



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

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Barlene

September 1, 1987

Councilmembers

9 Rygg

p Moravec

P Smothers

P Aaker

p Leppa

Herbes

P Olson

P Kennedy

P Monk

P Peterson

A Deno

P George

The City Council considered the minutes of the regular City Council meeting of August 18, 1987.

Moved by Councilmember Herb and seconded by Councilmember Lary to
(approve) (approve, making the following exceptions: _____ to)
the minutes of the regular City Council meeting of August 18, 1987.

Motion Carried.

REGULAR AGENDA

1. The City Council considered a solicitor's permit from the Robbinsdale/Cooper Girls Swim Club for September 8 through September 30, 1987. *Notified 9-2-87*

Moved by Councilmember Lange and seconded by Councilmember Leppa to (approve) (deny) (continue until _____ the discussion of) the permission of a solicitor's permit for the Robbinsdale/Cooper Girls Swim Club for September 8 through September 30, 1987.

exempt. Scouts, Hockey, Local W. K. S. S. P. Motion Carried.

2. The City Council considered a request for a solicitor's permit from Doyle's Junior Bowlers for September 1, 1987 through October 31, 1987. *Notified 9-2-87*

Moved by Councilmember Herke and seconded by Councilmember Sm. to (approve) (deny) (continue until _____ the discussion of) a solicitor's permit for Doyle's Junior Bowlers for September 1, 1987 through October 31, 1987.

Motion Carried.

*1984
Ord. Redone?*

3. The City Council considered Second Reading of an ordinance regarding the Civil Service system and discussion of the Civil Service Handbook.

Moved by Councilmember _____ and seconded by Councilmember _____ to adopt the following ordinance:

ORDINANCE NO. 87-

AN ORDINANCE AMENDING THE CIVIL SERVICE SYSTEM

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

Motion Carried.

Moved by Councilmember Verb. and seconded by Councilmember Sm. to (deny) (continue until Sept. 15 the discussion of) an ordinance amending the Civil Service System and discussion of the Civil Service Handbook.

Motion Carried.

4. The City Council considered a contribution to the Twin West Chamber of Commerce for publication of a demographic handbook.

Moved by Councilmember Sm. and seconded by Councilmember Lamp. to (approve) (deny) (continue until _____ the discussion of) a contribution to the Twin West Chamber of Commerce in the amount of \$1,000 for publication of a demographic handbook.

Publication Budget?
Motion Carried.

5. The City Council considered a resolution regarding emergency funding for Bassett Creek projects.

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

RESOLUTION NO. 87-49

RESOLUTION RELATING TO EMERGENCY CONSTRUCTION
TO CROSS THE CHICAGO NORTHWESTERN
RAILROAD TRACKS-SOUTH FORK OF
BASSETT CREEK-AND WAIVING THE
RIGHT TO A HEARING

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

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny)
(continue until _____ the discussion of) consideration of a resolution
relating to emergency construction to cross the Chicago Northwestern Railroad tracks-
south fork of Bassett Creek-and waiving the right to a hearing.

Motion Carried.

6. The City Council considered a report from the City staff regarding the 1988 Frolics and review of the City expenditures for the 1987 Frolics.

Sm/Herbes report
By [signature] Frolics report / resolution = [signature] 10/1/87
15th [signature]
[signature]

7. The City Council considered a request from the Charter Commission for funding in the amount of \$2,500 for Commission operations in 1987.

Moved by Councilmember Sm. and seconded by Councilmember Leppa to (approve) (deny) (continue until _____ the discussion of) funding in the amount of \$2,500 for operations of the Charter Commission for 1987.

Motion Carried.

8. ~~The City Council Considered the~~
Consideration of an appointment of a Councilperson to the Management Committee of the Recycling Program.

Moved by Councilmember Cygg and seconded by Councilmember Sm. to appoint Pauline Langsdorf as the City Council's representative on the Management Committee of the Recycling Program.

Motion Carried.

9. The City Council considered setting a public hearing for project assessments. *PIR?*

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

RESOLUTION NO. 87-50

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENTS *Det. 6*

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

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) a resolution for a hearing on proposed assessments.

Motion Carried.

10. The City Council considered the allocation of \$16,500 from the PIR Fund, Part B for funding the space-needs project.

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

RESOLUTION NO. 87-51

RESOLUTION ^{by}DISPERSING FUNDS FROM THE PERMANENT IMPROVEMENT REVOLVING FUND, PART B.

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

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) the allocation of \$16,500 from the PIR Fund, Part B for funding the space-needs project.

Motion Carried.

11. The City Council considered the First Reading of an Ordinance allowing Community Service Officers to issue citations.

