notify insurance company of Council approval of resolution. ACTION TAKEN: Resolution sent to insurance agent, 5/22/87.
CITY ENGINEER	13.	Consideration of awarding bids for project #87-2 curb and gutter on Yates Avenue between 56th and 57th. ACTION NEEDED: Notify low bidder of Council approval. ACTION TAKEN: Bidders notified and contract process in progress.

<u>DEPARTMENT</u>	<u>ITEM</u>	
ASST. CITY MGR.	14.	Discussion of the City newsletter. ACTION NEEDED: Proceed with securing new methods of delivery of newsletter. ACTION TAKEN: Securing information on alternate methods of delivery.
CITY ENGINEER	15.	Consideration of the sale of miscellaneous used equipment. ACTION NEEDED: Notify Asphalt Paving of Council action to sell pulverizer and notify Minnetonka Beach concerning Council's authorization to sell leaf loader and keep dump truck until fall County auction. ACTION TAKEN: Sales being finalized.
POLICE CHIEF	16.	Consideration of setting fee system for false alarms for burglar alarms. ACTION NEEDED: Investigate various fee systems from other communities. ACTION TAKEN: In progress 5/26/87.
POLICE CHIEF	17.	Provide estimated costs for providing residents with free lock-out systems. ACTION TAKEN: In progress 5/26/87.
PARK DEPT.	18.	Consideration of changing the name of Becker Park to Peter E. Meintsma Park. ACTION NEEDED: Begin renaming park as directed by Council. ACTION TAKEN: In process.
FINANCE DEPT.		ACTION NEEDED: Work with Park Department on finding costs for renaming and allocate money from PIR. ACTION TAKEN: Money will be allocated from PIR when costs can be established.

DEPARTMENTITEM

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PARK REC. DIR.

19.

Consideration of authorization allowing the Marauder Aquatic Club to use the municipal pool.

ACTION NEEDED: Notify Marauder Aquatic Club of Council approval.

ACTION TAKEN: Agreement sent 5/21/87.

CITY CLERK

20.

Licenses.

ACTION NEEDED: Issue licenses.

ACTION TAKEN: Licenses issued.

Sent with Preliminary Agenda on May 29, 1987

- Memo from City Assessor dated 5/27/87 re: 1987 Assessment.
- Minutes of regular Council meeting of 5/19/87.
- Planning Commission Minutes of 5/11/87.
- Petition re: 4-way stop at 47th & Hampshire.
- Memo from City Engr. dated 5/28/87 re: stop sign request for 47th & Hampshire.
- Civil Service Handbook; Memo from Art Cunningham letter from City Attorney dated 5/4/87.
- Letter from City Attorney and draft of ordinance re: renaming of Becker Park.
- Excerpt from Special meeting of Park & Rec. Advisory Comm. re: renaming of Becker Park.
- Memo from City Engineer dated 5/27/87 re: Update report on Bass Lake Storm Sewer Relief Project 87-4.
- Memo from City Engr. dated 5/27/87 re: Site Improvement Surety Reduction - 5755 W. Broadway.
- Memo from City Engr. dated 5/27/87 re: Surety Release for Office Bldg., 3333 Vera Cruz.
- Memo from City Engr. dated 5/27/87 re: Change Order 5A for Park Shelter Building - Becker Park.
- Memo from City Engr. dated 5/27/87 re: Change Order No. 2 for Park Improvement Project - Becker Park.
- Minnesota Charitable Gambling application for Crystal Jaycees.
- Memo from Asst. City Mgr. dated 5/28/87 re: Pay Equity Program for City Employees.
- Resolution relating to the Permanent Improvement Revolving Fund: Closing Certain Accounts.
- Memo from Asst. City Mgr. dated 5/29/87 re: Bids for new copy machine.
- Crystal Human Relations Comm. Mtg. minutes of 5/18/87.
- Memo from Asst. City Mgr. dated 5/28/87 re: City Manager Search - Advertisements.
- Crystal Park & Rec. Advisory Comm. mtg. minutes of 5/6/87.
- Park & Rec. Advisory Comm. agenda for 6/3/87.

Included with packet on 6/2/87

- Request for denial of variance app. #87-32 from residents (for 4816 Quail Ave. No.)
- Notice of public hearing for Regional Transit Board.

- Finance Dept. report on PIR Fund dated 6/1/87.
- Letter from North Memorial Hospital dated 5/28/87
re: Permission to land North Air Care at Bassett
Creek Park June 27, 1987 from 11 a.m. to 5 p.m.

Narlene

May 29, 1987

Councilmembers:

You may recall that Tuesday night's meeting is also Board of Equalization meeting night so in one sense you will be holding two meetings, both technically starting at 7:00 P.M. The first one will be the Board of Equalization meeting which the mayor will call to order in the normal fashion and you must adjourn that meeting when the work necessary for that meeting is accomplished. I have included for your information, a memo I received from Ken Bjorn, City Assessor, pertaining to the Board of Equalization meeting. Ken will be prepared along with the help of the County Assessor's office to answer all questions raised. I think the law provides that you may continue from time to time to meet but it must be accomplished in a certain number of days.

The second meeting is the regular Council meeting and will go basically as follows. As you can see, there is no consent agenda and the meeting will start out with a series of public hearings.

ITEM

SUPPORTING DATA

- | | |
|---|------|
| 1. Public hearing to consider request from Mildred Becker for a variance in lot width (existing lot is 45.5'; required is 60') to build a 24' x 24' detached garage at 4315 Welcome Ave. No. | None |
| 2. Public hearing to consider a request from Robert Lynch for a variance in lot square footage (existing lot is 6300 sq. ft., ordinance minimum if 7500 sq. ft.) to build a 24' x 24' detached garage at 4749 Xenia Avenue North. | None |

As you can see, there is no recommendation from the Planning Commission on either of these two issues. They are on the Council agenda because of the Schreiber Amendment and go direct to the Council, bypassing the Planning Commission.

- | | |
|---|---|
| 3. Public hearing to consider a request from Kathleen & Thomas Potter for a variance of 6' in the required 40' rear yard setback for the construction of a 6' x 21' deck on the existing house at 4957 Jersey Avenue North. | Planning Commission minutes of 5/11/87, Item 6. |
|---|---|

4. Public hearing to consider a request from Steven Leppa for a variance in height of 16' (31' requested, 15' allowed) to build an addition to the existing garage at 4846 Quail Avenue North. Planning Commission minutes of 5/11/87, Item 8.

Don Peterson will be able to explain these items and I call your attention to the Planning Commission minutes of 5/11/87, Items 6 and 8. You can see from that that the Planning Commission has recommended approval in both cases.

5. Public hearing to consider a request from Randall Rohde for a variance in lot square footage (existing lot is 5,128 sq. ft., ordinance minimum is 7,500 sq. ft.) to build a 24' x 22' detached garage at 3537 June Avenue North. None

Again, this is on the agenda because of the Schreiber Amendment and has not been to the Planning Commission; hence, no recommendation from them.

6. Consideration of a petition for a 4-way stop sign at 47th Avenue & Hampshire Ave. No. Copy of petition; memo from City Engineer dated 5/28/87; map; copies of traffic accident reports.

I believe the supporting data is self-explanatory. Staff will be able to answer your questions, hopefully, Tuesday evening.

7. Consideration of Civil Service Handbook. Memo from Civil Service Commission Chair dated 5/27/87; letter from City Attorney dated 5/4/87; copy of Civil Service Handbook.

Art Cunningham was in late last week and asked to be placed on the agenda because they had met and acted on Dave Kennedy's recommendation. For your information I have included a copy of Art Cunningham's explanation memo, a copy of Dave Kennedy's letter regarding his questions, and a copy of an up-dated Civil Service Handbook put together by the Civil Service Commission. I am not certain at this time if the week we have had to review the changes or reasons for not changing according to the request of Dave Kennedy is sufficient and I am not certain the one weekend we will have to review it in its "final" form is sufficient. I suggest you discuss the matter with the Civil Service Commission to get their reasons for items you have a concern with and spend some time reviewing it yourself before you give the Civil Service Commission approval for adoption. This is a very important document to all of the employees of the City of Crystal and I think before you approve it you should give it considerable thought.

8. Consideration of a First Reading of an ordinance changing name of Becker Park. Letter from City Attorney dated 5/26/87; copy of ordinance; unapproved motion from Park & Recreation Advisory Commission's special meeting of 5/27/87.

Those of you who were in attendance at the last Council meeting may remember that Dave Kennedy indicated that there may be a different requirement than a resolution and suggested he would review that. His review convinced him that the change must be made by ordinance rather than resolution and he has drafted an ordinance for your consideration. Because of that I am providing space on the agenda for you to consider the proposed ordinance. As you can see I have also included a copy of an unapproved motion made at the special Park & Recreation Advisory Commission meeting of Wednesday night, a meeting that you were all invited to. Through the grapevine I have been told that Garry Grimes was going to ask for time on the agenda to discuss this matter with you. As of yet he has not requested that time from anyone on our staff as far as I know, but I suspect that some of the Park & Recreation Advisory Commission may be in attendance to discuss this matter with you.

9. Consideration of an update report on the Bass Lake Road storm sewer relief project #87-4. Memo from City Engineer dated 5-27-87.

At your request Bill Monk and his staff made an inspection of the storm sewer in the north part of Crystal which is tributary to the bypass relief that was suggested by staff. Enclosed find a copy of a report from Bill Monk that resulted from that inspection. I think his report is clear and I am putting it on the agenda to get "next step" direction from the Council.

10. Consideration of surety release for site improvements at 5755 West Broadway - The Crystal Apartments. Memo from City Engineer dated 5/27/87; memo from Assistant City Engineer dated 4/29/86.
11. Consideration of surety release for site improvements at 3333 Vera Cruz, office building. Memo from City Engineer dated 5/27/87; map; memo from City Engineer dated 8/15/85.

The City Engineer's memo for Items #10 and #11 are self-explanatory. Should you have any questions I am sure Bill will be able to answer them Tuesday evening.

12. Consideration of Change Order #5A for the park shelter building project. Memo from City Engineer dated 5/27/87; copy of Change Orders #5A and #5 with attachments.

This is a change order for the Park Shelter building project. You may well think that you approved this at one time and you did. After that

approval the contractor decided not to agree with it. Some negotiations occurred which resulted in Change Order #5A and as you can see from the enclosed copy, the contractor has signed this one prior to us bringing it to the Council. Should you agree, and we recommend that you do, we will merely have to sign the change order and it will be accomplished. This is the way they all should be done.

- 13.Consideration of Change Order #2 Memo from City Engineer dated 5/27/87;
for the park improvement project. copy of Change Order #2.

I believe the City Engineer's memo regarding Change Order #2 is self-explanatory. If you have any questions we will be able to answer them Tuesday evening. In my opinion there still remains one area that could be sod if the Council still desires. We have been asking for a price on that area but the fellow that would give us the price is out of town. We may not get it before the Council meeting but it would appear to me we are looking at 3 to 4 yards of sod. If we get that price before Tuesday I will bring it to your attention and ask for your direction whether we should get new sod or reseed the area. The area that I am discussing is along Bass Lake Road approximately the full length of the park.

- 14.Consideration of a gambling Copy of application.
license for the Crystal Jaycees,
4816 Regent Avenue North.

This item would normally be on the consent agenda but because it was the only item, we made it an item within itself. The only need for action would be if you wanted to recommend against it.

- 15.Consideration of a pay equity Memo from Assistant City Manager
plan for City employees. dated 5/28/87.

Please read this carefully. It is one of the things we are trying to wind up before my retirement. You may recall that I had some other changes I verbally recommended to you at the time of salary adjustments. Although I don't disagree with the committee report I feel that the whole process shorted some positions because it didn't take into account longevity or hours spent above and beyond the 8 hours a day that is normally required of many people. For that reason I still believe some minor adjustments should be made and I am considering making an additional recommendation for your consideration. If I do so it will be at the table for you Tuesday evening. The conclusion that the "in house" staff came up with are valid in my opinion and I did not have any strong objections to it. My concerns, as you may recall, were generally in the department head range.

- 16.Consideration of closing out Copy of report on PIR and resolution
programs in Part "B" of the from City Attorney.
PIR Fund.

Dave Kennedy has been home a few days this week with the flu so is kind of behind in his schedule. I suspect we will have a resolution from him on Tuesday evening. This is another housekeeping item that has taken

an extraordinary amount of time but I would like it taken care of before my retirement so that the new person can start from scratch. As you can see from the report, certain projects have not spent all the allocation; in some cases they have overspent the allocation slightly, and in other cases we received grants from state and federal government beyond our anticipation leaving a sizable amount of money allocated but not encumbered. Those projects have been completed so in my opinion it is time for the Council to eliminate the allocation and transfer the money back to the appropriate PIR fund for use under the direction of the City Council. As you can see, some are still being repaid and some are still active. I think it would be a cleaner operation if all of these were cleaned up prior to my leaving. This accounting does indicate to you how much money is available in the PIR funds unencumbered.

17. Consideration of bids for new copy machine.	Bid tabulation and memo from Assistant City Manager.
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I think John's memo is self-explanatory. He will be able to answer any questions regarding a new copy machine Tuesday evening.

18. Consideration of an interim procedure to follow upon re- tirement of present City Manager until new City Manager is hired.	None
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This item is placed on the agenda due to previous action by the Council. The intent as I see it, is to set in motion action for interim management for the City of Crystal between my leaving and the appointment of a new full time manager.

There are a couple of items, in my opinion, that we may add to the agenda by Tuesday evening. One would be a request for additional air conditioning in the Police Department^{to} cool the new dispatch area. Radios are very hot pieces of equipment whether operated by tubes or not and at times becomes unbearably hot for people who work in that area. Sufficient air conditioning was not installed at the time of the remodeling; hence, this request. We will continue to review it and if it is appropriate we will make a recommendation to you Tuesday on the installation and availability of funds.

I have included the following informational items:

1. Human Relations Commission meeting minutes of 5/18/87.
2. Copy of ad from ICMA Newsletter for City Manager and a memo from Assistant City Manager dated 5/28/87.
3. Park & Recreation Advisory Commission meeting minutes of 5/6/87.

I do have some other information that was just presented to me that I would like to review before I send it along. If that reviewal occurs this morning I will include it in this packet; if not, I will give it to you Tuesday evening. It is information you have asked for and I only want to review it to ascertain its completeness.

Have a nice weekend.

J A C K

APPLICATIONS FOR LICENSE
JUNE 2, 1987

FOOD ESTABLISHMENT - Itinerant (Exempt)

Crystal Park & Rec. Dept. at Becker Park July 4, 1987,
one day only, Queen Candidates serving

FOOD ESTABLISHMENT - Special Food Handling (\$220.00)

Your Honor Snacks, Roseville, MN

REFUSE HAULERS (\$27.50 Co. Lic. + \$16.50 ea. vehicle)

A & B Trucking, Minneapolis, MN
Peikert Sanitation, Monticello, MN

GAS FITTERS - \$30.25

United Heating & Air Conditioning
2702 Idaho Ave. No. Crystal, Mn 55427

M E M O R A N D U M

TO: John T. Irving, City Manager
FROM: Kenneth C. Bjorn, City Assessor
SUBJECT: 1987 Assessment
DATE: May 27, 1987

The 1987 Assessment for Crystal is complete and the Valuation Notices were mailed on May 14th. by the County. This is the first year we computerized our Assessment Roll to the County and it went quite well.

We received probably a typical number of calls regarding our new values and we reinspected about 15 properties on appeal.

The State is now requiring a sales ratio for each class of property to be above 90% or they likely will make aggregate adjustments. Our new ratios are as follows:
(C & I ratio based on only 5 sales)

	<u>Median</u>	<u>Growth Rate</u>
1. Residential	92.2	4.0
2. Commercial & Industrial	96.8	N/A
3. Apartments	91.4	5.6

Total Parcel Count 8351
Total EMV 1986 \$587,058,700
Total EMV 1987 619,233,100
Net change (New improvements & revaluation) +5.48%

Briefly the 1987 Assessment considerations were as follows:

1. Single Family Residential - We revalued approximately 1900 parcels in our reassessment area and adjusted values upward approximately 3 to 6% (with some exceptions). We increased the other residential homes 3½ to 4% on an aggregate basis. MLS statistics indicate about a 5% increase in the Crystal, Robbinsdale, New Hope area in the past year for single family homes. This was primarily the result of demand generated by lower mortgage rates and ample availability of money.

2. Commercial & Industrial - Generally C & I properties were raised 4% with some exceptions where new construction was involved or where a few properties were found to be undervalued. This is typical of commercial adjustments elsewhere in the county.
3. Apartments - 4-Plexes were low and were increased an average of 16%. Other apartments were increased an average of 6-8%. All apartments were viewed and re-appraised in the past year.
4. Airport - No land sales are found in this class of property. We base our values on sales of large, open, unplatted tracts in the Mpls. suburban area. This we consider to be an alternative use for the airport site. Generally this type of land goes for 40 to 65¢ per SF. Our average value for airport parcels is 55¢/SF with some downward adjustments for larger parcels. This is up about 9% from last year. The typical parcel is about 1500 SF and the county values the personal property (hangars, etc.).

Court Petitions - We currently have 4 properties under Court appeal.

- A. Douglas Court Apartments - 6300-20 27th. Ave. N.
- B. Crystal Ball Apartments - 6910-40 54th. Ave. N.
- C. Enright Apartments - 6001-6017 56th. Ave. N.
- D. 5700 West Broadway (office building)

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Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on May 19, 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: Rygg, Moravec, Smothers, Aaker, Leppa; those absent were: Langsdorf, Herbes. Also present were the following staff members: John T. Irving, City Manager; David Kennedy, City Attorney; John A. Olson, Assistant City Manager; William Monk, City Engineer; Donald Peterson, Building Inspector; Nancy Deno, Administrative Assistant; 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 May 5, 1987.

Moved by Councilmember Smothers and seconded by Councilmember Moravec to approve the minutes of the regular Council meeting of May 5, 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, June 2, 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 Mildred Becker for a variance in lot width (existing lot is 45.5') to build a 24' x 24' detached garage at 4315 Welcome Avenue North.
2. Set 7:00 P.M., or as soon thereafter as the matter may be heard, June 2, 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 Robert Lynch for a variance in lot square footage (existing lot is 6300 sq. ft., ordinance minimum is 7500 sq. ft.) to build a 24' x 24' detached garage at 4749 Xenia Avenue North.
3. Set 7:00 P.M., or as soon thereafter as the matter may be heard, June 2, 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 Kathleen and Thomas Potter for a variance in the rear yard setback (6' variance) to build a 6' x 21' deck at 4957 Jersey Avenue North.

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4. Set 7:00 P.M., or as soon thereafter as the matter may be heard, June 2, 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 Steven Leppa for a variance in height of 16' (31' requested, 15' allowed) to build an addition to existing garage at 4816 Quail Avenue North.
5. Set 7:00 P.M., or as soon thereafter as the matter may be heard, June 2, 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 Randall Rohde for a variance in lot square footage (existing lot is 5,128 sq. ft., ordinance minimum is 7,500 sq. ft.) to build a 24' x 22' detached garage at 3537 June Avenue North.
6. Set 7:00 P.M., or as soon thereafter as the matter may be heard, June 16, 1987, as the date and time for a public hearing at which time the City Council will consider tentative approval of Liberty Estates located at 6000 Lakeland Avenue North.
7. Consideration of donations of \$100 from Olivet Baptist Church, Crystal Elk's Lodge #44, and Crystal Properties for the Performing Arts Center.
8. Consideration of a gambling license for VFW Post #494, Inc., 5222 - 56th Avenue North.

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

Motion Carried.