Moved by Councilmember Rygg and seconded by Councilmember Sm. to adopt the following Ordinance:

ORDINANCE NO. 87-

AN ORDINANCE RELATING TO PUBLIC SAFETY;
ALLOWING COMMUNITY SERVICE OFFICERS TO ISSUE CITATIONS;
AMENDING CRYSTAL CITY CODE, BY ADDING A SECTION

and further, that the second and final reading be held on September 15, 1987. *Stoff: 1 h*
in 20 min
is be 1 h
23 00 v
Motion Carried.

12. The City Council considered a request from Councilmember Langsdorf to discuss a resolution urging Hennepin County to provide a scale and personnel to operate the scale at the Maple Grove compost site. *on original*
by 24
cc

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

RESOLUTION NO. 87-52

RESOLUTION REQUESTING HENNEPIN COUNTY TO PROVIDE
A SCALE AND PERSONNEL TO OPERATE THE SCALE AT
THE MAPLE GROVE COMPOST SITE

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

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny)
(continue until _____ the discussion of) consideration of a resolution
requesting Hennepin County to provide a scale and personnel to operate the scale at
the Maple Grove compost site.

Motion Carried.

September 1, 1987

Marland Hildebrandt 5736 Lakeland - ^{all floors + More} Variance #587-2

870 200 600 120

Sm. 3 La Supp on 12.3.87
— a c,

2
→ Carried Be a R.R. 2 = 4 ~~2~~ 6 = 2 7, 1/2

Moved by Councilmember Verk and seconded by Councilmember Lepp to approve the list of license applications.

Addition of Old Fashion Donut.
9-11+12 (Fri + Sat)

Motion Carried.

Moved by Councilmember Verk and seconded by Councilmember Lepp to adjourn the meeting.

Motion Carried.

Meeting adjourned at 8:10.

APPLICATIONS FOR LICENSE

SEPTEMBER 1, 1987

FOOD ESTABLISHMENT - Restaurant (\$110.00 1st fac. + \$27.50 ea.
addnl facility)

M & N Donuts, Inc. 5303 36th Avenue North

PLUMBERS - \$30.25

Custom Plumbing Inc. 12711 Hilloway Rd. Minnetonka
McGuire & Sons Plumbing & Heating 605 12th Ave. S. Hopkins
Nova Frost Plumbing 1510 5th Ave., Newport
Tim's Quailty Plumbing 4322 Zane Ave. N. Crystal

GAS FITTERS - \$30.25

Heating & Cooling Two, Inc. 14228 23rd Ave. N. Plymouth

FOOD ESTABLISHMENT - Itinerant (\$27.50 1st day + \$11.00 ea. addnl
day)

Old Fashion Donut, 2720 Douglas Drive, Lamplighter Merchants
Association annual, September 11 & 12, 1987.

DUE DATE: NOON, WEDNESDAY, SEPTEMBER 9, 1987

MEMO FROM: John A. Olson, Acting City Manager

ACTION NEEDED MEMO: From the September 1, 1987 Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of September 1, 1987. These items should be taken care of by noon, Wednesday, preceding the next regularly scheduled Council meeting and returned to the Acting City Manager for his review.

<u>DEPARTMENT</u>	<u>ITEM</u>
CITY CLERK	1. Consideration of solicitor's permit for the Robbinsdale/Cooper Girls Swim Club. ACTION NEEDED: Notify applicants of Council approval. ACTION TAKEN: Applicants notified 9/2/87 by phone.
CITY CLERK	2. Consideration of solicitor's permit for Doyle's Junior Bowlers. ACTION NEEDED: Notify applicant of Council approval. ACTION TAKEN: Applicant notified 9/2/87 by phone.
CITY ATTORNEY	Discussion of need for licensing of various organizations. ACTION NEEDED: Review ordinance regarding organizations such as Scouts and Little League and need for solicitor's permits. ACTION TAKEN: Review of ordinance in process.
ACTING CITY MANAGER	3. Consideration of Second Reading of an ordinance regarding Civil Service system and the Civil Service Handbook. ACTION NEEDED: Item continued until September 15 meeting; place item on September 15 Council agenda. ACTION TAKEN: Item placed on September 15 Council agenda.

<u>DEPARTMENT</u>	<u>ITEM</u>	
ACTING CITY MANAGER	4.	<p>Consideration of a contribution to the Twin West Chamber of Commerce for publication of a demographic handbook.</p> <p>ACTION NEEDED: Notify Twin West Chamber of approval.</p> <p>ACTION TAKEN: Contribution indicated and in process.</p>
PUBLIC WORKS DIRECTOR	5.	<p>Consideration of a resolution regarding emergency funding for Bassett Creek projects.</p> <p>ACTION NEEDED: Notify Bassett Creek Flood Control Commission of approval of resolution and waiver of hearing.</p> <p>ACTION TAKEN: Resolution executed and forwarded to Commission.</p>
ACTING CITY MANAGER	6.	<p>Consideration of a report from City staff regarding the 1988 Frolics and review of the City expenditures for the 1987 Frolics.</p> <p>ACTION NEEDED: Send figures presented at Council meeting to the 1988 Frolics Committee.</p> <p>ACTION TAKEN: Material sent 9/3/87.</p>
CITY ATTORNEY		<p>ACTION NEEDED: Review resolution sent by Committee to determine City participation in approving such resolution.</p> <p>ACTION TAKEN: In process.</p>
ACTING CITY MANAGER	7.	<p>Consideration of a request from the Charter Commission for funding of \$2500 for Commission operations in 1987.</p> <p>ACTION NEEDED: Designate account from which funds are to be taken.</p> <p>ACTION TAKEN: Account to be 4410 in Department 30.</p>

<u>DEPARTMENT</u>	<u>ITEM</u>	
FINANCE DIRECTOR		ACTION NEEDED: Note appropriation of funds in budget as outlined by Acting City Manager. ACTION TAKEN: Waiting for costs from Commission.
RECYCLING COORDINATOR	8.	Consideration of appointment of a Councilperson to the Management Committee of the Recycling Program. ACTION NEEDED: Pauline Langsdorf appointed, notify City of Robbinsdale of the committee members. ACTION TAKEN: Letter sent to Robbinsdale Recycling Coordinator listing Management Committee members.
ACTING CITY MANAGER	9.	Consideration of setting a public hearing for project assessments. ACTION NEEDED: Place public hearing on October 6 Council agenda. ACTION TAKEN: Item placed on October 6 Council agenda.
PUBLIC WORKS DIRECTOR		ACTION NEEDED: Notify affected property owners ACTION TAKEN: Publication and mailing of notification in process.
FINANCE DIRECTOR	10.	Consideration of the allocation of \$16,500 from the PIR Fund, Part B for the space-needs project. ACTION NEEDED: Place project into PIR Funding Program. ACTION TAKEN: Action taken (?).
POLICE CHIEF	11.	Consideration of the First Reading of an ordinance allowing Community Service Officers to issue citations. ACTION NEEDED: Prepare written report on those persons who would issue citations other than police officers and for what situations they issue citations and make comment on how this law affects the Bike Patrol Officers. ACTION TAKEN: Report prepared for September 15 meeting.

<u>DEPARTMENT</u>	<u>ITEM</u>	
ACTING CITY MANAGER		ACTION NEEDED: Place item on September 15 Council agenda. ACTION TAKEN: Item placed on September 15 Council agenda.
RECYCLING COORDINATOR	12.	Consideration of a request regarding the provisions for a scale and personnel at the Maple Grove compost site by Hennepin County. ACTION NEEDED: Forward resolution to Hennepin County Commissioner John Derus. ACTION TAKEN: City Clerk forwarded copy of resolution with cover letter by Mayor to Commissioner Derus.
ACTING CITY MANAGER	13.	Consideration of the 1988 City of Crystal Budget. ACTION NEEDED: Notify department heads of special meeting. ACTION TAKEN: Department heads notified.
CITY CLERK		ACTION NEEDED: Notify newspaper and post notices regarding September 22 Special Meeting. ACTION TAKEN: Notified Post and posted notice 9/2/87.
CITY CLERK		ACTION NEEDED: Prepare official notice for public hearing on the budget for October 6, 1987 to be published in the newspaper. ACTION TAKEN: Notice prepared and sent to Post 9/3/87 for publishing in 9/17/87 paper.
FINANCE DIRECTOR		ACTION NEEDED: Prepare PIR Fund status report and year-to-date expenditure report for distribution to the City Council prior to the meeting of September 22. ACTION TAKEN: (?).

<u>DEPARTMENT</u>	<u>ITEM</u>
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TO ALL DEPARTMENT
HEADS

ACTION NEEDED: Attend Special Budget Meeting at 7
p.m., September 22.
ACTION TAKEN:

BLDG. INSPECTOR	14.
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Consideration of a temporary sign permit for business at
5736 Lakeland Ave. N.
ACTION NEEDED: Notify applicant of Council approval
of temporary sign for an additional three weeks and
proceed with processing the permit for permanent sign.
ACTION TAKEN: Applicant present, permit for
permanent sign issued.

CITY CLERK	15.
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Licenses.
ACTION NEEDED: Issue licenses.
ACTION TAKEN: Licenses issued.

Sent with Preliminary Agenda on August 28, 1987

Council minutes of 8-18-87.

Solicitor's Permit Application from Robbinsdale-Cooper Girls' Swim Team.

Solicitor's Permit Application from Doyle's Junior Bowlers.