It being 7:00 P.M., or as soon thereafter as the matter may be heard, Mayor Aaker declared this was the date and time as advertised for a public hearing at which time the City Council will consider a resolution adopting the program in connection with the City of Crystal proposed 3.8 million dollar multi-family housing revenue bonds and authorizing submission of the program to the Minnesota Housing Finance Agency for review and approval. The Mayor asked those present to voice their opinions or to ask questions concerning the resolution.

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

Motion Carried.

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

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RESOLUTION NO. 87-21

RESOLUTION ADOPTING A PROGRAM, AND GIVING
PRELIMINARY APPROVAL TO A DEVELOPMENT AND
ITS FINANCING, UNDER MINNESOTA STATUTES,
CHAPTER 462C AND AUTHORIZING
SUBMISSION OF THE PROGRAM TO THE MINNESOTA
HOUSING FINANCE AGENCY FOR REVIEW
AND APPROVAL

SECTION 1

Recitals and Findings

1.1. By the provisions of Minnesota Statutes, Chapter 462C (the Act), the City is authorized 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 City has developed a housing plan and, after holding a public hearing thereon after notice published at least thirty days prior thereto, has adopted the housing plan and submitted it for review to the Metropolitan Council and has received its comments.

1.3. The Act provides that the City may plan, administer and make or purchase a loan or loans to finance one or more developments of the kinds described in Subdivisions 2, 3, 4 or 7 of Section 462C.05 of the Act, upon adoption of a program setting forth the information required by Subdivision 6 of Section 462C.05 of the Act, after review and comment by the Metropolitan Council and a public hearing on the program as provided by Subdivision 2 of Section 462C.04 of the Act, and upon approval by the Minnesota Housing Finance Agency (the Agency), as provided by Section 462C.01 of the Act, on the basis of the considerations stated in Subdivision 2 of Section 462C.04 of the Act.

1.4. This Council has received a proposal that the City finance a portion or all of the cost of a proposed multifamily housing development under the Act, consisting of the acquisition of land and the construction and equipping thereon of an apartment building containing approximately 80 rental housing units together with parking and other functionally related and subordinate facilities (the Development), to be located in the City on an approximately 1.7-acre site at the southwest corner of the intersection of Douglas Drive and 55th Avenue North. The developer and owner of the Development will be Brutger Companies, Inc. or a Minnesota limited partnership of which Brutger Companies, Inc. is the general partner (the Developer).

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1.5. The City has caused to be prepared a program with respect to the Development and its financing (the Program). At a public hearing, duly noticed and held on May 19, 1987, in accordance with the Act and Section 147(f) of the Internal Revenue Code of 1986, on the proposal to undertake the Program and finance the Development, all parties who appeared at the hearing were given an opportunity to express their views with respect to the proposal to undertake the Program and finance the Development, and interested persons were given the opportunity to submit written comments to the City Clerk before the time of the hearing.

1.6. The Developer has requested that the City issue its revenue bonds in one or more series pursuant to the authority of the Act in an aggregate principal amount not to exceed \$3,800,000 (the Bonds), to finance all or a portion of the costs of the Development, and to make the proceeds of the Bonds available to the Developer for the acquisition, construction and equipping of the Development, subject to agreement by the Developer to pay promptly the principal of and interest on the Bonds.

1.7. The City has been advised by the Developer that conventional commercial financing is available to pay the capital costs of the Development only on a limited basis and at such high costs of borrowing that the scope of the Development and the economic feasibility of operating the Development would be significantly affected, but with the aid of municipal financing the Development can be constructed as designed and its operation can be made more economically feasible.

1.8. This Council has been advised by representatives of the Developer and Piper, Jaffray & Hopwood Incorporated, of Minneapolis, Minnesota, that on the basis of information available to them and their discussions with the Developer and potential purchasers of tax-exempt bonds, the Bonds could be sold at favorable rates and terms to finance the Development.

1.9. The City will neither pledge its full faith and credit nor be responsible for the payment of principal of or premium or interest on the Bonds.

SECTION 2

2.1. On the basis of the information given the City to date, it appears that it would be desirable for the City to issue the Bonds under the provisions of the Act to finance the Development in the maximum aggregate principal amount of \$3,800,000.

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2.2. It is determined to proceed with the Development and its financing and this Council hereby declares its present intent to have the City issue the Bonds under the Act to finance the Development. Notwithstanding the foregoing, however, the adoption of this resolution shall not be deemed to establish a legal obligation on the part of the City or this Council to issue or to cause the issuance of the Bonds. The City retains the right in its sole discretion to withdraw from participation and accordingly not issue the Bonds should the City at any time prior to the issuance thereof determine that it is in the best interest of the City not to issue the Bonds, or should the parties to the transaction be unable to reach agreement as to the structuring of the financing or as to the terms and conditions of any of the documents required for the transaction. All details of such revenue bond issue and the provisions for payment thereof shall be subject to review and approval of the Program by the Agency and may be subject to review and approval of the Program by the Agency and may be subject to such further conditions as the City may specify. The Bonds, if issued, shall not constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City, except the revenues specifically pledged to the payment thereof, and each Bond, when, as and if issued, shall recite in substance that the Bond, including interest thereon, is payable solely from the revenues and property specifically pledged to the payment thereof, and shall not constitute a debt of the City within the meaning of any constitutional or statutory limitation.

2.3. The Program is hereby approved, and in accordance with Section 462C.04, Subdivision 2 of the Act, the Mayor and City Clerk are hereby authorized and directed to cause the Program to be submitted to the Agency for review and approval. The Mayor, City Clerk, City Attorney and other officers, employees and agents of the City are hereby authorized and directed to provide the Agency with any preliminary information needed for this purpose.

2.4. Pursuant to Subdivision 1 of Section 462C.07 of the Act, in making the loan to finance the acquisition, construction and equipment of the Project and in issuing the Bonds or other obligations of the City, the City may exercise, within its corporate limits, any of the powers the Agency may exercise under Minnesota Statutes, Chapter 462A, without limitation under the provisions of Minnesota Statutes, Chapter 475.

2.5. The Developer has agreed and it is hereby determined that any and all direct and indirect costs incurred by the City in connection with the Program and the Development, whether or not the Development is carried to completion, whether or not the Program is approved by the Agency, and whether or not the City by resolution authorizes the issuance of the Bonds, will be paid by the Developer upon request.

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By roll call and voting aye: Rygg, Moravec, Smothers, Aaker, Leppa; absent, not voting: Langsdorf, Herbes. Motion carried, resolution declared adopted.

Mayor

ATTEST:

City Clerk

It being 7:00 P.M., or as soon thereafter as the matter may be heard, Mayor Aaker declared this was the date and time as advertised for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a request from Terrence R. Couilliard for a variance in lot width (lot is 58.05', required is 60') to build a 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. The Mayor asked those present to voice their opinions or to ask questions concerning the variance.

Moved by Councilmember Smothers and seconded by Councilmember Leppa to grant 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 a) 1) to grant a variance of 1.95' in the required 60' lot width, 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 as requested in application #87-31.

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 considered tentative approval of proposed plat J.J.J. Estates located at 5401 West Broadway (Auto Parts Pro). The Mayor asked those present to voice their opinions or to ask questions concerning the proposed plat.

Moved by Councilmember Smothers and seconded by Councilmember Leppa to grant tentative approval of proposed plat J.J.J. Estates located at 5401 West Broadway (Auto Parts Pro).

Motion Carried.

The City Council considered a petition regarding parking of a recreational vehicle at 3117 Utah Avenue North and at 3101 Utah Avenue North.

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Moved by Councilmember Rygg and seconded by Councilmember Smothers to grant a variance to the ordinance for the two recreational vehicles at the addresses as stated in the petition until such time as other complaints are received.

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

Motion Failed.

Moved by Councilmember Smothers and seconded by Councilmember Leppa to grant a variance of sixty (60) days to allow staff to review the ordinance and report back to the Council.

Motion Carried.

The City Council considered a development proposal from Kraus-Anderson for the Anthony Shopping Center at 36th Avenue North & Highway 100. Ray Reese of Kraus-Anderson and Dick Treptow of Springsted, Incorporated appeared to present the proposal.

Moved by Councilmember Moravec and seconded by Councilmember Smothers to refer the proposal to the Crystal Housing and Redevelopment Authority for their consideration.

Motion Carried.

The City Council considered an application for a conditional use permit to allow a drive-in and a convenience food establishment in a B-4 District at 6220 - 56th Avenue North (Checker Board Pizza). Mr. Moselle appeared representing 6220 Bass Lake Road and Mr. Dave Unmuth appeared representing Checker Board Pizza. Also appearing were Yvonne Halpaus, 5847 Elmhurst Avenue North and a member of the Crystal Planning Commission and Lois Degendorfer, 6309 Brentwood Avenue North.

A petition opposing the issuance of the conditional use permit for Checker Board Pizza at 6220 - 56th Avenue North was presented by the residents living on Brentwood and Elmhurst Avenues.

Moved by Councilmember Smothers and seconded by Councilmember Leppa to deny as recommended by and based on the finding of fact of the Planning Commission, a conditional use permit #87-24 to allow a drive-in and a convenience food establishment in a B-4 District at 6220 - 56th Avenue North (Checker Board Pizza).

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

Motion Failed.

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Moved by Councilmember Moravec and seconded by Councilmember Rygg to approve a conditional use permit #87-24 to allow a drive-in and a convenience food establishment in a B-4 District at 6220 - 56th Avenue North (Checker Board Pizza).

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

Motion Failed.

The City Council considered a building permit for tenant improvements to the existing building at 6220 - 56th Avenue North (Checker Board Pizza).

Based on the action on the conditional use permit no action was taken by the City Council on the building permit.

The City Council considered a building permit and site improvements agreement for remodeling to the existing interior at 5337 Lakeland Avenue North. Michael Hoganson of Standard Water Control appeared and was heard.

Moved by Councilmember Leppa and seconded by Councilmember Smothers to set surety in the amount of \$21,400 as a guarantee of faithful performance of certain work requirements as a condition of building permit approval for 5337 Lakeland Avenue North, and further to authorize the Mayor and City Manager to sign such agreement.

Motion Carried.

Moved by Councilmember Rygg and seconded by Councilmember Smothers to approve as recommended by the Planning Commission, building permit #8142 for remodeling the interior of the existing building at 5337 Lakeland Avenue North subject to receipt of bond and signed agreement within 14 days.

Moved by Councilmember Smothers and seconded by Councilmember Rygg to amend the motion to continue discussion of the building permit allowing staff to investigate the applicant's request for a reduction or time extension on the improvement surety.

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

Motion Failed.

By roll call on the original motion of building permit issuance and voting aye: Rygg, Moravec, Smothers, Leppa, Aaker; absent, not voting: Langsdorf, Herbes.

Motion Carried

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The City Council considered the application of Debra K. Guertin for appointment to the Planning Commission. Ms. Guertin was present.

Moved by Councilmember Moravec and seconded by Councilmember Leppa to appoint Debra K. Guertin to the Planning Commission representing Section II, for an unexpired term expiring December 31, 1987.

Motion Carried.

The City Council considered the First Reading of an ordinance rezoning property at 5264 West Broadway from B-4 to B-3 and a conditional use permit for rental business in a B-3 District. Medard Keisershot appeared representing Mr. Aarestad, owner of 5264 West Broadway.

Moved by Councilmember Smothers and seconded by Councilmember Rygg to continue the discussion of the First Reading of an ordinance rezoning property at 5264 West Broadway pending submission of an expanded site plan.

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

Motion Failed.

Moved by Councilmember Leppa and seconded by Councilmember Moravec to deny the First Reading of an ordinance rezoning property at 5264 West Broadway.

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

Motion Carried.

Because of action taken on said rezoning no action was taken on a request for a conditional use permit.

The City Council considered a request from Clemons Steichen to rezone property at 5256 West Broadway from B-4 and B-3. Clemons Steichen appeared and withdrew his request.

Moved by Councilmember Leppa and seconded by Councilmember Moravec to deny as recommended by and based on the findings of fact of the Planning Commission a request to rezone property at 5256 West Broadway from B-4 to B-3.

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

Motion Carried.

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The City Council considered a resolution regarding Workers' Compensation for City Councilmembers.

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

RESOLUTION NO. 87-22

RESOLUTION RELATING TO WORKERS' COMPENSATION
FOR COUNCILMEMBERS

WHEREAS, Minnesota Statutes, Section 176.011, Subdivision 9 (5) enables elected officials of cities to be covered by the Workers' Compensation Act; and

WHEREAS, the City Council's intent is that its members be included as employees;

NOW, THEREFORE, BE IT RESOLVED that the Council restates and reaffirms its intention that City Council members of the City of Crystal be covered by the Minnesota Workers' Compensation Act.

By roll call and voting aye: Rygg, Moravec, Smothers, Leppa, Aaker; absent, not voting: Langsdorf, Herbes. Motion Carried, resolution declared adopted.

Mayor

ATTEST:

City Clerk

The City Council considered awarding bids for project #87-3, curb and gutter on Yates Avenue between 56th & 57th Avenues North.

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

RESOLUTION NO. 87-23

RESOLUTION AWARDING A CONTRACT FOR CURB AND
GUTTER PROJECT NO. 87-3

WHEREAS, the City of Crystal did advertise for bids for Project #87-3, curb and gutter on Yates Avenue between 56th and 57th Avenues North, and

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WHEREAS, such bids were received and publicly opened on May 13, 1987, and tabulated as follows:

Halvorson Construction	\$16,021.00
Thomas & Sons Construction	21,273.00
Alexander Construction	24,002.00
Independent Curb Contractors	26,130.00
Gunderson Brothers	32,070.60

AND WHEREAS, Halvorson Construction is the apparent low bidder,

NOW, THEREFORE, BE IT RESOLVED that the City of Crystal award the contract for Project No. 87-3, curb and gutter on Yates Avenue between 56th & 57th Avenues North to Halvorson Construction for the amounts shown above, and


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

By roll call and voting aye: Rygg, Moravec, Smothers, Leppa, Aaker; absent, not voting: Langsdorf, Herbes. Motion Carried, resolution declared adopted.

Mayor

ATTEST:

City Clerk

 The City Council discussed the distribution process of the City of Crystal newsletter as requested by Councilmember Herbes. Staff will look into alternatives for distribution of the Newsletter to the residents of Crystal.

The City Council considered the sale of miscellaneous used equipment.

Moved by Councilmember Smothers and seconded by Councilmember Moravec to approve the sale of miscellaneous used equipment as recommended by the City Engineer as follows:

- 1952 Pulverizer to Asphalt Paving for \$1,310
- 1971 Leaf Loader to Minnetonka Beach for \$2,185
- 1974 International Model 1800 Dump Truck not be sold at

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the lower two bids but instead be retained and entered in the Hennepin County auction in October

Motion Carried.

Moved by Councilmember Rygg and seconded by Councilmember Leppa to approve the list of license applications, as submitted by the City Clerk to the City Council in the preliminary agenda, a copy of which is on file in the office of the City Clerk, with the deletion of Complete Stump Removal, 8521 Edison Street N.E., Blaine, MN 55434, and further, that such list be incorporated into and made a part of this motion as though set forth in full herein.

Motion Carried.

The City Council directed staff to investigate the fee schedules of other cities for dispatching police personnel on false alarms and lock-outs of automobiles.

The Mayor read a letter received from the Postal Department indicating that, starting on or about October 1, 1991, planning indicates a new postal facility for the Crystal area.

The Mayor read a list of the appointees to the Crystal Charter Commission as submitted by Chief Judge Robert A. Forsythe, Hennepin County Courts.

The City Council considered a resolution regarding the renaming of Becker Park as presented by Councilmember Moravec.

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

RESOLUTION NO. 87-24

RESOLUTION RENAMING BECKER PARK

WHEREAS, Peter E. Meintsma has been a long time resident of the City of Crystal, and

WHEREAS, Peter Meintsma has contributed countless time and energy to the City of Crystal including ten years as the Mayor of the City, and

WHEREAS, as Mayor Peter Meintsma provided courageous leadership in dealing with a host of difficult issues facing the City, and

WHEREAS, under his leading role the City debated and approved the new Crystal Gallery Shopping Center and the redevelopment of the Becker Park area, and

19 MAY 1987

WHEREAS, Peter Meintsma was at the forefront fighting for the redevelopment project for the betterment of the entire City of Crystal, often times under adverse conditions, and

WHEREAS, Peter Meintsma's dedicated spirit has benefited the City in invaluable ways,

NOW, THEREFORE, BE IT RESOLVED, that the City of Crystal hereby renames Becker Park, the Peter E. Meintsma Park in honor of the person who has devoted so much of himself to the betterment of the City and that appropriate signage and/or plaques be installed,

AND BE IT FURTHER RESOLVED that funds for expenses be taken from the Permanent Improvement Revolving (PIR) Fund, Part "B".

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

Mayor

ATTEST:

City Clerk

The City Manager informed the City Council of the Annual Meeting of the Association of Metropolitan Municipalities to be held on May 28, 1987.

The City Council considered a request from the Marauder Aquatic Club for rental of the Crystal Municipal Pool.

Moved by Councilmember Rygg and seconded by Councilmember Smothers to approve the contract with the Marauder Aquatic Club and further, to authorize the Mayor and City Manager to sign such agreement.

Motion Carried.

Moved by Councilmember Smothers and seconded by Councilmember Rygg to adjourn the meeting.

Motion Carried.

Mayor

19 MAY 1987

ATTEST:

City Clerk

120

CRYSTAL PLANNING COMMISSION MINUTES

May 11, 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 April 13, 1987, meeting.
Motion carried.

1. Chairperson Feyereisen declared this was the time and place as advertised for a public hearing to consider Application #87-16 as submitted by Clemons J. W. Steichen to rezone from B-4 District (community commercial) to B-3 District (auto-oriented commercial) property located at 5256 West Broadway. The proponent presented the following: Mr. Steichen stated that both John Aarestad of Crystal Rentals and Dumarks Auto Sales, his neighbors, have expressed an interest in purchasing his property if it can be used as auto-oriented. A couple of potential buyers who intended the property for convenience food use said they needed more space than the 75' wide lot.

No one appeared in opposition.

Moved by Commissioner Elsen and seconded by Commissioner Magnuson to recommend to the City Council to deny Application #87-16, as submitted by 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.

The findings of fact are: Isolated spot zoning of B-3, no plans showing how the property would be used and long term no asset to the City.

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

Motion carried 7-1.

2. Chairperson Feyereisen declared this was the time and the place as advertised for a public hearing to consider Application #87-24 as submitted by Frank Sherman 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. The proponents presented the following: Frank Sherman

121

May 11, 1987 - Continued

stated the 1,000-square foot area will be remodeled to conform to the Checker Board Pizza franchise requirements; no sit down service--expect 5% take out and 95% fast, free delivery; will have 1 or 2 drivers during day and 3 or 4 drivers evenings and week ends using their own vehicles; hours 11 a.m. to 12 p.m. during week and 11 a.m. to 1 a.m. week ends; 6' high redwood slatted fence between Skipper's and residential. Dave Uden, Vice President of Checker Board Pizza, spoke of insurance covering drivers who are trained and supervised. Happy Moselle, part owner of Skipper's, stated entrance only from Bass Lake Road.

The following was heard in opposition:

Lois Degendorfer, 6309 Brentwood Ave. N., concerned with traffic, noise and litter.

Moved by Commissioner Halpaus and seconded by Commissioner Magnuson to recommend to the City Council to deny Application #87-24, as submitted by Frank Sherman 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.

The findings of fact are: Due to heavy and increased traffic the specific use is extremely difficult (based on 48-hour traffic count taken north of Bass Lake Road on Elmhurst Ave. 980 cars per day in 1985 and 2,550 cars per day in 1987).

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

Motion carried 7-1.

3. No action was taken by Commission on building permit #8158 to Frank Sherman of Checker Board Pizza for tenant improvements to the existing building at 6220 - 56th Ave. N., P.I.D. #04-118-21-32-0023 since Commission recommended City Council deny application #87-24 for a conditional use permit.
4. Chairperson Feyereisen declared this was the time and the place as advertised for a public hearing to consider Application #87-26 as submitted by Douglas Drive Family Physicians to rezone from R-1 District (single family residential) to B-2 District (limited commercial) and P-2 District (off-street parking - residential) property located at 3443 Douglas Drive and rezone from R-4 District (high density residential) to B-2 (limited commercial)

122
May 11, 1987 - Continued

property located at 3501 Douglas Drive. The City Engineer explained the rezoning request.

The following were heard:

Scott Simms, 3443 Douglas Drive, concerned with maintaining privacy and hoped some trees and wild life might be retained.

Sharon Garber, 3442 Florida Ave. N., hoped trees could be retained.

Shirley Lundgren, 6307 - 34th Ave. N., suggested a brick retaining wall between clinic and neighbor.

Moved by Commissioner Magnuson and seconded by Commissioner Anderson to recommend to the City Council to approve Application #87-26, as submitted by Douglas Drive Family Physicians, to rezone from R-1 District (single family residential) to B-2 District (limited commercial) and P-2 District (off-street parking - residential) property located at 3443 Douglas Drive, P.I.D. #20-118-21-11-0007, and rezone from R-4 District (high density residential) to B-2 (limited commercial) property located at 3501 Douglas Drive, P.I.D. #20-118-21-11-0003.

The findings of fact are: No objections from neighbors about rezoning of property and much needed request for parking for this clinic. Request some fence or screening be put up on the side yard and keep the environment as natural as possible.

Moved by Commissioner Christopher and seconded by Commissioner Magnuson to amend the motion to say a permanent wooden fence be installed on Lot 1 of Andersons Gardendale Acres.

The amendment failed.

The main motion was acted upon. The following voted aye: Anderson, Barden, Elsen, Feyereisen, Halpaus, Magnuson and Nystrom. The following voted no: Christopher.

Motion carried 7-1.

5. Not necessary for Jeffrey J. Michaels to request a variance for a deck on the existing house at 5402 Angeline Ave. N.
6. Kathleen and Thomas Potter appeared regarding Variance Application #87-30 for a deck on the existing house which will encroach in the required 40' rear yard setback at 4957 Jersey Ave. N.

May 11, 1987 - Continued

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 6' in the required 40' rear yard setback for construction of a 6'x21' deck on the existing house at 4957 Jersey Ave. N., P.I.D. #08-118-21-13-0095, as requested in Application #87-30 of Kathleen & Thomas Potter.

The findings of fact are: Small variance is more than offset by the improvement for the City.

Motion carried.

7. Don Larson of Liberty Realty Co. appeared regarding tentative approval of proposed plat Liberty Estates located at 6000 Lakeland Ave. N., P.I.D. #05-118-21-11-0032.

Moved by Commissioner Magnuson and seconded by Commissioner Anderson to recommend to the City Council to grant tentative approval of Liberty Estates which is unplatted property.

Motion carried.

8. Steven Leppa appeared regarding Variance Application #87-32 for a garage addition which will exceed the 15' maximum height allowed at 4816 Quail Ave. N.

Moved by Commissioner Barden 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 515.07, Subd. 5 b) to grant a variance of 16' which will exceed the 15' maximum height allowed for a two-story 31' high addition to the garage, 4816 Quail Ave. N., P.I.D. #09-118-21-41-0051.

The findings of fact are: No detriment to the neighborhood and a reasonable request.

Motion carried.

9. Michael Hogenson of Standard Water Control Systems, Inc. appeared regarding a building permit for remodeling interior of the existing building at 5337 Lakeland Ave. N.

Moved by Commissioner Magnuson and seconded by Commissioner Christopher to recommend to the City Council to approve authorization to issue building permit #8142 to Michael Hogenson for remodeling interior of the existing

124
May 11, 1987 - Continued

building located at 5337 Lakeland Ave. N., P.I.D.
#09-118-21-21-0006, subject to standard procedure.
Motion carried.

10. Consideration of Application #87-34 for rezoning properties from B-4 District to R-1 District at 5401 Florida, 5401 Georgia, 5406 Georgia, 5407 Georgia, 5412 Georgia, 5413 Georgia, 5400 Hampshire, 5401 Hampshire, 5406 Hampshire, 5407 Hampshire, 5412 Hampshire and 5413 Hampshire as requested by the Crystal City Council.

Moved by Commissioner Christopher 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, June 8, 1987, to consider the request of the Crystal City Council to rezone from B-4 District (community commercial) to R-1 District (single family residential), 5401 Florida, P.I.D. #05-118-21-44-0033; 5401 Georgia, #05-118-21-44-0039; 5406 Georgia #05-118-21-44-0035; 5407 Georgia, #05-118-21-44-0038; 5412 Georgia, #05-118-21-44-0036; 5413 Georgia, #05-118-21-44-0037; 5400 Hampshire, #05-118-21-44-0040; 5401 Hampshire, #05-118-21-43-0021; 5406 Hampshire, #05-118-21-44-0041; 5407 Hampshire, #05-118-21-43-0020; 5412 Hampshire, #05-118-21-44-0042 and 5413 Hampshire, #05-118-21-43-0019.
Motion carried.

11. Consideration of Application #87-35 for rezoning property from B-4 District to B-3 District at 5407 and 5413 Florida Ave. N. as requested by Kelley Monroe of C & K Properties.

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, June 8, 1987, to consider the request of Kelley Monroe of C & K Properties to rezone from B-4 District (community commercial) to B-3 District (auto-oriented commercial), 5407 Florida Ave. N., P.I.D. #05-118-21-44-0032, and 5413 Florida Ave. N., P.I.D. #05-118-21-44-0031.

Motion carried.

12. Consideration of Application #87-36 for rezoning property from R-1 District to PUD District; Application #87-37 for a conditional use permit for review of the site plan and Application #87-38 for a conditional use permit for elderly housing at property located between 29th & 32nd Ave. N. and between Douglas Drive and Brunswick Ave. N. as requested by Norman Nafstad.

May 11, 1987 - Continued

Moved by Commissioner Elsen and seconded by Commissioner Magnuson to set a public hearing before the Planning Commission at 7:30 p.m., or as soon thereafter as the matter may be heard, June 8, 1987, to consider the request of Norman Nafstad to rezone from R-1 District (single family residential) to PUD District (planned unit development); Application #87-37 for a conditional use permit for review of the site plan; Application #87-38 for a conditional use permit for elderly housing at 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.
Motion carried.

The following was heard:

Shirlie Lundgren, 6307 - 34th Ave. N. Suggested if cutting down hill in park to contact Park & Recreation Department about using good soil to replace bad soil.

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

Motion carried.

Chairperson Feyereisen

Secretary Christopher

May 30, 1987

Crestle City Council

Re: application # 87-32

We request that you deny
the variance requested by
Steven Leppa.

Marilyn Kamp
4824 Quigley Ave N.
Graham S. Leppa
4836 Quail Ave No.

Gray Kamp:
JoAnn Turner - 5001 49th Ave No.

Barbara L. Johnston
5003 Fairview Ave N.
Irene L. Johnston
5004 - 49th Ave No.

Nola Patterson
5008-49 Ave No

Nola Patterson
5008-49th Ave No.

Janet Dillon
4836 Quail N.

REQUETING: A four way stop sign at the corner of Hampshire and 47th Ave N. or the trees and bushes from the north corners removed.

The corner of Hampshire and 47th Ave is becoming more and more dangerous to our area. In the last twelve days there have been two accidents that the police have been called to. The last of which was on Thursday May 21, in which a Robbinsdale school bus was involved. Do to this fact we feel very strongly that either the trees and bushes be removed from the north corners or a four way stop be installed to slow the traffic in both directions.

NAME	ADDRESS	
1. General H. Hackley	6401 47th Ave N	Crystal Mn.
2. Mr. Allen Hawes	6329 - 47th Ave N	Crystal
3. Hilda Hawes	6329 - 47th Ave N	Crystal
4. Gene Nelson	4650 Hampshire Ave N	Crystal
5. Anna Gibson	4650 Hampshire Ave N	Crystal
6. Maurice E. Peterson	6329 - 47th Ave N	Crystal
7. Roseanne Peterson	" " "	"
8. Barb Mueller	6315 - 47th Ave N	(Crystal, Mn)
9. Helen Foley	6305 - 47th Ave N	Crystal Mn
10. Frank Foley	6305 - 47th Ave N	Crystal Mn
11. Wayne Johnson	4700 Edgewood Ave N	Crystal
12. Kate Mattia	4701 Edgewood	Crystal
13. Paul Wilhois	4700 Edgewood Ave N	Crystal
14. Marie D. Williams	4700 Florida No	Crystal
15. Betty Jypsen	6508 47th Ave N	Crystal
16. James E. Lane	4700 Hampshire	Crystal
17. Julie Engle	4701 Hampshire	Crystal
18. Rev. Edward C. Strom	6615 47th Ave N.	Crystal
19. Mrs. Louanne Strom	6615 47th Ave N.	Crystal
20. Mr & Mrs. Kevin Gombach	6607 47th Ave N	Crystal
21. Mr. & Mrs. David E. Waller	6535 47th Ave N	Crystal
22. Frank Foley Jr	6601 47th Ave N	Crystal
23. Denise Foley	6601 47th Ave N	Crystal
23. Matthew (Foster)	6529 47th Ave N	Crystal
24. Ken Karslun	6511 47th Ave	Crystal
25. Neil McTulley	6505 47th Ave	Crystal
26. Orville La Hus	6501 47th Ave N	Crystal
27. June H. Bassner	6421 47th Ave N	Crystal
28. June H. Bassner	6421 47th Ave N	Crystal
29. Monitors	6409 47th Ave N	Crystal
30. Margaret Jones	6409 47th Ave N	Crystal

REQUETING: A four way stop sign at the corner of Hampshire and 47th Ave N. or the trees and bushes from the north corners removed.

The corner of Hampshire and 47th Ave is becoming more and more dangerous to our area. In the last twelve days there have been two accidents that the police have been called to. The last of which was on Thursday May 21, in which a Robbinsdale school bus was involved. Do to this fact we feel very strongly that either the trees and bushes be removed from the north corners or a four way stop be installed to slow the traffic in both directions.

Bus Drivers that
were involved in


NAME	ADDRESS	
1. Sharon Schipper	1321 Cesana Dr N.B. Mn.	55112
2. Mike Sherman	6617 84 CT BROOKLYN PARK MN	55445
3. DON OTTEN	9483 LANCASTER LN. NO. MAPLE GROVE	55369
4. Paul Hilbertson	11132 LOUISIANA CT E. CHAMPLIN	55316
5. Marvin Gustafson	16220 KE. 70 th ELK RIVER	55330
6. Jimmy McCaskey	7417 Kender Ave N. Brooklyn Park	55444
7. Donald Hauvner	4023 Xenia Ave No Robbinsdale	55422
8. Karval Stark	6409 38 th Ave. No. Crystal	55427
9. David O. Krumme	4201 Jefferson St. N/A	55421
10. Sheryl D. Dyer	6901 47 th N. Crystal MN	55428
11. Bob S. Gilman	4955 Oakl	55429
12. Thomas P. Kosmussen	6518 46 th Pl N. Crystal MN.	55428
13. Richard Klipstein	4514 Adair Ave. No Crystal MN.	55422
14. RANDY LARDNER	4157 XENIA Ave No ROBB. Mn	55422
15. Richard Ship	6009 Quebec Ave No. New Hope Mn	55428
16. Jerry Barthel	1301 85 th AV. N. BR. PARK MN	55444
17. Ray Kucinski	124 - River Edge Way NE. Fridley Mn.	55432
18. Doug Wubnowski	230 Oak Grove St Mpls Mn.	55403
19. Bob Charbonneau	5717 Portland Ave White Bear Lake, Mn.	55110
20. Marvin Schuniger	3956 Virginia Ave. M. New Hope	55427
21. Jeff Stark	6527 Drew Ave No. Brooklyn Center	55429
22.		
23.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: May 28, 1987
RE: Stop Sign Request for 47th/Hampshire Avenues
Intersection

Section 515.07, Subd. 8 b) of City Code prohibits the planting of trees or shrubs within a 25 foot triangle inside the intersection of property lines at corner lots. If this ordinance requirement were adhered to by the property owners on the north side of 47th Avenue at its intersection with Hampshire Avenue, this request for additional stop signs would not need to be considered as a substitute for the lack of sight distance.

At this time City maintenance forces are not sent onto private property to perform any type of maintenance operation beyond the property line without the owner's permission. That permission has not been received in this instance.

Given the plantings situation and the proximity of the elementary school to the west, it is difficult to argue with this request. This office is, however, reluctant to have 4-way stops at both 47th and 48th Avenues given the way north-south traffic is encouraged along Hampshire Avenue North.



WM:jrs

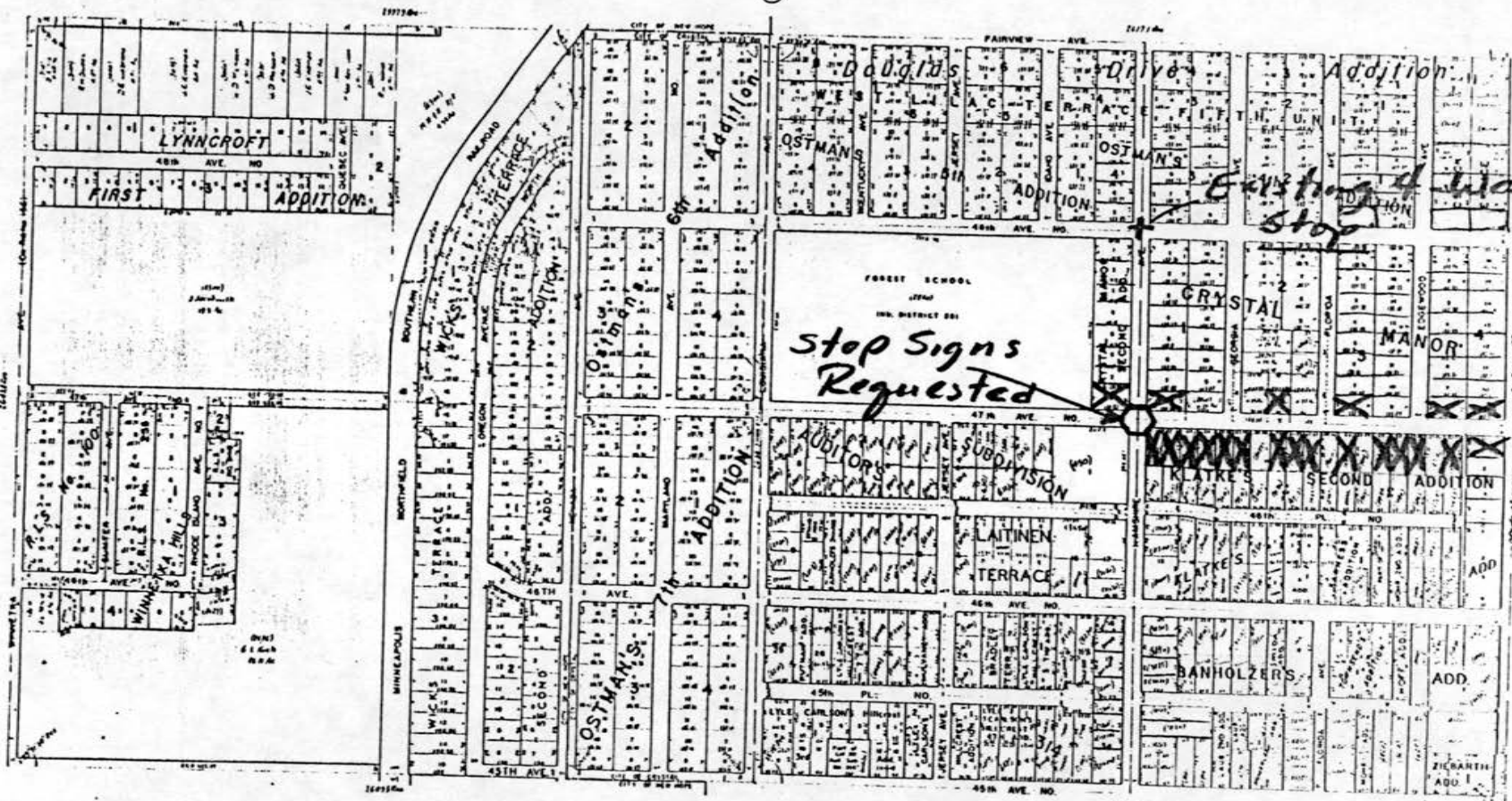
Encls

S.1/2 SEC. 8, T.118, R.21

6

(5)

SEC. 7, T. 118, R. 21



SEC. 7, T. 118, R. 21

(11)

Location Map

A
N

Not to meas.
Scale

LOCAL CASE NO.

TRAFFIC ACCIDENT REPORT

(FOR POLICE USE ONLY AS REQ. BY STATUTE)

NO VEH

NO KILLED

NO INJUR

ATTEND

MIT-RUN

UNATTEND

DATE OF

MONTH

DAY

YEAR

DAY OF WEEK

TIME

AM

PM

COUNTY

ACCIDENT

5

21

87

Thursday

7:10

Hennepin

CITY

TWP

CRYSTAL

ROUTE SYSTEM

ROUTE NUMBER OR STREET NAME

REFERENCE POINT

INT ELEM

PUBLIC PROP DAM

ON BRIDGE

PHOTOS TAKEN

ROUTE SYS

ROUTE #

STREET NAME, CITY LIMITS

REF POST OR FEATURE

UNIT NO. 1 - VEHICLE 1

UNIT NO. 2 - VEH 2 ☐ PED ☐ BIKE

DRIVER LICENSE NUMBER - 1

STATE

FIRST NAME

MIDDLE

LAST

NUMBER AND STREET (CURRENT)

CITY

STATE

ZIP CODE

TELEPHONE NO

DATE OF BIRTH

SEX

LIC. UNDER WITHDRAWAL

WRONG D.L. ADDRESS

RESTRICTIONS COMPLIED WITH

CLASS

FIRST NAME OWNER - 1

MIDDLE

LAST

NUMBER AND STREET

CITY

STATE

ZIP CODE

TELEPHONE NO

VEHICLE TYPE

YEAR AND VEHICLE MAKE

VEHICLE MODEL

COLOR

LICENSE PLATE NO.

YEAR

STATE OF ISSUE

NO OCCUP

FIRE INVOLVED

VEHICLE TOWED

DRIVER LICENSE NUMBER - 2

STATE

FIRST NAME

MIDDLE

LAST

NUMBER AND STREET (CURRENT)

CITY

STATE

ZIP CODE

TELEPHONE NO

DATE OF BIRTH

SEX

LIC. UNDER WITHDRAWAL

WRONG D.L. ADDRESS

RESTRICTIONS COMPLIED WITH

CLASS

FIRST NAME OWNER - 2

MIDDLE

LAST

NUMBER AND STREET

CITY

STATE

ZIP CODE

TELEPHONE NO

VEHICLE TYPE

YEAR AND VEHICLE MAKE

VEHICLE MODEL

COLOR

LICENSE PLATE NO

YEAR

STATE OF ISSUE

NO OCCUP

FIRE INVOLVED

VEHICLE TOWED

INSURANCE CO.

INSURANCE CO.