Letter from Twin West Chamber of Commerce dated 8/5/87 re: contribution for demographics handbook.

Letter from Bassett Creek Water Management Commission dated 8/24/87 re: Emergency Construction.

Memo from Acting City Manager dated 8/27/87 re: Requests for 1988 Crystal Frolics, along with a Crystal Park & Recreation Department Summary of the 1987 Crystal Frolics events.

Letter from Temporary Chair of the Charter Commission re: funding for 1987 operations.

Memo from Recycling Coordinator dated 8/21/87 re: Management Committee for Robbinsdale Recycling Site.

Memo from City Engineer dated 8/20/87 re: Setting date for project assessment hearings; resolution for hearing on proposed assessment.

Letter from City Attorney dated 8/13/87 re: Community Service Officers; ordinance relating to public safety: allowing community service officers to issue citations; amending Crystal City Code, by adding a section.

Memo from Councilmember Langsdorf dated 8/27/87 re: Resolution Requesting That Hennepin County Provide a Scale at the Maple Grove Compost Site; Copy of resolution.

Memo from Acting City Manager dated 8/27/87 re: 1988 City of Crystal General Fund Budget.

Park & Rec. Advisory Commission Agenda for 9/2/87.

Memo from John R. Schaaf dated 8/25/87 re: Special HRA Meeting of 8/31/87.

Memo from Acting City Manager dated 8/31/87 re: City Projects and Funds. (This item was distributed to department heads at staff meeting of 9/1/87.

Distributed in packets on 9/1/87

Memo from Carol Robbe, Finance Dept. dated 8/31/87 re: 1987 Crystal Frolics Expenses.

Memo from Acting City Manager dated 9/1/87 re: 1988 Budget Revenue page., along with that page.

Marlene

August 28, 1987

TO: City of Crystal Councilmembers
FROM: John A. Olson, Acting City Manager
RE: City Council Agenda
Regular meeting of September 1, 1987

It appears there are very few comments I can make regarding the Tuesday night meeting. The attached agenda appears to be very self-explanatory. However, at this time, we have not received comment in writing from Dave Kennedy's office regarding the Civil Service Handbook (Item #3).

Regarding Item #7, if you wish to allocate the funds for the Charter Commission I will have a recommendation Tuesday night as to where the money can be taken. I would prefer to try to work this within the General Fund rather than taking it out of the PIR Fund.

I hope you have a good weekend. The 1988 Proposed Budget is enclosed for your reading enjoyment. See you Tuesday!

JO:djg

P.S. I am adding a First Reading of an ordinance allowing community service officers to issue citations. Enclosed is a letter from the City Attorney and a copy of the ordinance.

P.P.S.

The City Attorney just advised via a telephone call that the report from the labor attorney regarding the Civil Service Handbook will not be ready for Tuesday night's meeting.

APPLICATIONS FOR LICENSE

SEPTEMBER 1, 1987

FOOD ESTABLISHMENT - Restaurant (\$110.00 1st fac. + \$27.50 ea.
addnl facility)

M & N Donuts, Inc. 5303 36th Avenue North

PLUMBERS - \$30.25

Custom Plumbing Inc. 12711 Hilloway Rd. Minnetonka
McGuire & Sons Plumbing & Heating 605 12th Ave. S. Hopkins
Nova Frost Plumbing 1510 5th Ave., Newport
Tim's Quailty Plumbing 4322 Zane Ave. N. Crystal

GAS FITTERS - \$30.25

Heating & Cooling Two, Inc. 14228 23rd Ave. N. Plymouth

TENTATIVE AGENDA

FOR THE SEPTEMBER 1, 1987 COUNCIL MEETING

1. Minutes of the regular meeting of August 18, 1987.

REGULAR AGENDA

<u>ITEM</u>	<u>SUPPORTING DATA</u>	<u>COMMENTS</u>
1. <i>18 E 30</i> Consideration of a solicitor's ^{permit} license from the Robbinsdale/Cooper Girls Swim Club for Sept. 8 through Sept. 30.	Copy of application; Investigation Report from Police Department.	None.
2. <i>18 E 30</i> Consideration of a request for a solicitor's ^{permit} license from Doyle's Junior Bowlers for September 1, 1987 through October 31, 1987.	Copy of application; Investigation Report from Police Department.	Group has been soliciting without a license in August.
3. <i>18 E 30</i> Consideration of a Second Reading of an ordinance regarding the Civil Service system and discussion of the Civil Service Handbook.	None.	Last draft mailed separately to Councilmembers by Civil Service Commission.
4. <i>18 E 30</i> Consideration of a contribution to the Twin West Chamber of Commerce for publication of a demographic handbook.	Copy of a letter from David Olson from the Twin West Chamber dated 8/5/87.	None.
5. <i>18 E 30</i> Consideration of a resolution regarding emergency funding for Bassett Creek projects.	Copy of letter from Bassett Creek Flood Control Commission and resolution.	City Engineer will discuss this item at the meeting. He is on vacation this week.