DAMAGED UNIT NUMBER 1

HAZARDOUS MATERIAL OR WASTE

EST DOLLAR AMOUNT COMBINED

HAZARDOUS MATERIAL OR WASTE

DAMAGED UNIT NUMBER 2

EST DOLLAR AMT

OVER

UNDER

STATUTE REQ

1 REAR END

3 LEFT TURN

OVER

UNDER

STATUTE REQ

6 RIGHT TURN

8 HEAD ON

SLIGHT MODERATE SEVERE

3000

2 OVERTAKING

4 OFF RD LEFT

RIGHT ANGLE

7 OFF RD RIGHT

9 SIDE SWIPE

INDICATE NORTH BY ARROW

DESCRIPTION

veh #1 was NB on Hampshire Approaching 47th Avenue. Veh #2 was WB on 47th Ave. Veh #2 had a stop sign. Veh #1 had no traffic control device. Veh #2 pulled out in front of Veh #1. Failing to yield the right of way.

47th Avenue

NAMES OF INJURED PERSONS/WITNESSES

ADDRESS

TELEPHONE NO.

24

25

26

27

28

29

30

TO HOSP.

Janelle Amy Anderson 6708 45th Plc

537-0251

1

6

-

4

B

Y

N

Laurie Jane Johnson 6400 44th Ave

533-5918

1

4

-

4

B

Y

N

Terry Ann Johnson 6400 44th Ave

533-5918

W

Y

N

OFFICERS RANK AND NAME

BADGE NO.

CITY

DEPARTMENT OR AGENCY

RECOMMENDATIONS

ASSISTING

BADGE NO.

CITY

DEPARTMENT OR AGENCY

RECOMMENDATIONS

LOCAL CASE NO. AND/OR CHARGES PENDING

NAME AND ADDRESS OF OWNER OF DAMAGED PROPERTY OTHER THAN VEHICLE

PART I - STATE COPY

↑

21003120
LOCAL CASE NO. AND/OR CHARGES PENDING

NAME AND ADDRESS OF OWNER
OF DAMAGED PROPERTY
OTHER THAN VEHICLE

Marlene

May 27, 1987

Dear City Councilmembers,

Several changes to the Civil Service Handbook were proposed during and after the Council meeting of April 21, 1987, and by the City attorney. Our responses are included in this draft. Many of the acceptable suggestions will require changes to the City Code. Assuming that you have a list of the City attorney's recommendations to the City Manager, the Commission will use them as a basis for changes to the document. This letter's purpose is to inform you of the criteria used in accepting his recommendations.

Throughout the document sections are footnoted as "New Material," the Commission is of the opinion that the information and situations encompassed in this new material have not previously been addressed by any document of the City of Crystal and that they needed to be addressed now.

In response to the City attorney's recommendations:

Recommendation 2. The definition of Appointing Authority now includes both the City Manager and the City Council in deference to the wishes of the Council. This changed definition specifically returns Council authority in three areas: page 23, paragraph 3; page 40, line 8; page 42, section 805. The wording of the definition allows for either City Manager or City Council authority in all cases, to be decided upon by the two concerned parties.

Recommendation 5. The wording in this definition was changed for the sake of readability and clarity.

Recommendation 9. The duplication of this section is intentional; page 12, paragraph 6 is part of the rules, while section 408 concerns procedure.

Recommendation 10. Although this section may seem unnecessary, the Commission feels that it is needed as a part of the record to deal with possible complaints.

Recommendation 14. The Commission stands by this section and recommends that it is included in the City Code.

Recommendation 16. The Commission understands that this section is not code, but it does reflect current practice. Perhaps again the code should be altered to comply with current practice.

Recommendation 17. The Commission feels that this section is needed, and that as appeal procedure is included within.

Recommendation 20. Again, the duplication is intended to cover a situation different from the first two uses.

Recommendation 21. The Commission feels that a change of code is in order in this situation.

Recommendation 22. The Commission recommends a change in code to align with current practice.

Recommendations 29, 30. These are two of the specific cases where the change in the definition of Appointing Authority reinvests authority with the Council, despite current practice.

Recommendation 31. The Commission recommends a change in code in this instance to allow for contingencies.

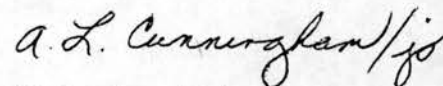
Recommendation 32, part 2. The City Code, section 310.02 grants the Commission these powers.

Recommendation 33. The Commission took Chapter X. verbatim from the code. If changes are to be made, they will necessitate code changes.

Recommendation 34. Appendix A is attached for reasons of completeness and because it is referred to in the document on page 10.

Another recommendation was given by a Councilmember to require 14 days notice for the existence of a vacancy instead of ten. That would require a code change: page 23.

Sincerely,

A handwritten signature in cursive script, appearing to read "A. L. Cunningham/jc".

A. L. Cunningham

LeFevere
Lefler
Kennedy
O'Brien &
Drawz

a Professional
Association

2000 First Bank Place West
Minneapolis
Minnesota 55402

Telephone (612) 333-0543
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Clayton L. LeFevere
Herbert P. Lefler
J. Dennis O'Brien
John E. Drawz
David J. Kennedy
Joseph E. Hamilton
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
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
Mary F. Skala
Christopher J. Harristhal
Timothy J. Pawlenty
Rolf A. Sponheim

May 4, 1987

Mr. John T. Irving
City Manager
City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

Re: Civil Service Handbook

Dear Jack:

I have reviewed the draft of the Civil Service Handbook submitted to the City Council by the Civil Service Commission. The Council has asked for a final review by me prior to its consideration for adoption.

As you know, I had previously sent you an extensive list of comments some time back, many of which are reflected in the new draft. There are, however, still a few points that I want to address.

1. The date on the cover page should be 1987.
2. P. 4, Definition 1. I think the term "City Manager" should be used throughout the Handbook. I would drop the definition of Appointing Authority and insert "City Manager - means the City Manager of the City, the Appointing Authority under Crystal City Code, Section 310".
3. P. 5, Definition 9. Insert "agent" after "officer" to conform to subsection 310.01, Subdivision 7. Change "persons" to "person".
4. P. 5, Definition 10. See note 23, below.
5. P. 5, Definition 11. Insert "the permanent employment of " after "means" to conform to Subsection 310.01, Subd. 10.

6. P. 6, Definitions 14 and 15. A strict reading of Minnesota Statutes, Chapter 44 would compel changing 120 to 90, but I'm inclined to leave the 120 day period as it is in the code.
7. P. 6, Definition 17. This language comes from Minnesota Statutes, Section 44.14 and although superfluous may be retained. Change "Section" to "Sections".
8. P. 6, add number 18 as follows:

18. Relation to City Code. The definitions in this Chapter and the text of the Handbook is intended to supplement Section 310 of the City Code. In the event of a conflict between a provision of this Handbook and Section 310 the provisions of the latter will prevail.
9. P. 12, paragraph 6. This duplicates Section 4.08. One of the texts should be omitted.
10. P. 14, Section 208. As I have commented before, this section is unnecessary. Any problem with the content of the rules in Section 207 could be dealt with by the Commission at its regular meetings. Since the administration of the rules is largely ministerial in nature I don't think there would be grounds for "protest" by an employee.
11. P. 16, Section 303. I would insert "as recommended by the City Manager" after "abolished" in line 3, insert "the necessary" after "make" in the same line and strike the last line.
12. P. 17, Section 401. I would reword the first paragraph as follows:

The City Manager will promptly notify the Commission of resignations of employees and the creation of new positions or classes of positions.
13. P. 18, Section 404, last sentence. The implication here is that the Manager must appoint rather than that he must appoint from the names certified. The sentence should read: "Appointments made by the City Manager will be from the names certified".

14. P. 20, Section 405(b). This new material regarding permanent part time employment is not in the code and would require an ordinance amendment if retained and approval by the Council.
15. P. 21, Section 406, line 3, after "law" insert "or by union contract".
16. P. 23, Section 501. Does the notice state that a vacancy exists, or that applications will be received, or that exams will be given, or all three? I think the present code, Subsection 310.11, Subd. 3, is relatively clear on this procedure. If this section is retained it should duplicate or accurately paraphrase the code.
17. P. 26, d. paragraph 2. As I commented before, I fail to see how anyone could "appeal" the conduct of the exam. If this paragraph is retained some appeal procedure should be added (i.e., grounds, timing, review of Commission decision, etc.).
18. P. 26, e. I think this should read: "The candidates having the top ten scores, but no more than ten, will be interviewed".
19. P. 28, d. Tie scores. I don't think the ordinance (or state law) contemplates interviews of more than three persons. I suggest the following: "In the case of a tie score on an eligible list the Commission will choose one of the candidates with the tie score by lot for certification to the City Manager. The names not so chosen will remain on the eligible list".
20. P. 29, paragraph 6. (See note 9 above) This is the third time this language is used. I would think the general power of the Commission to reject candidates under Section 408 would be adequate.
21. P. 29 - 31. Re-employment lists. This new material would require a code amendment if approved. The term "bump" implies a procedure whereby an employee with seniority claims a job of a less senior employee in the same class or a lower class in the event of a reduction in force.

Is that procedure in effect for non-union employees? If so, it should be spelled out in detail here.

22. P. 33, next to last paragraph should read "An employee applying for sick leave may be required to provide evidence satisfactory to the City Manager of the adequacy of the reason for the application".
23. P. 34, d. Since this is the only time the term "immediate family" is used, the definition should be inserted here. Is the last sentence necessary? See Section 602c. about maternity leave.
24. P. 35, g. Jury duty. State law requires leave with pay for jury duty but does not preclude requiring employees to return to work if not called while on duty. Perhaps this should be noted in the Handbook in this paragraph.
25. P. 36, Section 602. In line 3 after "work" insert "promptly on expiration of such leave".
26. P. 36, b. In line 3 after "so" insert "by the City Manager".
27. P. 37, Maternity leave. Whether comparable paternity leave is required is unclear. In the case of adoptive parents it appears that Minnesota Statutes, Chapter 181 so requires but not in the case of biological parents. But it is possible that a court might hold the policy as stated in this paragraph discriminatory. My inclination is to leave the paragraph as is.
28. P. 37, Chapter VII, line 6, strike period after "law", downcase "After".
29. P. 38, Section 801, 3rd sentence. City Code, Section 310.17, Subd. 2 provides that the Council files charges. A code amendment is necessary if this is approved.
30. P. 40, Section 803, line 8. City Code subsection 310.17, Subd. 2 provides that the Council files charges (see note 29). A code change required.

31. P. 42, Section 806, line 3. The change from five to ten days would require a code amendment, Subsection 310.17, Subd. 4.
32. P. 44, Chapter IX Grievances and appeals. There are two problems with this chapter. First, Section 902 dealing with appeals should either be a separate chapter or appear at the end of Chapter VIII dealing with dismissals: it has no application to grievances.

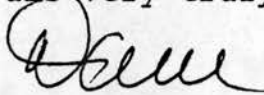
Second, the grievance procedure involving final review by the Commission is new and a substantial departure from present practice. Civil Service Commissions do not normally handle grievances; the City Code does not so provide nor does state law: thus, the issue for the City Council is where review of the Manager's grievance disposition is taken. Under union contract the dispute is normally handled by arbitration. In some cities the Manager's decision to non-union personnel is final; in others the Council may review that decision. In my judgment this matter must be resolved before the Handbook can be approved.

33. Chapter X, Political activity. Paragraphs a and b. This matter is to a large degree pre-empted by state law. Minnesota Statutes 210A.081 (copy attached). I would suggest that the statutory language be duplicated here. As for paragraph c, this is in the code but it should be noted that the language precludes running for any elective office. Thus if an employee who lives in Eden Prairie and runs for the Eden Prairie School Board would have to take leave without pay. (I suspect the intent was to preclude City offices only.) Also, it is not clear what happens if the candidate is elected. I assume the leave would continue, but what would be the employee's status when he or she vacates the office?
34. Appendix A. Are the by-laws of the Commission appropriate for the Handbook? The City Council reviews and approves all advisory commission by-laws, but I think the Civil Service Commission is sufficiently autonomous to make that unnecessary. Code Subsection 310.05 recognizes that the Commission has its own rules of procedure.

Mr. John T. Irving
May 4, 1987
Page 6

I hope these comments are helpful. I'd be happy to elaborate on any of them if you wish. I'm sending a copy to the Commission Chair for review.

Yours very truly,

A handwritten signature in dark ink, appearing to read "D. Kennedy", written over the closing "Yours very truly,".

David J. Kennedy

DJK:caw

cc: Art Cunningham

0011LT02.F16

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

CITY OF CRYSTAL, MINNESOTA

1987

ACKNOWLEDGEMENTS

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Arthur Cunningham, chair

Cyril Soukup

Karen Baker*

Marty Gates**

Don Andersen, coordinator

Jack Irving, City Manager

City Council:

Tom Aaker, Mayor

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Adrian Rygg

Rollie Smothers

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

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

City of Crystal
Civil Service Commission Handbook
1987

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Chapter I.
Definitions¹

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

¹ Derived from Crystal City Code 310.01.

8. Eligible List:

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

9. Employee:

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

10. Immediate Family:

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

11. Permanent Employment:

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

12. Position:

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

13. Probationary Period:

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

14. Provisional Employment:

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

15. Temporary Employment:

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

16. Veteran:

means persons defined as Veterans by Minnesota Statutes 197.45.

17. Veteran's Preference:

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

18. Relation to City Code:

The definitions in this Chapter and the text of the Handbook is intended to supplement Section 310 of the City Code. In the event of a conflict between a provision of this Handbook and Section 310 the provisions of the latter will prevail.

Chapter II.
Administration
Civil Service Commission

201. Membership²

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

² Derived from Crystal City Code 310.05.

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

202. Meetings of the Commission⁴

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

203. Secretary⁵

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

⁴ Taken from Crystal City Code 310.05.

⁵ New Material.

204. Minutes⁶

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

205. Contracts for Services⁷

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

⁶ New Material.

⁷ Crystal City Code 310.05.

206. Duties and Powers of the Commission⁸

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

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

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

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

⁸ New Material.

207. Civil Service Rules⁹

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

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

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

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

⁹ Derived from Crystal City Code 310.07.

¹⁰ The word or has been replaced with and.

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

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

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

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

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

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

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

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

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

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

208. Enforcement of Section 207 Rules¹²

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

¹² New Material.

Chapter III.

Classification of Positions

301. Classification Plan¹³

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

¹³ Crystal City Code 310.09.

302. Amendment of Plan¹⁴

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

303. Position Allocation¹⁵

If new positions are created or additional classes are established, or existing classes are divided, combined, altered or abolished as recommended by the Appointing Authority, the Commission shall make the necessary allocations.

¹⁴ New Material.

¹⁵ New Material.

Chapter IV.

Hiring

401. The Hiring Process¹⁶

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

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

402. Competitive Examinations¹⁷

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

403. Eligible Lists¹⁸

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

¹⁶ Civil Service Operating Rules.

¹⁷ Crystal City Code 310.13.

¹⁸ Crystal City Code 310.13.

404. Name Certification¹⁹

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

¹⁹ Derived from Crystal City Code 310.13.

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

405. Temporary Employment²¹

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

a. Temporary Full-Time Appointment²²

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

²¹ Crystal City Code 310.13.

²² New Material.

b. Part-Time Appointment²³

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

²³ New Material.

406. Probationary Period²⁴

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

²⁴ Crystal City Code 310.15.

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

407. Residence²⁶

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

408. Rejection of Candidates²⁷

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

²⁶ Crystal City Code 310.25.

²⁷ Crystal City Code 310.07.

Chapter V

Examinations and Eligibility Lists

501. Examinations

a. Notice²⁸

Public notice of the existence of a vacancy in the Civil Service System shall be given by one publication in the official newspaper of the City at least 14 days in advance of the closing of the applications and by posting notice in the City Hall for a similar period. A written notice shall also be mailed in advance of the examination to each person who has submitted an application meeting the minimum qualifications of the position.

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

b. Requirements²⁹

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

²⁹ Crystal City Code 310.11.

c. Rating of Examinations³⁰

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

³⁰ New Material.

d. Notification of Results³¹

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

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

e. Tie Scores³²

All candidates having the top ten scores will be interviewed.

f. Examiners³³

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

³¹ New Material.

³² New Material.

³³ Crystal City Code 310.11.

502. Eligibility Lists

a. Rank³⁴

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

b. Period of Eligibility³⁵

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

c. Tested and Passed Lists³⁶

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

³⁴ Taken from the Employee's Handbook.

³⁵ Crystal City Code 310.07.

³⁶ New Material.

d. Tie Scores³⁷

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

e. Removal of Names from Lists³⁸

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

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

2. Request of the eligible concerned.

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

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

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

³⁷ New Material.

³⁸ New Material.

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

7. Expiration of two years.

503. Re-employment Lists³⁹

a. Occupational Re-employment List

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

³⁹ New Material.

b. General Re-employment List⁴⁰

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

c. Period of Eligibility

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

⁴⁰ New Material.

d. Notification of Vacancies⁴¹

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

⁴¹ New Material.

Chapter VI.
Leaves of Absence

601. Leaves With Pay⁴²

a. Vacation

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

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

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

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

Vacation leave must be approved 48 hours in advance by the department head and the Appointing Authority.

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

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

b. Sick Leave

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

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

Sick leave will be granted for the following reasons:

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

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

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

c. Injury on Duty

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

d. Illness in Immediate Family

Sick leave will be granted if an employee is absent from work because of an emergency illness in the immediate family. (See definitions p. 5) Also, sick leave will be granted for the birth of an employee's child.

e. Funeral Leave

In the event of a death of a member of the employee's immediate family (See definitions p. 5), they may take a leave of absence with pay. The length of the leave is to be determined by the department head and the Appointing Authority. This leave will be charged to sick leave.

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

f. Military Reserve

1. Summer Training

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

2. Special Duty⁴⁵

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

g. Jury Duty

Employees are granted leaves of absence with full pay for required jury duty. As they continue to receive full wages, any jury compensation shall be credited to the City. Employees are required to return to work if not called while on duty.⁴⁶

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

⁴⁵ New Material.

⁴⁶ This sentence has been added for clarification of procedure.

602. Leaves Without Pay⁴⁷

Leaves of absence without pay may be granted by the Appointing Authority. Upon expiration of leave without pay, the employee may return to work promptly on expiration of such leave in the position held at the time leave was granted, or a comparable position,⁴⁸ with no loss of seniority.

a. Extended Illness

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

b. Education

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

c. Maternity

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

⁴⁷ Derived from the Employee's Handbook, new material added for clarification.

⁴⁸ This clause was added to include the possibility that the exact position is not open.

Chapter VII
Promotions⁴⁹

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

⁴⁹ Employee's Handbook.

Chapter VIII

Dismissals, Suspensions and Layoffs

801. The Dismissal Process⁵⁰

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

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

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

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

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

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

⁵⁰ Civil Service Operating Procedures.

802. Suspension⁵¹

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

⁵¹ Crystal City Code.

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

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

803. Cause for Dismissal or Suspension⁵⁴

No permanent employee in the classified service shall be dismissed or suspended, except for just cause, which shall not be religious, racial, or political. No such action shall be taken except after the employee has been given notice of the action in writing by the Appointing Authority. A copy of the notice shall be transmitted to the Civil Service Commission. Upon written request made by the employee within 15 days after receipt of such notice, the Appointing Authority shall file the charges of inefficiency or misconduct on which the dismissal is based with the employee concerned, and with the Commission⁵⁵. A hearing shall be held by the Commission thereon after ten days' written notice to the employee of the time and place of the hearing. Action of the Council shall be final if no such written request is made within 15 days after receipt of the notice of dismissal or suspension.

⁵⁴ Crystal City Code 310.17.

⁵⁵ All references to the Secretary of the Commission have been deleted because the Commission does not wish to specify a particular person or position, but simply the Commission.

804. Public Hearing on Charges⁵⁶

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

⁵⁶ Crystal City Code 310.17.

805. Decision on Hearing^{57.}

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

806. Written Findings on Charges⁵⁸

Findings and orders sustaining disciplinary actions or compelling reinstatement shall be in writing and filed within ten⁵⁹ working days after the completion of the hearing among the records of the Civil Service Commission. The Commission shall give written notice of the decision to any employees concerned and to the Council.

⁵⁷ Crystal City Code 310.17.

⁵⁸ Crystal City Code 310.17.

⁵⁹ Ten days have been allowed instead of five.

807. Lay-offs⁶⁰

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

⁶⁰ Based on Crystal City Code 310.07. The wording has been altered for clarity.

Chapter IX
Grievances⁶¹

901. The Grievance Process⁶²

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

a. Oral Report

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

b. Written Report

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

⁶¹ The dates set herein are target dates designed to shorten the proceedings and should be met except in the case of extenuating circumstances.

⁶² Civil Service Operating Rules.

c. Hearing

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

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

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

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

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

1001. The Appeal Process

a. Notice

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

b. Certification of Record

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

c. Supreme Court

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

⁶³ Crystal City Code 310.19.

Chapter XI.

Prohibitions and Political Activity

1101. Political Activity⁶⁴

a. Municipal Elections

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

b. Other Elections

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

c. Candidates

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

⁶⁴ Crystal City Code 310.27.

d. Penalty

The law provides that⁶⁵ any person who violates the previous provisions is guilty of a misdemeanor.

1102. Influence and Its Penalty⁶⁶

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

⁶⁵ This clause is added for clarification.

⁶⁶ Crystal City Code 310.27.

Appendix A

BYLAWS OF THE
CIVIL SERVICE COMMISSION
CITY OF CRYSTAL

Article I. Organization

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

Article II. Meetings

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

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

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

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

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

Article III. Conduct of Business

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

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

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

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

Article IV. Attendance

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

Article V. General Provisions

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

B. Proxy voting will not be allowed.

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

Article VI. Amendments

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

Adopted January 2, 1985

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
Joseph E. Hamilton
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
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
Mary F. Skala
Christopher J. Harristhal
Timothy J. Pawlenty
Rolf A. Sponheim

May 26, 1987

Mr. John T. Irving
City Manager
City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

Re: Peter E. Meintsma Park

Dear Jack:

Enclosed you will find the text of the ordinance renaming Becker Park. Under the statutes, such changes are made by ordinance and are then recorded with the County Recorder.

Yours very truly,


David J. Kennedy

DJK:caw

ORDINANCE NO. 87- _____

AN ORDINANCE RELATING TO
PARKS: CHANGING THE NAME
OF BECKER PARK

THE CITY OF CRYSTAL DOES ORDAIN:

Section 1. The name of Becker Park in the City of Crystal is changed to Peter E. Meintsma Park.

Sec. 2. This ordinance is effective in accordance with Crystal City Code, Subsection 110.11.

Mayor

Attest:

City Clerk

00110D10.F16

MOTION: From Special Park & Recreation Advisory Commission Meeting - May 27, 1987

Motion: Mr. Genis:

Move to recommend to request the council to reconsider and revoke their action of renaming Becker Park without the consultation of the Park & Recreation Advisory Commission. The issue is not whether the commission agrees or disagrees with the name; the issue is that the commission was not advised or consulted on this matter. In the future, the Park & Recreation Advisory Commission should be consulted in the renaming of any Park and Recreation facility.

Second - Mr. Stockhaus.

Motion carried - unanimous.

TO: John T. Irving, City Manager

FROM: Bill Monk, City Engineer

DATE: May 27, 1987

RE: Update Report on Bass Lake Storm Sewer Relief Project 87-4

Consistent with City Council direction of April 21, an inspection of the Bass Lake Road storm sewer system, including all trunk and lateral lines, has been completed. While there were numerous deficiencies identified in the lateral pipes, these problems were minor in nature and the trunk line itself as well as the overall system were found totally operational. The problems found involved root growth in pipe joints, gravel build ups in pipe inverts, grout work in manholes and catch basin deterioration. The worst of the problem areas have already been repaired by the Sewer Maintenance Department while work on the balance of the repairs is presently in progress.

The need to establish a programmed maintenance schedule was definitely highlighted as a result of the comprehensive inspection. It was also evident, however, that the majority of system back ups experienced in recent years were caused by pipe capacity problems and not by flow obstructions.

Based on these findings, this office continues to recommend the storm sewer relief line be constructed to alleviate recurring localized flooding. Although this flooding may not seem serious based on comments heard at the previous meeting, it should be noted that with all the rain we experienced in 1986 no single rainfall approached a 5-year event. As rainfalls of greater intensity occur, the resulting back ups may well cause property damage throughout the watershed.

The need to complete the Bass Lake Road storm sewer trunk system as originally proposed in 1968 is real. Additionally, the reduced design and proposed alignment represent a viable economic system for meeting that need. If a part of the proposal remains questionable, it is the funding source.

The original recommendation for funding included 100% assessment of the \$652,000 in project costs to properties (based on development type) within the watershed. This proposal was based partially on the time interval since the previous storm sewer trunk assessment (\$0.00725/sq. ft.) in 1972 and partially on the relatively modest rate of the proposed assessment for this project at \$0.0243 per sq. ft. for residential property. The funding method proposed is also consistent with that employed on past trunk sewer projects.

Update Report on Bass Lake Storm Sewer Relief Project 87-4
May 27, 1987
Page 2

One option to the 100% assessment proposal, short of using general City funds, involves use of state aid monies. Up to 25% or \$163,000 of the project costs could be financed using state aid funds since the proposed trunk sewer handles flow generated by streets within the MSA Street System. Such use of state aid funds would reduce the residential assessment rate to \$0.0182 per square foot. Given the present status of Crystal's state aid account balance, the storm sewer project (to a total of \$163,000) could be funded within our 1987 allotment.

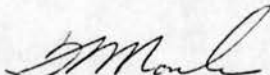
This office will be prepared to further review the items described above in an effort to determine the status of this improvement project. Based on that discussion, the Council should be in a position to authorize notification of the 1,750 affected property owners that either another hearing has been scheduled or the project will not be pursued at this time.


WM:jrs

TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: May 27, 1987
RE: Site Improvement Surety Reduction
for The Crystal Apartments

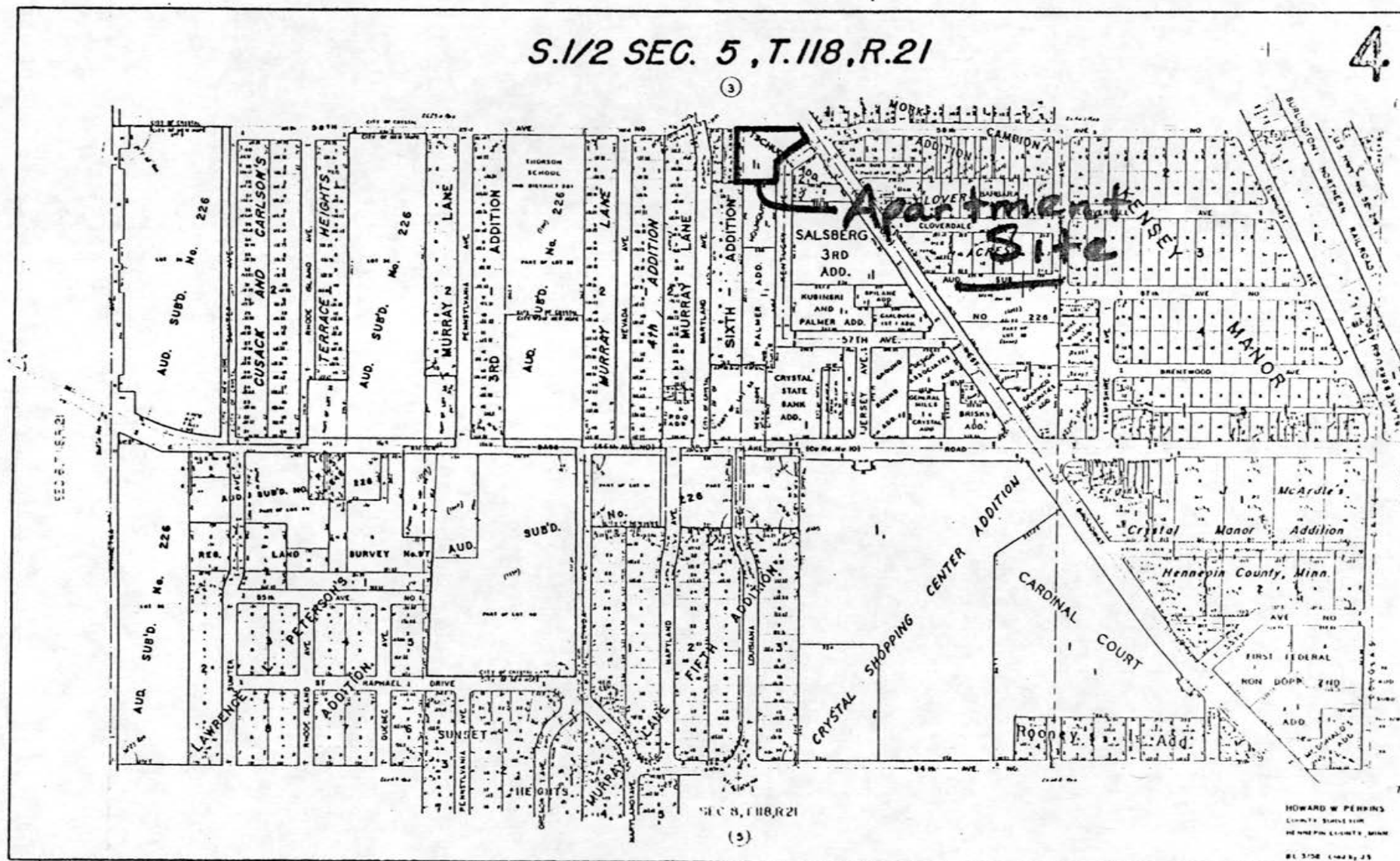
On December 9 the City Council approved a reduction in surety for site improvements at The Crystal Apartments located at 5755 West Broadway. The reduction from \$35,000 to \$1,000 was based on proper completion of all improvement installation with the exception of some minor landscaping. This landscaping work has now been completed in accordance with the approved site plan.

It is therefore the recommendation of this office that the City Council accept the site improvements at The Crystal as satisfactorily complete. Further, that the remaining surety be released subject to a one-year guarantee of said improvements as per provisions of the site improvement agreement dated May 6, 1986.


WM:jrs

Encls

4

$$\frac{d}{dt} \left(\frac{1}{2} \dot{\theta}^2 \right) = \frac{1}{2} \dot{\theta}^2$$


HOWARD W PIERSON
COUNTY CLERK
THE NEW YORK COUNTY JAIL
RECEIVED - 1962 JUN 25

April 29, 1986

Honorable Mayor & City Council
City of Crystal, MN

Re: Improvement Needs
The Crystal
5755 West Broadway

Dear Councilmembers:

A study was made of the improvement needs as they pertain to the above-captioned site.

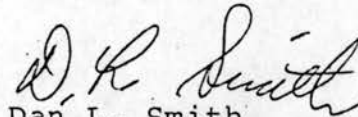
The items listed below were found to be reasonable and necessary for the orderly development of the City of Crystal and the site, also being in the best interests of the public:

- Construct 5' wide concrete sidewalk adjacent to site (Kentucky only).
- Grade boulevards to conform to Crystal standards.
- Construct concrete driveway apron across boulevard.
- Construct 2 curb openings at driveway and repair street adjacent.
- Close 1 driveway opening in curb and repair street adjacent.
- Construct V6 cast-in-place concrete barrier curb per approved plot plan.
- 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 2 handicap parking stall signs.
- Construct storm sewer and appurtenances to collect and dispose of all surface water on the site.
- Provide screening from adjacent property in accordance with Section 515.07, Subd. 9, of the Crystal City Code, at locations shown on approved plot plan.
- Erect stop signs at exits from parking area.
- Disconnect 1 abandoned water service at the main.
- Prepare and submit "as built" utility plans.
- Area lighting shall conform to Section 515.07, Subd. 10, of the Crystal City Code.
- Landscape all open areas.
- Provide all lot irons in place and to grade at the time of final acceptance.

Re: Improvement Needs
The Crystal
5755 West Broadway
April 29, 1986

It is recommended that the above work be required as a condition of issuance of a building permit; that the work be completed prior to issuance of an occupancy permit but not later than December 1, 1986; that the work be unconditionally guaranteed for a period of one year from date of final acceptance of all the work; and that surety in the amount of \$35,000 be required as a guarantee of the faithful performance of the above construction and requirements.

Sincerely,



Dan L. Smith
Assistant City Engineer

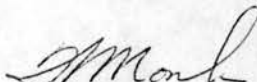
DLS:jrs

cc: John T. Irving, City Manager
Don Peterson, Building Inspector
John R. Paulson
320 Edgewood Ave. N.
Golden Valley, MN 55427

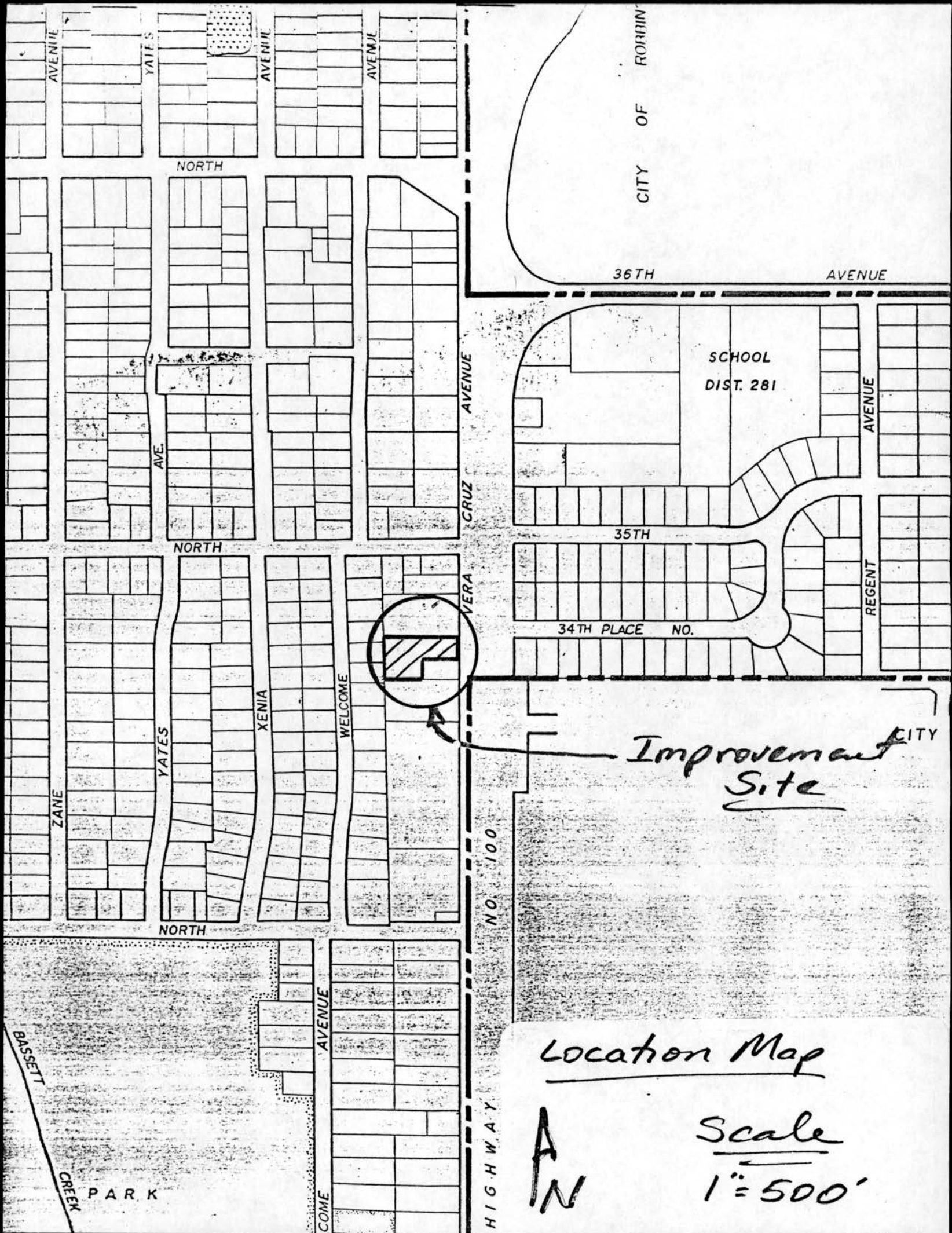
TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: May 27, 1987
RE: Surety Release for Office Building
at 3333 Vera Cruz

Site improvements, as noted on the attached letter, were required as a condition of building permit issuance to remodel an office building at 3333 Vera Cruz. All improvements have been completed to City standards consistent with provisions of the site plan agreement dated September 3, 1985.

It is the recommendation of this office that the \$5,000 surety on file be released as the Council accepts the site improvements at 3333 Vera Cruz as satisfactorily complete. Said acceptance being subject to a one-year guarantee of the improvements.


WM:jrs

Encls



36TH

AVENUE

SCHOOL
DIST. 281

35TH

34TH PLACE NO.

Improvement Site

Location Map

A
N

Scale
1" = 500'

August 15, 1985

Honorable Mayor & City Council
City of Crystal, MN

Re: Improvement Needs
3333 Vera Cruz
Office Building

Dear Councilmembers:


A study was made of the improvement needs as they pertain to the above-captioned site.

The items listed below were found to be reasonable and necessary for the orderly development of the City of Crystal and the site, also being in the best interests of the public:

- Sealcoat parking area and drives.
- Remove weeds and patch parking area and drives.
- Construct V6 cast-in-place concrete barrier curb per approved plot plan.
- Construct handicap ramp in walk.
- Erect 1 handicap parking stall sign.
- Area lighting shall conform to Section 515.07, Subd. 10, of the Crystal City Code.
- Landscape all open areas.
- Provide all lot irons in place and to grade at the time of final acceptance.

It is recommended that the above work be required as a condition of issuance of a building permit; that the work be completed prior to issuance of an occupancy permit but not later than June 1, 1986; that the work be unconditionally guaranteed for a period of one year from date of final acceptance of all the work; and that surety in the amount of \$5,000 be required as a guarantee of the faithful performance of the above construction and requirements.

Sincerely,


William L. Sherburne, P.E.
City Engineer

WLS:jrs

cc: John T. Irving, City Manager
Don Peterson, Building Inspector
Charles Hillstrom, 3315 Vera Cruz, Crystal 55422

Encls

TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: May 27, 1987
RE: Change Order 5A for Park Shelter Building

Since Change Order No. 5 for the park shelter building was approved by the City Council on April 21, a meeting involving City staff, the architectural consultant and the contractor has taken place to finalize the construction project. At that meeting it was found that several items were not covered and one minor discrepancy was included in the previous change order document. Change Order No. 5 has therefore been voided and No. 5A is attached for Council consideration. Differences between the two change orders as attached include an extra for a telephone conduit extension, a slight increase in the cost for a speaker addition and two deducts for gas and electric bills inadvertently paid by the City while the contractor was still responsible for the building.

The only items remaining to be completed as a part of the contract involve tuck-pointing of the stage wall, repair of an outside water fountain and locating a roof leak. Completion of these items is covered by the standard contract and a portion of the final payment will be withheld to guarantee proper repair.

Approval of Change Order 5A as attached is recommended.