Tentative Agenda - Page 2

ITEM

SUPPORTING DATA

COMMENTS

- | | | | |
|-----|--|--|--|
| 6. | Consideration of a report from the City staff regarding the 1988 Frolics and review of the City expenditures for the 1987 Frolics. | Copy of memo from Acting City Manager dated 8/27/87 and copy of report on expenditures from the Park & Recreation Dept. | None. |
| 7. | Consideration of a request from the Charter Commission for funding of \$2500 for Commission operations in 1987. | Copy of letter from temporary Chair of the Charter Commission; Unapproved minutes of organizational meeting of the Commission dated 7/22/87. | Expenditures of 1988 have been included in the budget request. |
| 8. | Consideration of an appointment of a Councilperson to the Management Committee of the Recycling Program. | Copy of a memo from the Recycling Coordinator dated 8/21/87. | One Councilmember should be appointed to serve on the Management Committee. |
| 9. | Consideration of setting a public hearing for project assessments. | Memo from City Engineer dated 8/20/87 and copy of resolution. | Set hearing for October 6, 1987. |
| 10. | Consideration of allocating \$16,500 from the PIR Fund Part B for funding the space-needs project. | None. | Request is based on the designation of a consultant at the last Council meeting. |
| 11. | Consideration of the 1988 City of Crystal Budget. | 1988 Budget Book and Budget Memo dated 8/27/87. | |

INFORMATION ITEMS:

1. Park & Recreation Advisory Commission Agenda for September 2, 1987 meeting.
2. Notice of Special HRA meeting to be held Monday, August 31, 1987.
3. Seniors' Newsletter.

18 AUGUST 1987

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on August 18, 1987, at 7:00 P.M., at 4141 Douglas Drive, Crystal, Minnesota. The Secretary of the Council called the roll and the following were present: Langsdorf, Rygg, Moravec, Smothers, Aaker, Leppa, Herbes. Also present were the following staff members: John A. Olson, Acting City Manager; David Kennedy, City Attorney; 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 August 4, 1987.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to approve the minutes of the regular City Council meeting of August 4, 1987.

Motion Carried.

The City Council considered site improvement surety in the amount of \$83,000 for a retail center at 3640 Winnetka Avenue North. Dan Ravich of Tri-Star Development appeared and was heard.

Moved by Councilmember Smothers and seconded by Councilmember Herbes to set surety in the amount of \$83,000 as a guarantee of faithful performance of certain requirements as a condition of building permit approval for a retail center at 3640 Winnetka Avenue North.

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

Motion Carried.

Moved by Councilmember Smothers and seconded by Councilmember Leppa to approve issuance of building permit subject to receipt of surety and signed agreement for 3640 Winnetka Avenue North.

Motion Carried.

The City Council considered a petition for a 3-way stop sign at the intersection of Utah and Northern Drive. Those persons appearing and heard were:

Mrs. Peter Ross, 8000 Northern Drive
Patrick Cannon, 3132 Utah Avenue North

Moved by Councilmember Langsdorf and seconded by Councilmember Moravec that a cautionary sign be placed between 32nd Avenue and Northern Drive.

Motion Carried.

18 AUGUST 1987

The City Council considered the application of Judy Rice, Linda Museus and Julie Rydh for appointment to the Human Relations Commission.

Moved by Councilmember Moravec and seconded by Councilmember Leppa to appoint Judy Rice and Linda Museus to the Human Relations Commission for unexpired terms, expiring December 31, 1987.

Motion Carried.

Ed Thonander and Ginny Thom appeared before the City Council to discuss the Crystal Frolics for 1988.

Moved by Councilmember Leppa and seconded by Councilmember Herbes to direct staff to prepare a report of revenues and expenditures for the 1987 Frolics in conjunction with the 1987 Frolics Committee and the status of the committee as a legal entity, along with a list of the Frolics Committee membership, all of which should be submitted to the City Council for the September 1, 1987 meeting.

Motion Carried.

The Mayor called a 10-minute recess at 8:20 P.M.