WM:jrs

Encls

CHANGE ORDER

AIA DOCUMENT G701

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

☒
☒
☒
☐
☐

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

CHANGE ORDER NUMBER: 5A

INITIATION DATE: May 5, 1987

TO (Contractor):

Cates Construction Company
300 Highway 55
Hamel, MN 55340

ARCHITECT'S PROJECT NO: 87-8606

CONTRACT FOR: General Construction

CONTRACT DATE: May 13, 1986

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

o Telephone Conduit Extension	\$ 173.00
o Change Fixtures Handles in Concession Sink	\$ 37.00
o Move Mirrors for Soap Dispenser Installation	\$ 125.00
o Add Access Panels in Bathroom	\$ 644.00
o Add Base Speaker to Sound System	\$ 632.50
o Add Emergency Lights	\$ 375.00
o Deduct for Glazed Block	(1,000.00)
o Deduct for Cabinets	(200.00)
o Deduct for Kiosk	(1,100.00)
o Deduct for Electric Bills	(729.61)
o Deduct for Gas Bill	(560.20)

Not valid until signed by both the Owner and Architect.

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

The original (Contract Sum) (Guaranteed Maximum Cost) was \$ 396,536.00
Net change by previously authorized Change Orders \$ 11,463.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was \$ 407,999.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged)
by this Change Order \$ 1,603.31
The new (Contract Sum) (Guaranteed Maximum Cost) including this Change Order will be ... \$ 406,395.69
The Contract Time will be (increased) (decreased) (unchanged) by () Days.
The Date of Substantial Completion as of the date of this Change Order therefore is March 13, 1987

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

Cates Construction
CONTRACTOR
300 Highway 55
Address
Hamel, MN 55340

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

BY *Michael Brimberg*
DATE *5 May 1987*

BY *Wallace A. Cates*
DATE *5-10-87*

BY
DATE

CHANGE ORDER

AIA DOCUMENT G701

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

*Approved by General
April 21, 1987*

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

CHANGE ORDER NUMBER: 5

INITIATION DATE: April 1, 1987

TO (Contractor):

Cates Construction Company
300 Highway 55
Hamel, MN 55340

ARCHITECT'S PROJECT NO: 87-8606

CONTRACT FOR:
General Construction

CONTRACT DATE: May 13, 1986

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

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

Not valid until signed by both the Owner and Architect.

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

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

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

Cates Construction
CONTRACTOR
300 Highway 55
Address
Hamel, MN 55340

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

BY *Michael Bimberg*
DATE *4.21.87*

BY
DATE

BY *[Signature]*
DATE *4-21-87*



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

PLANNING
TRANSPORTATION
ENGINEERING
ARCHITECTURE

April 2, 1987

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

RE: Attachment to Change Order #5

ADDS

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

CREDITS

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

Thank you,

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

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

DAVID J. BENNETT
DONALD E. HUNT
MINNEAPOLIS

DONALD W. RINGROSE
MARK G. SWENSON

RICHARD P. WOLSFELD
JOHN B. McNAMARA
DENVER

PETER E. JARVIS
DONALD L. CRAIG

LAWRENCE J. GARDNER
RICHARD D. PILGRIM
BRECKENRIDGE

THOMAS F. CARROLL
DALE N. BECKMANN

CRAIG A. AMUNDSEN
DENNIS J. SUTLIFF

PHOENIX

TO: John T. Irving, City Manager
FROM: Bill Monk, City Engineer
DATE: May 27, 1987
RE: Change Order No. 2 for Park Improvement Project

With the grand opening of Meintsma Park fast approaching, a detailed inspection of the park improvements was recently performed. The one item found in need of immediate attention involved the significant areas where seed growth had not germinated even after two plantings. The contractor complained of strong winds and poor weather conditions while stating the areas would be reseeded.

Given the date of the park opening and the time required to establish seed growth, a negotiated price to sod the barren areas for \$0.90 per square yard (contract price of \$1.25) was agreed to. This extra work can be absorbed financially by the project and approval of Change Order No. 2 for the Park Project is recommended.



WM:jrs

Encl

✓ BRW Copy
City Copy
Contractor Copy
Inspector Copy

CHANGE ORDER NO. 2

CITY OF CRYSTAL
BECKER PARK IMPROVEMENTS
BASS LAKE ROAD PARKING LOTS
HAMPSHIRE AVENUE NORTH
MAY 27, 1987

CONTRACTOR: Hardrives, Inc.

Total Work Added - 9,980 S.Y. Sod @ \$.90/SY \$8,982.00

Net Change (Increase) \$8,982.00

Areas that were originally intended to be seeded were sodded so as to provide improved turf establishment.

ISSUED BY:

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

By Kim W. Waldorf
(Project Manager)

Date 5/27/87

ACCEPTED BY:

HARDRIVES, INC.

By Stanley M. Humphill
(Name and Title) Project Mgr.

Date 5/28/87

APPROVED BY:

CITY OF CRYSTAL

By _____
(Name and Title)

Date _____

By _____
(Name and Title)

Date _____



Minnesota Charitable Gambling Control Board
Room N475 Griggs-Midway Building
1821 University Avenue
St. Paul, MN 55104-3383
(612) 642-0555

LAWFUL GAMBLING EXEMPTION

FOR BOARD USE ONLY

- INSTRUCTIONS:**
1. Submit request for exemption at least 30 days prior to the occasion.
 2. When completing form, do not complete shaded areas.
 3. Give the gold copy to the City or County. Send the remaining copies to the Board. The copies will be returned with an exemption number added to the form. When your activity is concluded; complete the financial information, sign and date the form, and return to the Board within 30 days.

PLEASE TYPE

Organization Name CRYSTAL JAVCEES				License Number (If currently or previously licensed) NOT LICENSED			
Address 4816 REGENT NORTH			City, County, State, Zip Code CRYSTAL MINNESOTA 55429				
Chief Executive Officer's Name ART THOM		Phone Number 535-4020		Manager's Name GINNY THOM		Phone Number 535-7668	
Type of Organization <input type="checkbox"/> Fraternal <input type="checkbox"/> Veterans <input type="checkbox"/> Religion <input checked="" type="checkbox"/> Other Nonprofit Organization				If Other Nonprofit Organization (Check One) <input type="checkbox"/> IRS Designation <input checked="" type="checkbox"/> Incorporated with Secretary of State <input type="checkbox"/> Affiliate of Parent Nonprofit Organization			
Name of Premises Where Activity Will Occur BECKER PARK						Date(s) of Activity JULY 24-25-26, 1987	
Premises Address 5500 WEST BROADWAY							
Games	Yes	No	Gross Receipts	Value of Prizes	Expenses	Profit	
Bingo	X						
Raffles		X					
Paddlewheels		X					
Tipboards		X					
Pull-Tabs		X					
Use of Profit							
Distributor From Whom Gambling Equipment Acquired						Distributor's License No.	
I affirm all information submitted to the Board is true, accurate, and complete. <i>Art Thom</i> 5/27/87				I affirm all financial information submitted to the Board is true, accurate, and complete.			
Chief Executive Officer Signature				Date		Chief Executive Officer Signature	
						Date	

ACKNOWLEDGMENT OF NOTICE BY LOCAL GOVERNING BODY

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

CITY OR COUNTY

TOWNSHIP

Name of Local Governing Body (City or County) City of Crystal		Township Name (Must be notified when County is the approving body)	
Signature of Person Receiving Application <i>Raymond George</i>		Signature of Person Receiving Application	
Title City Clerk	Date Received 5-27-87	Title	Date

May 28, 1987

TO: John T. Irving, City Manager
FROM: John A. Olson, Assistant City Manager
RE: Pay Equity Program for City Employees

When the City Council set salaries in January they did not adopt a pay equity plan pending the results of the appeals by various employees. Employees could appeal their point values in two ways. First, they could request to revise their time spent profile to more accurately reflect time spent on various tasks. They could also appeal the value placed on the task and the over all program itself.

The first type of appeal would go to a local appeals committee made up of employees. The second type of appeal would go to the study wide appeals committee.

The local appeals committee reviewed revisions and time-spent profiles and made recommendations based on those revisions (memo dated 2/10/87 is attached). The appeals to the study wide committee on values placed on tasks and on the overall study were returned to the City indicating that they were rejected. The City must submit to the State a pay equity plan indicating how the City intends to provide for comparable worth among its employees.

I am requesting the Council to consider a pay equity plan based on the plans submitted previously with the revisions noted in the time spent profile memo of February 10. I have also attached a revised pay group list with points for each position and a proposed 1987 pay group chart with the revisions based on the revised time spent profiles.

In its report to the State the City must also indicate the length of time we will need to complete the pay equity plan. I would suggest that we take two years in which to do this so that the salary changes can be gradual and will not place severe strain on one particular budget.

The changes made by the Council at the beginning of this year took a big step in providing for pay equity and we can continue this in 1988 and 1989.

February 10, 1987

TO: John T. Irving, City Manager

FROM: John A. Olson, Assistant City Manager

RE: Results of the Comparable Worth Appeals Committee
Review of Time Spent Profile Appeals

The revisions made by employees who appealed the time spent profiles for the Control Data Comparable Worth Study have been completed and reviewed by the Appeals Committee. The following results show the original points, the revised points, and the recommended pay group changes:

<u>NAME</u>	<u>ORIGINAL POINTS</u>	<u>REVISED POINTS</u>	<u>PAY GROUP</u>
Barb Christenson	52	58	4 (from 3)
Carol Robbe	58	60	4 (no change)
Judy Aaker	55	60	4 (from 3)
Ken Varnold	76	82	8 (from 7)
Miles Johnson	101	107	11 (from 10)
Art Quady	81	79	7 (no change)
Ed Brandeen	93	92	9 (no change)
Susan Carstens	62	73	6 (from 5)
Charles Tostenson	80	84	8 (from 7)
Joan Schmidt	51	53	3 (no change)
Shirley Torkelson	48	55	3 (from 2)
Marlene Simonson	47	47	2 (no change)
Mike Sorvick	38	58	4 (from 1)
Mike Kettner	38	54	3 (from 1)
Bob Nichols	76	76	7 (no change)
Steve Blanchette	53	56	4 (from 3)

As you recall the Committee also indicated it would, on an advisory basis, review the time spent profiles of Dan Smith and Len Zuehl. Following are the results:

Dan Smith	104	99	10 (from 11)
Len Zuehl	100	99	10 (no change)

The Committee noted that both Mike Sorvick and Mike Kettner moved up in the pay groupings but indicated that since both were doing the same job, they should be placed in Category 3. In addition, the mechanics were placed in Pay Group 5 based on the results of the time spent profile of Bruce Guggemos. Although the changes in Steve Blanchette's time spent profile moved him to Group 4, it did not change anything for that position so we are recommending that the mechanics remain in Group 5.

The Committee also discussed the possibility of other positions being changed whether previously recommended to the Council or not. It was the opinion and a recommendation of the Committee members that no changes be made in pay groupings unless the person in that position revises a time spent profile and that revision indicates a change is necessary. The Committee further recommended that the City Engineer position remain

in Pay Group 11 rather than moving it up. Please note that the Assistant Engineer would go down one pay grouping based on the advisory review of the time spent profile. (The Committee suggests both Dan Smith and Len Zuehl be given their time spent profiles to revise).

The Committee believes the integrity of the Pay Equity plan and the Comparable Worth study should be maintained, and changes in pay group placement without a review of the time spent profile would defeat the purpose of the system.

PAY GROUPS		
(with position points)		
<u>Pay Group</u>	<u>Position</u>	<u>Points</u>
I		
II	Park Secretary (1)	47
	Switchboard/Receptionist (1)	47
	Finance Secretary (1)	47
III	Park Maintenance (8)	51 (48)*
	Building Department Secretary (1)	53
	Health Secretary (1)	53
	Administration Secretary (1)	53
	Light Equipment Operator (6)	54
	Payroll Clerk (1)	55
IV	Water & Sewer Maintenance (6)	56 (58) (51)*
	Utility Billing Clerk	58
	Custodian (2) Thorson	58
	Police Secretary (1)	58
	Communication Clerk (5)	60
	Accounting/Financial Clerk (1)	60
	Public Works/Engineering Secretary (1)	61
	Assessing Clerk (1)	61
V	Mechanic (2)	66 (56)*
	Heavy Equipment Operator	**
	Special Assessment Clerk (1)	66
	Engineering Aide II (1)	67
VI	Police Officers (22)	72 (73)*
	Juvenile Specialist (1)	73
VII	Appraiser (1)	75
	Engineering Aide IV (1)	76
	Public Health Sanitarian (2)	78 (79)*
	Recreation Supervisor (1)	78
	Fire Chief/Marshal (1)	79
	Asst. Building Inspector (1)	81
	Building Inspector (1)	81
VIII	Police Supervisor (5)	82
	Park Foreman	84
	City Assessor (1)	88
	Asst. Park & Recreation Director (1)	88
IX	Head Sanitarian (1)	91
	Street Superintendent (1)	92
	Park & Recreation Director (1)	92
	City Clerk (1)	93

* More than one person filling out questionnaire.

** Did not fill out questionnaire.

<u>Pay Group</u>	<u>Position</u>	<u>Points</u>
X	Administrative Assistant (1)	96
	Water & Sewer Superintendent	100
	Police Manager (2)	102
XI	Asst. City Engineer (1)	104
	City Treasurer/Finance Director	107
	City Engineer	108
	Asst. City Manager (1)	109
XII	Police Chief (1)	111

1987 PAY GROUP CHART

Pay Group	Position	1986 Salary	Pay Group 1987 Midpoint	Percent Increase		1987 Salary		Pay Group Salary Range
				Jan.	Jul.	Jan.	Jul.	
XIII	City Manager	\$64,500				\$69,700		
XII	Chief of Police	\$51,000	\$44,900	4.5%		\$53,295		\$35,920-\$53,880
XI	Asst. City Manager	\$42,735	\$42,800	4.5%		\$44,658		\$34,240-\$51,360
	City Engineer	\$45,000			4.5%	\$47,025		
	City Treas./Fin. Dir.	\$45,185		4.5%		\$47,218		
X	Police Manager (2)	\$37,560	\$40,000	4.5%		\$39,252		\$32,000-\$48,000
	W & S Superintendent	\$34,015		4.5%		\$35,545		
	Asst. City Engineer	\$34,051		4.5%	4.5%	\$35,583 - \$37,184		
	Admin. Asst.	\$32,395		4.5%	4.5%	\$33,853 - \$35,376		
IX	City Clerk	\$28,529	\$37,500	4.5%	6%	\$29,813 - \$31,602		\$30,000-\$45,000
	Park & Rec. Director	\$42,629		4.5%		\$44,547		
	Street Superintendent	\$32,000		4.5%		\$34,440		
	Sanitarian III	\$32,259		4.5%	5%	\$33,711 - \$35,397		
VIII	Asst. Park & Rec. Dir.	\$32,395	\$35,000	4.5%	4%	\$33,853 - \$35,207		\$28,000-\$42,000
	City Assessor	\$36,000		4.5%		\$37,620		
	Park Superintendent	\$29,783		4.5%	4%	\$31,123 - \$32,368		
VII	Fire Chief/Marshal	\$38,247	\$32,500	4%		\$39,777		\$26,000-\$39,000
	*Bldg. Inspector	\$33,680		4.5%	3%	\$35,195 - \$36,251		
	Asst. Bldg. Inspector	\$27,431		4.5%	6%	\$28,665 - \$30,385		
	Recreation Supervisor	\$27,958		4.5%	6%	\$29,216 - \$30,969		
	Sanitarian II (2)	\$25,132		4.5%	6%	\$26,263 - \$27,839		
	Police Supervisor (5)	\$35,340		4.5%		\$36,936		
	Engrg. Aide IV	\$28,215		4.5%	5%	\$29,485 - \$31,107		
	Appraiser	\$26,553		4.5%	6%	\$27,748 - \$29,413		

Pay Group	Position	1986 Salary	Pay Group 1987 Midpoint	Percent Increase		1987 Salary		1987 Pay Group Salary Range
				Jan.	Jul.	Jan.	Jul.	
VI	Police Officer (22) Juvenile Specialist	\$30,744 (top) \$32,395	\$30,000	4.5% 4%		\$32,124 (top) \$33,691		\$24,000-\$36,000
V	Engrg. Aide II Spec. Assess. Clerk Mechanic (2) Heavy Equip. Oper. (2)	\$24,186 \$19,074 \$25,438 \$25,438	\$24,900	4% 4.5% 4.5% 4.5%	5%	\$25,153 \$19,932 - \$20,929 \$26,583 \$26,583		\$19,920-\$29,880
IV	Assessing Dept. Clerk Engrg. Dept. Secretary Utility Billing Clerk Accounting Clerk W & S Maintenance (6) Communications Ck. (5) Police Secretary	\$15,675 \$17,280 \$19,720 \$19,489 \$24,731 \$22,452 \$22,260	\$22,500	4.5% 4.5% 4.5% 4.5% 4.5% 4.5% 4%	10% 6% 5% 6%	\$16,380 - \$17,200 \$18,058 - \$19,141 \$20,607 - \$21,637 \$20,366 - \$21,588 \$25,844 \$23,460 \$23,150		\$18,000-\$27,000
III	Custodian Light Equip. Oper. (6) Administrative Sec. Payroll Clerk Health Dept. Sec. Building Dept. Clerk Parkkeeper (8)	\$20,482 \$24,440 \$20,000 \$17,190 \$17,190 \$17,910 \$24,440	\$20,000	4% 4.5% 4.5% 4.5% 4.5% 4.5% 4.5%	4.5% 4.5%	\$21,301 \$25,540 \$20,900 \$17,963 \$18,716 - \$19,558 \$18,716 - \$19,558 \$25,540		\$16,000-\$24,000
II	Finance Secretary Switchboard Operator Park Secretary	\$15,288 \$13,900 \$16,468	\$17,900	4.5% (Feb.) 8% 4.5%	3% 4%	\$15,976 - \$16,455 \$13,900 - \$15,012 \$17,209 - \$17,900		\$14,320-\$21,480

*Change in pay grouping to be recommended.

01-Jun-86 date

CITY OF CRYSTAL
PIR PART A

PERMANENT IMPROVEMENT ACCOUNT
Cash Balance January 1, 1986

\$595,398.77

Receipts - 1986

State of MN Bass Lake Road
and West Broadway

\$89,343.56

Interest on Investments

\$70,830.71

Specials, Current, Delinquent
and Prepaid

\$483,360.15

Dutch Elm

\$620.00

TOTAL

\$644,154.42

DISBURSEMENTS - 1986

Certified Water & Sewer

\$79,505.30

Dutch Elm Paid

\$2,104.00

D.O.T.-36th Ave & Noble

\$1,000.00

Reserve for Bass Lake Road

\$250,000.00

Temporary Bonds (#86-21)

\$191,000.00

State Aid Temp Bonds (#86-28)

\$407,000.00

Impr. #64 (1986 Costs) (#42)

\$16,161.95

Impr. #66 (Sealcoat #506) (#44)

\$161,112.43

Impr. #66 (Sidewalk #507) (#44)

\$12,964.08

\$1,120,847.76

Balance December 31, 1986

\$118,705.43
=====

CITY OF CRYSTAL
PIR PART B
C.ROBBE

PROG#	ITEM	RES # or DATE	ALLOCATION by COUNCIL	PRIOR YRS EXPENDITURES	ENCUMBRANCES	1987 EXPENDITURES	DIFFERENCE OVER-(SHORT)	STATUS	INACTIVE	ACTIVE	REPAY BY COUNCIL RES	DATE CLOSED BY COUNCIL
459	BASSETT CREEK PARK		\$4,100.00	\$4,100.00			\$0.00	INACTIVE	\$0.00			
	POLICE REMODELING	85-49	\$38,900.00	\$38,027.44		\$577.00	\$295.56	INACTIVE	\$295.56			
	REPAIR N FIRE STATION		\$7,000.00	\$7,000.00			\$0.00	INACTIVE	\$0.00			
	1979-1984 PK IMP (5YEAR)		\$85,000.00	\$49,373.00			\$35,627.00	INACTIVE	\$35,627.00			
	THORSON CENTER		\$7,500.00	\$7,500.00			\$0.00	INACTIVE	\$0.00			
462	LEAGUE STUDY	85-101A	\$548.00	\$548.00			\$0.00	INACTIVE	\$0.00			
465	POLICE MONITORING SYSTEM	85-72	\$11,000.00	\$8,297.00		\$2,564.00	\$139.00	INACTIVE	\$139.00			
464	ANIMAL HUMANE SOCIETY	85-51	\$1,013.00	\$1,013.00			\$0.00	INACTIVE	\$0.00			
460	COUNCIL LIGHTING	85-54	\$1,725.00	\$1,725.00			\$0.00	INACTIVE	\$0.00			
	EMERGENCY GENERATOR		\$6,160.00	\$6,160.00			\$0.00	INACTIVE	\$0.00			
	FIRE PUMPER		\$75,240.00	\$75,240.00			\$0.00	INACTIVE	\$0.00			
	TENNIS LGTS-VP&B PARKS		\$21,628.00	\$21,628.00			\$0.00	INACTIVE	\$0.00			
	MONITOR/PAGE SYSTEM FIRE		\$12,018.00	\$12,018.00			\$0.00	INACTIVE	\$0.00			
470	CEMETARY PROPERTY	86-40	\$260,000.00	\$5,503.00		\$255,386.48	(\$889.48)	INACTIVE	(\$889.48)			
463	NSP RATES	85-102	\$1,278.00	\$1,278.00			\$0.00	INACTIVE	\$0.00			
445	BUS SHELTER	81-54	\$500.00				\$500.00	INACTIVE	\$500.00			
	MOTOR GRADER		\$75,410.00	\$75,410.00			\$0.00	INACTIVE	\$0.00			
	ADDITIONAL FOR PUMPER		\$6,071.00	\$6,071.00			\$0.00	INACTIVE	\$0.00			
461	SCHACKI PARK		\$4,000.00	\$4,000.00			\$0.00	INACTIVE	\$0.00			
457	RADIO SYSTEM EVAL	84-44	\$8,000.00	\$8,000.00			\$0.00	INACTIVE	\$0.00			
	LIGHTING-BASSETT CREEK PARK		\$2,400.00	\$2,400.00			\$0.00	INACTIVE	\$0.00			
	EXHAUST SYSTEM-N FIRE STATION		\$2,150.00	\$2,150.00			\$0.00	INACTIVE	\$0.00			
441	THORSON BUS	80-19	\$27,000.00	\$1,175.00			\$25,825.00	INACTIVE	\$25,825.00			
458	COUNCIL SOUND SYSTEM	85-21	\$8,000.00	\$7,597.00			\$403.00	INACTIVE	\$403.00			
449	THORSON PARKING LOT	82-12	\$102,000.00	\$89,702.00			\$12,298.00	INACTIVE	\$12,298.00			
458	METAL EQUIPMENT BLDG	85-42	\$39,000.00	\$40,105.00			(\$1,105.00)	INACTIVE	(\$1,105.00)			
440	CITY HALL IMPROVEMENT	79-29	\$175,000.00	\$167,250.00			\$7,750.00	INACTIVE	\$7,750.00			
	TREE SPADE		\$11,948.00	\$11,940.00			\$8.00	INACTIVE	\$8.00			
452	CURB & BUTTER (11 PARKS)	84-24	\$86,500.00	\$97,969.00			(\$11,469.00)	INACTIVE	(\$11,469.00)			
	CITY HALL SIGN		\$3,400.00	\$3,332.00			\$68.00	INACTIVE	\$68.00			
454	COMMUNICATION RECORDER (PD)	84-33	\$14,771.00	\$14,393.00			\$378.00	INACTIVE	\$378.00			
	HOCKEY RINKS (3 PARKS)		\$2,745.00	\$2,905.00			(\$160.00)	INACTIVE	(\$160.00)			
468	1986 CRYSTAL FROLICS	12/03/85	\$10,000.00	\$9,163.43			\$836.57	INACTIVE	\$836.57			
	TENNIS COURTS & LIGHTS		\$12,700.00	\$12,650.00			\$50.00	INACTIVE	\$50.00			
	VIRGIL JACKSON		\$3,500.00	\$3,206.00			\$294.00	INACTIVE	\$294.00			
444	WELCOME PARK	81-68 82	\$69,140.00	\$48,473.00			\$20,667.00	INACTIVE	\$20,667.00			
	BASSETT CRK SHELTER	79-71	\$32,000.00				\$32,000.00	INACTIVE	\$32,000.00			
	REPAIRS-N FIRE STATION		\$2,550.00	\$3,041.00			(\$491.00)	INACTIVE	(\$491.00)			
	36TH & HAMPSHIRE FLOOD		\$32,600.00	\$32,730.00			(\$130.00)	INACTIVE	(\$130.00)			
	PARK LIGHTING		\$12,300.00	\$8,888.00			\$3,412.00	INACTIVE	\$3,412.00			
443	1981 PARK CONSTRUCTION	81-7	\$77,081.00	\$27,244.00			\$49,837.00	INACTIVE	\$49,837.00			
455	THORSON DINING ROOM	84-34	\$8,500.00	\$6,018.00			\$2,482.00	INACTIVE	\$2,482.00			
467	EMPLOYEE WELLNESS	86-10	\$15,000.00	\$3,734.00			\$11,266.00	INACTIVE	\$11,266.00			

01-Jun-86 DATE

CITY OF CRYSTAL
PIR PART B

PROG#	ITEM	RES # or DATE	ALLOCATION by COUNCIL	PRIOR YRS EXPENDITURES	ENCUMBRANCES	1987 EXPENDITURES	DIFFERENCE OVER-(SHORT)	STATUS	INACTIVE	ACTIVE	REPAY BY COUNCIL RES	DATE CLOSED BY COUNCIL
480	58TH AVE STORM SEWER		\$4,200.00	\$2,400.00			\$1,800.00	INACTIVE	\$1,800.00			
453	NORTH FIRE STATION	84-9	\$610,000.00	\$595,028.44			\$14,971.56	INACTIVE	\$14,971.56			
457	POLICE RADIO SYSTEM		\$191,100.00	\$185,227.81			\$5,872.19	INACTIVE	\$5,872.19			
	62ND AVE PROJECT		\$9,000.00	\$5,899.00			\$3,101.00	INACTIVE	\$3,101.00			
	CURB & BUTTER-VP PARK		\$25,000.00	\$15,486.00			\$9,514.00	INACTIVE	\$9,514.00			
	1979 LAWCON		\$204,000.00	\$133,289.00			\$70,711.00	INACTIVE	\$70,711.00			
447	PARK DEVELOPMENT *	82-12	\$278,546.00	\$212,148.00			\$66,398.00	INACTIVE	\$133,804.00			
	TELEPHONE SYSTEM**		\$42,000.00	\$39,062.00			\$2,938.00	FULLY REPAID	\$2,938.00		\$39,062.00	
	POLICE/FIRE RADIOS**	83-55	\$28,404.00	\$28,404.00			\$0.00	FULLY REPAID			\$28,404.00	
472	RECYCLING PROGRAM *	86-59	\$4,577.00	\$4,577.00			\$0.00	FULLY REPAID			\$4,577.00	
448	THORSON AIR CONDITIONING**	82-12	\$135,165.00	\$111,394.00			\$23,771.00	REPAY	\$23,771.00		\$37,855.51	
469	ADVANCE REFUNDING BONDS ****	86-28	\$1,095,561.00	\$1,096,468.52			(\$907.52)	REPAY				
466	35TH - 36TH STORM SEWER ***	85-111	\$71,600.00	\$80,890.44			(\$9,290.44)	REPAY			\$10,000.00	
	BLR-BP STUDY ****	79-11	\$3,661.00	\$7,877.00			(\$4,216.00)	REPAY		(\$4,216.00)		
456	BLACKTOP EVALUATION	84-28	\$16,000.00	\$13,246.00			\$2,754.00	ACTIVE		\$2,754.00		
=====												
	TOTALS		\$4,096,190.00	\$3,460,354.08	\$0.00	\$258,527.48	\$377,308.44		\$456,374.40	(\$1,462.00)	\$119,898.51	
=====												

*=MONEY CONTRIBUTED OR REIMBURSED FROM OTHER SOURCES

**=MUST BE REPAID BY ORDER OF COUNCIL RESOLUTION

GRAND TOTAL PIR PART B= \$574,810.91

***=NICKLOWS-STORM SEWER #6587 \$37000.00 TO BE REPAID
BY SPECIAL ASST OVER 10 YEARS-1987 FIRST YEAR

****=REPAYMENT FROM TAX INCREMENT FINANCE DISTRICT

01-Jun-86 date

CITY OF CRYSTAL
PIR PART C

Part C - Surplus

Cash Balance January 1, 1986	\$1,109,847.53
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Receipts

Interest on Investments	\$132,033.33
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Unaudited Balance December 31, 1986	\$1,241,880.86 =====
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RESOLUTION NO. 87-

RESOLUTION RELATING TO THE PERMANENT
IMPROVEMENT REVOLVING FUND:
CLOSING CERTAIN ACCOUNTS

BE IT RESOLVED By the City of Crystal, Hennepin County,
Minnesota, as follows:

1. This Council has by Resolution 77-78 established the
Permanent Improvement Revolving Fund (PIR Fund).

2. This Council has from time to time authorized transfers
and loans to other City funds of monies in the Permanent Improve-
ment Account in the PIR Fund.

3. It is determined that it is necessary and desirable
for the sound management of the PIR Fund that all accounts of
loans and transfers that, because of repayment or other reimburse-
ment, are inactive be closed.

4. All present accounts in the Permanent Improvement
Account of the PIR Fund are declared closed except the following:

<u>Program</u>	<u>Item</u>	<u>Res. # or Date</u>
448	Thorson Air Conditioning	82-12
469	Advance Refunding Bonds	86-28
466	35th - 36th Storm Sewer	85-111
456	Blacktop Evaluation	84-28

5. All monies now in the Permanent Improvement Account
shall remain in that account for use in accordance with
Resolution 77-78.

Mayor

Attest:

City Clerk

May 29, 1987

TO: John T. Irving, City Manager
FROM: John A. Olson, Assistant City Manager
RE: Bids for new copy machine

Attached to this memo is a tabulation of bids for a new copy machine. Eight bids were received; of those eight, five were not considered because they did not meet specifications. Those were: Harris 3-M, Mita DC-513Z, Mita DC-4085, Gestetner Model 2150Z, and Sharp SF9550.

Three bids appeared to meet specifications, however, the bid from Wager, Inc. for a Toshiba BD-8412 has discrepancies in its bid. That bid indicates that the machine copies at a rate of fifty copies per minute. Informational material on the copier indicates forty copies per minute. In addition that bid indicates that it has an internal automatic stapler. It does not from viewing the demonstration of the machine. In addition Toshiba makes the 3-M copier and they are essentially the same. Therefore, I am not considering the Toshiba bid because it does not meet specifications.

The bids which meet all specifications are as follows:

<u>BIDDER</u>	<u>COPY MACHINE</u>	<u>PRICE</u>
Xerox	Xerox 1065	\$22,645.00
International Office Systems	Canon NP-8570	16,505.00

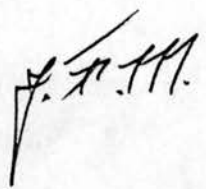
Budgeted amount for a copier in Department 14 is \$16,000. That budget has additional capital outlay funds in miscellaneous capital outlay account. Therefore, I am recommending the bid of International Office Systems for a Canon NP-8570 at a cost of \$16,505.

BIDDER	COPY MACHINE	COPIES PER MIN.	MAIN PAPER TRAY CAPACITY	REDUCTION ENLARGEMENT	AUTO DUPLEXING	"HELP" DISPLAY	AUTO COLLATOR SORTER	INTERNAL STAPLER	STRAIGHT PAPER PATH	COST
Xerox	Xerox 1065	62	1,100	yes	yes	yes	yes	yes	yes	\$22,645
Wagers, Inc.	Toshiba BD-8412	50*	1,500	yes	yes	yes	yes	yes*	yes	6,499
D.C. Hey	Sharp SF-9550	50	2,000	yes	yes	yes	yes	no	yes	9,640
Gestetner	Gestetner Model 21502	50	500	yes	no	yes	yes	no	yes	5,254
I.O.S.	Canon NP-8570	70	2,000	yes	yes	yes	yes	yes	yes	16,505
Coordinated Business Sys.	Mita DC-4085	40	500	yes	yes	no	yes	no	yes	7,290
Coordinated Business Sys.	Mita DC-5132	50	500	yes	no	yes	yes	no	yes	6,495
Stringer Business Sys.	Harris/3M Model 6040-AGDF	40	770	yes	yes	yes	yes	yes*	yes	7,850

* Indicated Bid Discrepancy

MEMORANDUM

TO: John T. Irving, City Manager

FROM: James F. Mossey, Chief of Police 

DATE: May 28, 1987

RE: Request for the allocation of funds for the purchase of an air conditioning unit for the Communications Center.

The Police Department is requesting that an additional \$5000.00 be allocated to the Police Department's 1987 budget for the purchase of an air conditioning unit for the Communications Center.

During the past two years the communications clerks have suffered considerable discomfort due to extreme temperatures and high humidity in their work area. During warm spring and summer days, temperatures in the Communications Center often exceed 90 degrees and, when coupled with the high humidity, create an adverse, counter-productive work environment. In addition to the discomfort created, the temperature/humidity conditions add more stress to an already stressful job.

The heat/humidity conditions exist for the following reasons:

1. The current Police Department air conditioning system is not adequate to cool the recently added Communications Center. The cost of upgrading the current system is cost-prohibitive and contractors cannot guarantee the cooling problem would be corrected. This is apparently due to the existing duct work.
2. The location of the Communications Center has created much of the problem, due to its being positioned between an east and west wall consisting of nearly all glass windows.
3. The equipment and lighting in the Center also has added to the amount of heat generated. The greatest sources of heat include two computer terminals and several overhead flood lights.

Cost estimates have been obtained to determine the approximate cost for the complete installation of a two-ton roof top air conditioner, which includes permits, roof cutting and patching, sheet metal work, a new thermostat, and any electrical wiring. The average estimated cost is \$5,000.00.



North
Memorial
Medical
Center

3300 Oakdale North
Robbinsdale, Minnesota 55422
612/520-5200

Tom Aaker, Mayor
City of Crystal
4141 Douglas Drive
Crystal, Minnesota

Dear Sir:

~~On June 27, 1987, the Employee Resource Council of North Memorial Medical Center has been given permission to utilize Bassett Creek Park for our annual picnic.~~

Along with a picnic, sports events and 2 Kilometer Run, we request your permission to land North Air Care at the park which adds to this year's theme of M*A*S*H, the acronym for Mobile Army Surgical Hospital. We request the landing of Air Care from 11:00 a.m. to 5:00 p.m. The ship would stay at the park and leave only if called for on an actual run. No rides would be given as we usually do in our other marketing events.

Your consideration and prompt action on this request is greatly appreciated.

Sincerely,

Douglas E. Hoppenrath,
Public Safety Services

May 28, 1987

CRYSTAL HUMAN RELATIONS COMMISSION
MEETING MINUTES

May 18, 1987

Members present: Burke Hilden, Carolyn Carlson, James Darner, Glenda Sims.

Members absent: Darla Carlson, Catherine Howard, Jean Wild, Scott Kerner, Donald Fish, Gregg Peppin.

No quorum due to lack of sufficient notice to commissioners.

Next meeting scheduled for June 22, 1987.

1. Be prepared to discuss Human Rights Award (enclosed information).
2. City's Affirmative Action Plan.
3. Election of Vice President?

Carolyn Carlson
Secretary

Suggested Time Line for Crystal Human Rights Award

- 1) Send out letters requesting nominees by Oct. 5, 1985.
- 2) Contact Post newspaper and Mpls. Star and Tribune by same date. Include press release.
- 3) Nominations are closed on Dec ^{Feb 7.} 21, 1985.
- 4) Nominees are informed of process as soon as their names are received.
- 5) Reviewal of nominations by our commission during January. During these meetings we must:
 - review the nominations
 - apply criteria
 - select finalists, notify and schedule them for interview.
 - Deadline is Jan. 17, 1986.
- 6) Interview finalists. It would be most efficient to interview them at our regular meeting. Those who are not able to attend the meeting may be scheduled during the prior week.
- 7) Select recommended recipient for award. Vote during regular January meeting, Jan. 27, 1986.
- 8) IMMEDIATELY notify councilmembers of commission's decision.
- 9) Council votes on recommendation at Feb. 4, 1986 meeting.
- 10) Award to be presented at February 18, 1986 council meeting.

See
535-0165

ARTHUR CUNNINGHAM

- Served on Minneapolis Civil Rights Commission under Mayor Naftalin 1968-69
 - Led fight against police brutality (Minority arrests)
- President of Minneapolis NAACP 1975-76
- Crystal Civil Service Commission
- Served on Governor's Blue Ribbon Task Force on Human Rights. Several of his suggestions became law. Was chair of one of the committees.
- Involved in writing Civil Service Handbook

GINGER KING

- Sponsered some Euthiopean refuges. Children and couples
- 8th grade social studies teacher

* that's all I could get out of my notes

SUE FOURE JOURDAIN

- Co-Chairperson of the Multiculture Coordination Council for the past 4 to 5 years. This Council helps to provide cultural programs in Robbinsdale School Dist. 281.
- Secretary of the American Education Parent Commission for IDS 281. Has been active for past 4-5 years.
- She volunteers in the multicultural program. She visits local classrooms and talks about the American Indian Culture, and other related topics.
- Treasurer of Focus for two years. Focus is a parents group. Sue provided this group information about multicultural education in IDS 281.
- Involved in local PTA
- She started the food self at St. Joseph's which expanded into PRISM. She is not involved with this organization anymore. started around 8 yrs ago
- She became involved with INdian culture when she wanted to learn more and moved her family to an Indian reservation.
- Became more involved in all of this because she felt the students should be more aware of jifferent races and their heritages and beliefs.

March 3, 1986

Dear

As you may be aware, the Crystal Human Relations Commission, in conjunction with the Crystal City Council, is in the process of granting its first Human Rights Award to a Crystal citizen who has made contributions to the preservation and/or enhancement of human rights in Crystal.

This letter is to inform you that your name has been received by the Human Relations Commission as a nominee for the award. We extend our congratulations to you on your nomination along with our sincere appreciation for your work in the area of human rights.

The Human Relations Commission is currently reviewing the human rights contributions of all nominees and will select a deserving candidate within the next sixty (60) days. At that time, the person selected will be presented Crystal's first Human Rights Award by the Mayor and City Council.

Sincerely,

Gregg Peppin, Vice Chair
Human Relations Commission

GP:djg

May 28, 1987

TO: John T. Irving, City Manager
FROM: John A. Olson, Assistant City Manager
RE: City Manager Search - Advertisements

Attached to this memo is a copy of the advertisement placed in the I.C.M.A. Newsletter for the City Manager position. Members of the Council receive the Nation's Cities Weekly and will note that the advertisement has the incorrect address.

I have contacted the Robbinsdale Post Office to be aware of this and have delivered to them the letter attached. In addition I have called the National League of Cities and asked them to publish the advertisement again with the correct address. Hopefully they will do this. However, in any case the Post Office is aware that envelopes coming with that incorrect address will be sent to this City Hall.

ICMA Newsletter

May 25, 1987

Placement and Support Services

Applications

(Applicants will be declared members if no written objections are filed within 60 days.)

New Full Member: Paul Dangerfield, Putaruru, New Zealand; C. Wesley Duffey, Hogansville, GA; Kenneth Kortness, Sr., Kingstree, SC; Del Lewis, Ingleside, TX; Hugh Riley, Tucumcari, NM; Joseph Rudhall, Oamaru, New Zealand; Warren Taylor, Kuring-gai, NSW, Australia; Colin Whitlock, Wanganui, New Zealand.