The City Council considered proposals from consultants for space-needs as outlined by the Long-Range Planning Commission. Consultants appearing to discuss proposals were:

Bill Hennemuth, Reike Carroll Muller Associates, Incorporated
 Dan Moll, Armstrong Torseth Skold & Rydeen, Incorporated
 Wil Johnson & Steve Patrick, BWBR Architects
 Mark Wentzell & Suzanne Kochevar, Ellerbe, Incorporated
 Kurt Dale, Rick Christenson & George Klein, Anderson Dale
 Architects, Incorporated.
 Jack Boarman, Boarman & Associates
 Heather Beal, Dave Hall, Ed Kodet, Kodet Architectural Group,
 Ltd.
 Curt Green, Louise Fontaine, Hammell Green & Abrahamson,
 Incorporated
 William Lawrence, Greg Hollenkamp, Korsunsky Krank Erickson
 Architects, Incorporated

Moved by Councilmember Leppa and seconded by Councilmember Smothers to approve hiring Anderson Dale Architects, Incorporated as the consultant for the space-needs study for the City of Crystal as outlined by the Long-Range Planning Commission, their fee for such a study being \$16,500.

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

Motion Carried.

Discussion of possible interim sites for programs now located at

18 AUGUST 1987

Thorson Community Center. Ray Mathieu, 5756 Nevada Avenue North appeared and was heard.

Moved by Councilmember Rygg and seconded by Councilmember Smothers to direct staff to continue the study of Olivet Baptist Church, Elk's Lodge and Knights of Columbus Hall as possible interim sites for programs now located at Thorson Community Center.

Motion Carried.

The City Council considered a report from the Crystal Housing and Redevelopment Authority regarding a potential shortfall of funds for the Bass Lake Road/Becker Park Tax Increment District.

Moved by Councilmember Leppa and seconded by Councilmember Moravec to table the discussion of the funds for the Bass Lake Road/Becker Park Tax Increment District until the Crystal Housing and Redevelopment Authority presents a completed report to the City Council.

Motion Carried.

The City Council considered setting a public hearing to announce the City of Crystal's intent to organize refuse and recycling collections.

Moved by Councilmember Leppa and seconded by Councilmember Herbes to set 7:00 P.M., or as soon thereafter as the matter may be heard, September 15, 1987, as the date and time for a public hearing at which time the City Council will consider a Cooperative Refuse Collection System for the City of Crystal.

Motion Carried.

The City Council considered an amended agreement for the Cooperative Recycling Program with the City of Robbinsdale.

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

RESOLUTION NO. 87-47

RESOLUTION ADOPTING AMENDED
AGREEMENT BETWEEN THE CITY OF CRYSTAL AND
THE CITY OF ROBBINSDALE FOR A RECYCLABLE
WASTE COLLECTION FACILITY

WHEREAS, the City of Crystal has committed to pursue potential recycling programs to meet the requirements of the Hennepin County Solid Waste Source-Separation Plan as stated in Ordinance Thirteen; and

WHEREAS, the City of Crystal has agreed to implement a

18 AUGUST 1987

recycling drop-off site in a Grant Agreement with Metropolitan Council in order to receive grant funds; and

WHEREAS, the City of Robbinsdale is interested in sharing their existing recycling drop-off site at 4601 Toledo Avenue, Robbinsdale, Minnesota; and

WHEREAS, it is in each cities' best financial interest to share costs of a recycling site; and

WHEREAS, an amendment has been made to the agreement enabling expansion of the facility's operating hours upon agreement of both city's Management Committees;

NOW, THEREFORE, BE IT RESOLVED that the City of Crystal enter into the amended Joint Cooperative Agreement between the City of Crystal and the City of Robbinsdale for a Recycling Waste Collection Facility.

By roll call and voting aye: Langsdorf, Rygg, Moravec, Smothers, Leppa, Herbes, Aaker.

Motion Carried, resolution declared adopted.

Mayor

ATTEST:

City Clerk

The City Council considered the appointment of an Alternate to the Board of Directors at Local Government Information Services (LOGIS).

Moved by Councilmember Smothers and seconded by Councilmember Herbes to appoint Nancy Deno as the Alternate Member for the Board of Directors for the City of Crystal at Local Government Information Services (LOGIS), effective August 1, 1987.

Motion Carried.

The City Council considered a resolution regarding the sale of land for the Senior Citizens Housing Project.

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. 87-48

18 AUGUST 1987

RESOLUTION REGARDING SALE
OF PUBLIC LAND - RELATIONSHIP
TO COMPREHENSIVE PLAN

WHEREAS, the City of Crystal (City) and the Housing Authority in and for the City of Crystal (HRA) have created and established the Bass Lake Road - Becker Park Redevelopment Project Area (Project Area) pursuant to lawful authority; and

WHEREAS, the City and HRA have duly established a Redevelopment Tax Increment Financing District (TIF District) for the Project Area; and

WHEREAS, the Project Area includes a parcel of land owned by the HRA and legally described as follows, to wit:

Lot 1, Block 2, HRA 3rd Addition according to the plan thereof (Property); and

WHEREAS, the Redevelopment Plan for the Project Area (Plan) provides for the development of the Property as a housing project for senior citizens; and