New Associate (Manager): Denis Hawkey, Launceston, Tasmania, Australia.

New Associate (Assistant): Lyle Ridout, Flinders, Victoria, Australia.

Transfer to Associate (Assistant) from Affiliate: Matt Fulton, New Ulm, MN; Mary Gornto, New Hanover Cn., NC.

Appointments

(M - Member; NM - Nonmember)

John Berchtold (M), Vil. Adm., Wolverine Lake, MI, since 1983, has been appointed City Mgr. of Kewanee, IL.

Pamela Brangaccio (M), Adm. Asst., West Palm Beach, FL, since 1986, has been appointed Asst. to the City Mgr. of West Palm Beach, FL.

Christopher Chinault (M) has been appointed Cn. Adm. of Citrus Cn., FL.

Michael Garvey (M), City Adm., San Anselmo, CA, since 1983, has been appointed City Adm. of San Carlos, CA.

William Gary Head (M) has been appointed City Mgr. of Lakeland, TN.

Edwin Ivey (M) City Mgr., Walla Walla, WA, since 1981, has been appointed City Mgr. of Longview, WA.

Dwight Johnson (M), City Adm., Grand Island, NE, since 1979, has been appointed City Mgr. of Shoreview, MN.

Hurt Kimball (M), Asst. City Mgr., Grand Rapids, MI, since 1982, has been appointed City Mgr. of Grand Rapids, MI.

William McGill (M), Asst. City Mgr., Upper Arlington, OH, since 1986, has been appointed Dep. City Mgr. of Upper Arlington, OH.

Michael McGuire (M), City Mgr., Prior Lake, MN, since 1973, has been appointed City Mgr. of Maplewood, MN.

Zane Nutter (M), Asst. City Mgr., Port Orange, FL, since 1985, has been appointed Town Mgr. of Brownsburg, FL.

Stephen Owen (M), Asst. Town Mgr., Leesburg, VA, since 1985, has been appointed Asst. Cn. Adm. of Frederick Cn., VA.

Charles Penny (M), Asst. to the City Mgr., Kinston, NC, since 1985, has been appointed Asst. City Mgr. of Asheville, NC.

Art Scibelli (M), Exec. Secy., Bridgewater, MA, since 1985, has been appointed Town Mgr. of Manatu Springs, CO.

Gerald Seals (M), Asst. City Mgr., Springfield, OH, since 1984, has been appointed City Mgr. of Springfield, OH.

Albert Sharp, Jr. (M), Cn. Mgr., Granville Cn., NC, since 1984, has been appointed Cn. Mgr. of Lincoln Cn., NC.

Steven Sheiffer (M), Town Mgr., Concord, MA, since 1978, has been appointed City Mgr. of Janesville, WI.

John Thomson (M), City Mgr., Medford, OR, since 1976, has been appointed City Mgr. of Covina, CA.

Mark Van Thiel (NM) has been appointed Vil. Adm. of Combined Locks, WI.

Tim Zisoff (M), Asst. City Mgr., Indianola, IA, since 1979, has been appointed City Mgr. of Indianola, IA.

ICMA needs your help to keep its membership files up to date! Please notify the staff of any address changes and/or new appointments. Whenever possible, include a forwarding address for your predecessor. Send information to ICMA Member Services, 1120 G Street, N.W., Washington, D.C. 20005, or call 202/626-4625. MANAGERS AND ASSISTANTS WILL BE LISTED IN THE APPOINTMENTS SECTION. ALL OTHERS WILL BE LISTED IN MEMBER MEMOS. Please allow at least two Newsletter issues for processing appointments.

CAO Positions

Recognized Local Governments

Crystal, MN (25,543) - City Mgr. Sal. nego. DOQ/E. 2 pers. holding pos. since ICMA (CM) recog. in 1960. Mayor & 6-mbr. cncl. elected on a nonpartisan basis for 3-yr. staggered terms. \$5.5 mil. budg.; 100 employ. Req. deg. in pub. adm. or rel.

fld. & or 5 yrs. mun. govt. exp. Resume to City Mgr. Search Committee, 141 Douglas Drive, 55-22, by 7/15/87. RC

Excelsior Springs, MO (10,500) - City Mgr. Sal. DOQ/E; pres. \$39,000***. 19 pers. holding pos. since ICMA (CM) recog. in 1922. 5-mbr. cncl. elected for 3-yr. staggered terms. \$6 mil. budg.; 100 employ.; located w/in Kans. City metro area. Pref. deg. in pub. adm. or rel. fld. or 5 yrs. mgr./resp. asst. mgr. exp. Resp. for dir. full-serv. city incl. wtr./sewer facils. Resume to Mayor Tom Rickman, Hall of Waters, 201 E. Broadway, 64024, by 6/15/87. RC

Fair Haven, VT (2,800) - Town Mgr. Sal. to \$29,000. 1 pers. holding pos. since ICMA (CM) recog. in 1983. Bd. of selectmen. 15 employ. Pref. deg. &/or rel. exp. & strg. PR/pers./finl. mgt. skills. Resume w/prof. refs. to Mgr. Search Committee, Municipal Bldg., 05743, by 6/1/87. RC

Garden City, GA (7,500) - City Adm. \$30,000+. 1 pers. holding pos. since ICMA (GM) recog. in 1983. Mayor & 7-mbr. cncl. \$3.8 mil. budg.; 37FT/13PT employ.; 100 volunteers. Pref. MPA + 3-5 yrs. mun. exp. & good communic./budg./mgt. skills. Resume w/sal. hst. & 3 refs. to Kim Ballard, Box 7548, 31418-7548, by 6/15/87. RC

Clarification from 5/11/87
Newsletter: Great Falls, MT (58,250) - City Mgr. Sal. rng. \$45,000+ DOQ. Resume to Personnel Dept., P.O. Box 5021, 59403, by 6/1/87. EOE/MF/RC

Kissimmee, FL (26,000 + lrg. tourist influx) - City Mgr. Cur. sal. \$50,000 + ben. 18 pers. holding pos. since ICMA (CM) recog. in 1923. 5-mbr. commis. elected at large. \$22 mil. budg.; 400+ employ. in 11 depts. Rapid growth area adjacent to Disney World. Req. strg. mun. exp. + excel. budg., finl., comm. dev., communics. & PR skills; MPA pref. Resume to Personnel Dept., P.O. Box 1608, 32742-1608. RC

Medford, OR (42,500) - City Mgr. \$50-\$60,000 DOQ/E + ben. 5 pers. holding pos. since ICMA (CM) recog. in 1954. Mayor & 8-mbr. cncl. elected for 4-yr. staggered terms; mayor elected for 2-yr. term. \$38 mil. budg.; 300 employ. Req. deg. in pub. adm. + 5 yrs. mun. govt. exp. Resume w/refs. & sal. hist. to Medford Recruitment, P.O. Box 928, Salem, 97308, by 6/15/87. RC

Milton, VT (7,800) - Town Mgr. Sal. \$30-\$37,000. 2 pers. holding pos. since ICMA (CM) recog. in 1983. 5-mbr. bd. of selectmen elected at large. \$1.5 mil.

budg.; 20 employ. Req. mun. mgt. exp. w/ emphasis on pers./police procedures. Resume to Chair, Board of Selectmen, Town Offices, 05-68, by 6/15/87.

North Kansas City, MO (5,000) - City Adm. \$38-\$40,000 + ben. 3 pers. holding pos. since ICMA (GM) recog. in 1974. Mayor & 8-mbr. cncl. \$10 mil. budg.; 155 employ.; lrg. indus. base w/22,000 daytime pop. Pref. deg. in pub. adm. or rel. fld. + 5 yrs. mun. mgt. exp. Resume to Robert Saunders Mgt. Consultants, 918 Forest Lane, Liberty, 64068, by 6/15/87. RC

Riviera Beach, FL (36,000) - City Mgr. Sal. nego. DOQ/E; pres. \$60,000. 8 pers. holding pos. since ICMA (CM) recog. in 1956. Mayor & 5-mbr. cncl. \$14 mil. budg.; 425 employ. in 16 depts.; rapid growth mun. Req. MPA/MBA + 7 yrs. exp. dir./coord. mun. govt. Resp. inc. pers., fin. & comm. dev./rels. Resume to Donald Wilson, Director of Personnel/Labor Relations, P.O. Drawer 10682, 600 West Blue Heron Blvd., 33404, by 6/30/87. EOE/M/F/V/H

Shorewood, WI (14,200) - Vil. Mgr. Sal. DOQ. 8 pers. holding pos. since ICMA (CM) recog. in 1926. 7-mbr. bd. elected at large for 3-yr. staggered terms. \$7.18 mil. budg.; 100FT employ.; full serv. Req. MPA or rel. deg. or equiv. exp. + 10 yrs. rel. exp. incl. 5 yrs. mun. govt. exp.; strg. communic./interpers./ldrshp. skills des; EDP knowl. pref. Resp. for depts., labor negos., budg., pers. & wtr./sewer dept. supvsn. Resume w/sal. reqs. & refs. to Village Mgr., 3930 N. Murray Ave., 53211-0016, by 6/26/87. Mark env. Vil. Mgr. Application. RC

Tonkawa, OK (4,000) - City Mgr. Sal. nego.; \$24-\$30,000 + ben. 10 pers. holding pos. since ICMA (CM) recog. in 1951. Mayor & 4-mbr. cncl. College town w/city-owned utils. incl. elec./wtr./sewer. Resume to Mayor Ronnie Blubaugh, c/o City Clerk, Box 465, 74653.

Villa Park, IL (23,185) - Vil. Mgr. Sal. nego. DOQ/E; pres. \$52,000. 7 pers. holding pos. since ICMA (CM) recog. in 1957. Pres. & 6-mbr. bd. of trustees. \$20.5 mil. budg.; 143FT employ.; full-serv. Pref. deg. in pub. adm./bus./urb. mgt.; adv. deg. des.; signif. loc. govt. mgt. exp./bkgrd. import. Strg. finl. mgt., comm./staff dev. & communic./interpers./ldrshp. skills req. Resume w/bkgrd. materials to Paul Reaume, VP/Partner, Korn/Ferry Intl., 120 S. Riverside Plaza, Ste. 918, Chicago, 60606. RC

Willard, OH (5,700) - City Mgr. \$35-



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

ADMINISTRATIVE OFFICE

May 28, 1987

Branch Manager
Robbinsdale Post Office
U.S. Postal Service

Dear Sir:

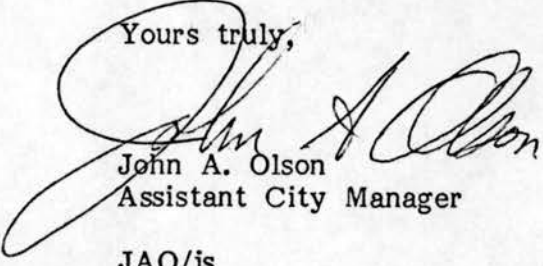
Recently the City of Crystal placed an ad in a national publication seeking applicants for a City Manager position. The publication printed the incorrect address and therefore you will be getting mail to that address for the City of Crystal. Please post this letter or another notice so that your staff can be aware of that mistake.

Mail sent to: City Manager Search Committee
 City of Crystal
 441 Douglas Drive
 Crystal, Minnesota 55422

Should be sent to: City Manager Search Committee
 City of Crystal
 4141 Douglas Drive
 Crystal, Minnesota 55422

Thank you for your help in this matter.

Yours truly,


John A. Olson
Assistant City Manager

JAO/js

Crystal Park & Recreation Advisory Commission

May 6, 1987

The regular meeting of the Crystal Park and Recreation Advisory Commission was called to order at 7:04 pm by Chairperson Garry Grimes. Members present were: Ms. Reid, Mr. Hoffmann, Mr. Sochacki, Mr. Stockhaus, Mr. Genis, Ms. Veech, Ms. Pitts, and Ms. Saunders. Also present were: Mr. Brandeen and Ms. Hackett for the department staff. Donald Toavs was present representing the fire department.

Ms. Hackett reviewed the monthly report highlighting major activities.

Ms. Reid summarized the last Crystal Frolics meeting. A funding proposal was accepted by the Crystal Frolics Committee - the Fire Department will give the responsibility of the Frolics to the committee and in return donate Klein's percentage to the committee. The other civic groups will donate 25% of their profits to the Frolics Committee. The Frolics committee will incorporate and set-up bylaws. Mr. Genis wondered if the Frolics Committee is recognized by the Council as an ad hoc committee. Mr. Hoffmann suggested that the Fire Department send the Council a letter stating that the Firemen have turned control to the Frolics Committee. Mr. Brandeen suggested that the Frolics Committee should look into writing by-laws first, then investigate the relationship with the city.

Mr. Toavs talked about the fireworks for the Frolics. He felt there were 3 possible sites to shoot them off:

1. Berm on northside of park between pathway and Bass Lake Road
2. Parking lot behind Skippers
3. Burlington Northern RR right of way by park building

The fireworks require digging 30 holes. The fire department would do any re-sodding required. The space requirement needed is 30 feet long by 2 feet wide. Mr. Toavs felt that the park berm was the best choice because if the Skippers parking lot was used, dirt would have to be hauled in, spread and then hauled out; if the railroad property was used, an area around the property would have to be cleaned - this would include the building area. Mr. Brandeen expressed his concern about damage to the park. Mr. Toavs said the Fire Department would repair any damage done.

Motion - Mr. Genis: Moved to recommend that the Fire Department use the berm on the northside of the park to shoot the Crystal Frolics fireworks depending on fire marshall approval. The fire department will repair any damage done to park property. If successful, the spot could be made a permanent site through use of creative landscaping modifications.

Second: Ms. Reed

Motion Carried: Unanimous

Ms. Reid reviewed the progress of Crystal Frolics events. A Chairperson is needed for the Fun Run.

Ms. Hackett reviewed the April Arts Committee meeting. Invitations to the Dedication will be mailed soon. A brochure on all the concerts is being prepared. Park and Recreation Advisory Commission members will help serve pop and help with balloons.

There was no Long Range Planning Commission report.

Mr. Brandeen distributed the 5 Year Plan. Mr. Genis thought a copy should be given to the Council. Mr. Brandeen said that the Council has the same plan but in a different format. Mr. Genis thought this format was easy to read and understand.

The commission discovered that the city now has a city wide logo. The commission felt that the Park and Recreation logo should be kept.

Motion - Mr. Stockhaus: Moved to recommend that the Park & Recreation Department maintain its logo in that the Park & Recreation logo reflects what this department and commission is all about.

Second: Mr. Genis

Motion Carried: Unanimous

Mr. Hoffmann asked about the status of the cemetery property. Mr. Brandeen replied that it will be used for Little League. The A Minor field will have to be moved within the boundary of the city property by the end of the year.

Mr. Brandeen asked for any ideas the commission may have for the 1988 budget:

Dredge Bassett Creek Spillway
Bocce Courts at Thorson
Picnic tables and grills at the Little League field/pool area
Redo sewage at Bassett Creek nature trail
Recreation programs for mentally ill
Outreach Senior programs - Classes in the community

Mr. Brandeen reviewed the proposed apartment building on 32nd & Brunswick.

Mr. Genis voiced a concern over unleashed dogs in Bassett Creek Park. Mr. Stockhaus suggested calling the animal warden. Mr. Hoffmann suggested that the Police or Reserves could issue warning tickets.

Mr. Genis also mentioned that the police may want to patrol the wooded area at Bassett Creek.

The next meeting is Wednesday June 3 at 7:00 p.m. at Becker Park. A tour will be given at 6:30 p.m.

Respectfully Submitted

Gene Hackett
Recorder

PARK & RECREATION ADVISORY COMMISSION

Agenda, June 3, 1987

(Meintsma Park)

1. Call meeting to order - 7 p.m.
2. Approval of minutes.
3. Hear citizen comment from Meintsma Park area residents.
4. Review of council presentation from June 2.
5. Review Crystal Frolics meeting - Liz.
6. Review Arts Committee meeting - Ed.
7. Review Long-Range Planning Meeting - Burt.
8. Discussion on Fun Run coordinator for Crystal Frolics.
9. Other business.



DEPARTMENT OF TRANSPORTATION
320 Washington Av. South
Hopkins, Minnesota 55343-8468

935-3381
TTY 935-6433

June 1, 1987

TO: Those Listed Below
FROM: Wayne Matsumoto *WJM*
Traffic Operations Engineer
SUBJECT: Temporary Closure of CSAH 102
At the Soo Line Railroad Crossing in Crystal

On Monday 8 June 1987 CSAH 102 (Douglas Drive) will be closed at the Soo Line railroad crossing for repair of the crossing.

Traffic will be detoured via 51st Place and CSAH 8 (West Broadway).

The closure will be in effect approximately one week.

WAM/JMD:pl

Hennepin County

Board of Commissioners
Bureau of Public Service-V.T.Genzlinger
Transportation Staff
Sheriff's Department
Sheriff's Radio Tower
Library Director-Robert Rohlf

Minnesota Dept. of Transportation

District 5 Engineer - W. Crawford
District 5 Traffic Engineer-Joel Katz
Road Information & Permit Office
Minnesota Highway Patrol East
Minnesota Highway Patrol West

Municipalities

City of Crystal
Manager, Public Works
Fire Chief, Police Chief

Transit

MTC Transit Operating Division
Dick Loeffler, Mgr. St. Operations

School District 281 - Robbinsdale

Transportation Director
Superintendent

Emergency Service

Methodist Hospital-Emergency
North Memorial Medical Center-
Emergency
MedPlus Ambulance-Attn: Tom Klyve
Waconia Ridgeview Hospital
Ambulance Service
Midwest Med Kab
Jennifer Peterson, Hennepin County
Medical Center

Media

Mpls. Star and Tribune, Editor
Sun Newspapers, Editor
Post Publishing, Editor

Radio Station

WCCO

Metropolitan Traffic Control

American Automobile Association

Ken Mohr, Domestic Travel

HENNEPIN COUNTY

an equal opportunity employer

PUBLIC HEARING

PUBLIC HEARING

PUBLIC HEARING

Regional Transit Board

The Regional Transit Board (RTB) and the Metropolitan Transit Commission (MTC) will hold four public hearings to receive public comment on a federally required plan they will submit to the Urban Mass Transportation Administration. The plan outlines how the RTB and the MTC will provide transit services to disabled individuals in the Twin Cities Metropolitan Area to meet the requirements of Section 504 of the Rehabilitation Act of 1973.

The public hearing schedule is as follows:

JUNE 22: Hennepin County Government Center, Jury Assembly Room, 300 South 6th Street in Minneapolis beginning at 7 p.m.

JUNE 23: White Bear Lake Library at 4698 Clark Avenue in White Bear Lake beginning at 3 p.m.

JUNE 24: Amherst H. Wilder Apartments at 516 Humbolt Avenue in St. Paul beginning at 6:30 p.m.

JUNE 30: Dakota County Library at 1101 West County Road 42 in Burnsville beginning at 3 p.m.

The 60 day public comment period for the public hearing draft of the 504 Compliance Plan for the Twin Cities Metropolitan Area will end on July 20. Anyone interested in submitting a statement on the plan may send their written comments to the Regional Transit Board, 270 Metro Square Building, St. Paul, Minnesota, 55101.

If you would like a copy of the public hearing draft of the 504 Compliance Plan for the Twin Cities Metropolitan Area or if you would like to be placed on the schedule to present testimony, call 292-8789.

The Regional Transit Board is responsible for transit planning, policy making and administration in the Twin Cities Metropolitan Area.



REGIONAL TRANSIT BOARD
270 Metro Square Building
St. Paul, Minnesota 55101



MS. DELORES AHMANN
CLERK
CITY OF CRYSTAL
4141 DOUGLAS DRIVE
CRYSTAL MN 55422