WHEREAS, the City's Comprehensive Plan does not limit, regulate, restrict or control in any way the manner or mode of disposal of the Property by the HRA; and

WHEREAS, the City and the HRA have heretofore entered into a Contract for Private Development with a developer to develop the Property in a manner consistent with the Plan; and

WHEREAS, the HRA has heretofore authorized the sale of the Property to the developer pursuant to Minnesota Statutes, Section 462.525; and

WHEREAS, Minnesota Statutes, Section 462.356 provides that prior to disposal of public lands either the municipal planning commission must determine that the disposal is in compliance with comprehensive municipal plan, or the City Council must determine that the disposal bears no relationship to the comprehensive plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crystal that the disposition of the Property by the HRA is not controlled or regulated in any manner by the Comprehensive Plan and therefore has no relationship thereto.

By roll call and voting aye: Langsdorf, Rygg, Moravec, Leppa, Herbes, Aaker, Smothers.

Motion Carried, resolution declared adopted.

Mayor

18 AUGUST 1987

ATTEST:

City Clerk

The City Council considered a request from R. J. Spomer of Perkins Restaurant for a building permit to construct a 10'8" x 41'6" solarium to existing building at 5420 West Broadway.

Moved by Councilmember Moravec and seconded by Councilmember Herbes to continue consideration of a building permit for Perkins Restaurant, 5420 West Broadway to the September 1, 1987 when proponent can be present.

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

Motion Carried.

Councilmember Smothers gave a brief report on the Park & Recreation Advisory Commission's August meeting held at Crystal Highlands Park.

Moved by Councilmember Herbes and seconded by Councilmember Smothers 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, and further, that such list be incorporated into and made a part of this motion as though set forth in full herein.

Motion Carried.

Moved by Councilmember Herbes to adjourn the meeting.

Motion Failed for lack of a second.

Councilmember Leppa directed staff to prepare a report of any surety bonds that have not been released and are on file at the City offices.

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

Motion Carried.

The meeting was adjourned at 10:44 P.M.

Mayor

ATTEST:

City Clerk

RELIGIOUS AND CHARITABLE ORGANIZATIONS
PERMIT APPLICATIONS

Hollinsdale -
ORGANIZATION'S NAME *Cooper Hills Swim Team*
ORGANIZATION'S ADDRESS *8230 47th Ave. So. - New Hope, MN*
APPLICANT'S NAME *Karen Johnson* PHONE NO. *535-6146*
APPLICANT'S ADDRESS *5301 Maryland Ave. So. - Crystal MN 55428*
LOCAL ADDRESS *(as above)*

NAMES AND ADDRESSES OF OFFICERS AND DIRECTORS OF THE ORGANIZATION:

Karen Johnson (address above) - Parent of a swimmer who takes
charge of fund raising
At Hollinsdale - Swim Coach - 8230 47th Ave. So. - New Hope 533-2551

SOLICITATION IS TO BE CARRIED ON (Date) *Sept. 8 '87* *Sept. 30 '87*
(From) (To)

IS ANY COMMISSION, FEE, WAGE OR EMOLUMENT GOING TO BE EXPENDED IN CONNECTION
WITH SUCH SOLICITATION? *NO*.

IF THE ANSWER IS YES, WHAT IS THE AMOUNT THEREOF? *N/A*

IF PERMIT IS ISSUED, YOUR ORGANIZATION, ASSOCIATION OR CORPORATION SHALL FURNISH
ALL OF ITS MEMBERS, AGENTS OR REPRESENTATIVES CONDUCTING SOLICITATION CREDENTIALS
IN WRITING STATING THE NAME OF THE ORGANIZATION, NAME OF AGENT AND PURPOSE OF
SOLICITATION.

ATTACH A LIST OF NAMES, ADDRESSES, AND PHONE NUMBERS OF SOLICITORS.

SIGN THE FOLLOWING STATEMENT:

I AFFIRM THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

APPROVED: *Darlene George*
CITY CLERK

DATE *8-28-87*

POLICE DEPT. *James F. Massey*

DATE *8-28-87*

Karen S. Johnson
SIGNATURE OF APPLICANT

KAREN S. JOHNSON
PRINT NAME OF APPLICANT

DATE *8/25/87*

CITY OF CRYSTAL
4141 DOUGLAS DRIVE
CRYSTAL, MINNESOTA 55422

PERMIT # _____

In order to comply with State and Federal regulations, the City of Crystal is required to ask the information indicated below. This form will be filed separately from your application and will be used only for record keeping purposes.

AUTHORIZATION AND RELEASE

The undersigned, having filed an application with the City of Crystal for a Solicitors license, realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application for the above license, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives, and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

Dated this 26 day of August, 1982.

PLEASE PRINT:

Karen S Johnson
Signature of Applicant

KAREN SIGNE JOHNSON
First Middle Last Name

5301 MARYLAND RD
Address

CRYSTAL MN 55428
City, State, Zip Code

Previous Address

City, State, Zip Code

8-27-40
Date of Birth

Rollinsdale -
Cooper Hills Swim Team
Name of Organization Associated With

Need NAMES, ADDRESSES & PHONE #'S of ALL

1. Lisa Bradley
5701 0560 Road Brooklyn Center
55429 (533-1734)

2. Pam Gores
5233 Xerxes Ave. N.
Brooklyn Center 55430
537-1052

3. Julie Fischer
7100 - 62 1/2 Ave. No.
Brooklyn Park 55428
537-0290

4. Debbie Hundlach
5757 Adair Ave No.
Crystal, Mn. 55429
535-1270

5. Kelly Williamson
8657 Yates Ave No.
Crystal, Mn. 55429
535-2900

6. Debbie King
4239 Kentucky Ave. N
Crystal M.N. 55428
537-3060

7. Heidi Fust
5943 Washburn Ave. N.
Brooklyn Center Minn 55430
561-6551

8. Kim Haddow
6341 W. Broadway
Brooklyn Pk, MN 55428
535-0850

9. Donna Heger
6316 Lombardy Lane
Crystal, MN 55428
535-5085

10. Tamiko Nelson
5816 Decatur Ave N
New Hope M.N. 55428
537-6943

11. Connie Kukachka

5421 Xylon Ave N.

New Hope, MN 55428

533-5836

12. Kelly Merick

6808 63rd Ave No. apt #18

Brooklyn Park, Mn 55428

536-8033

13. Knida Wintu

6241 Sunrise Terrace

Brooklyn Park, MN 55428

533-6609

14. Julie Zimmerman

8141-62nd Ave. N.

New Hope, Mn 55428

15. Carri Johnson

6828-51st Pl.

Crystal, MN 55428

16. Kris Paronen

8110 600¹/₂ A.V.

New Hope, MN 55428

17. Heather Wold

4641 Flag Ave North.

New Hope, Mn. 55428

18. Barbara Rudolph

4002 Louisiana Ave. No.

New Hope, Mn 55427

533-0518

19. Cheri Johnson

5301 Maryland No.

Crystal mn 55428

535-6146

20.

MEMORANDUM

TO: CHIEF MOSSEY
FROM: SGT. PECCHIA
DATE: 8-27-87
RE: RELIGIOUS & CHARITABLE ORGANIZATION
PERMIT APPLICATION - INVESTIGATION

NAME: ROBBINSDALE-COOPER GIRLS' SWIM TEAM
8230 - 47TH Avenue North, New Hope, MN
APPLICANT: Karen Signe Johnson, DOB: 8-27-40;
ADDRESS: 5301 Maryland Avenue North,
Crystal, MN 55428; phone number: 535-6146.

On August 25th, 1987, Ms. Johnson applied for a permit to allow the swimmers to sell items in order to raise money for the Robbinsdale-Cooper Girls's Swim Team sweatshirts. Ms. Johnson indicated most of these sales take place within the confines of the school, however, some of the swim team members do go door-to-door. Ms. Johnson indicated the permit was applied for after she had learned that one might be required for such activity. The Robbinsdale-Cooper Girls' Swim Team has sold candy and various other items in the past to raise money for the swim team sweatshirts and uniforms. However, they have not applied for a permit because they did not know that one was required.

A check was made with the Better Business Bureau and Minnesota Charitable Organization and we learned that nothing was on file regarding the Robbinsdale-Cooper Girls' Swim Team nor Ms. Johnson. It should be noted that charitable organizations do not have to file with the State Attorney General's Office unless their total revenues are in excess of \$25,000. A record check was conducted regarding the applicant, Ms. Johnson, and nothing was on file to indicate that a permit should not be issued.

Sgt. Pecchia
/la

83006406
RPT. VEH. THEFT

CRY015 CRY007 AUG 27 1987 12:49:15 08/27/87 12:49:20

*
*
*
*

TXT

KAREN SIGNE JOHNSON

5301 MARYLAND AV N CRYSTAL MN 55428

SEX/F. DOB/082740. HGT/505. WGT/155. EYE/BLU.

OLN/J525461766668. OLT/C-00 1. EXP 082790

STATUS:VALID GLASSES

PHOTO #:6094216321. ISU/081986.

NO VIOLATIONS

No CRIM HIST.

CITY OF CRYSTAL
4141 DOUGLAS DRIVE
CRYSTAL, MINNESOTA 55422

PERMIT # _____
DATE _____

RELIGIOUS AND CHARITABLE ORGANIZATIONS
PERMIT APPLICATIONS

ORGANIZATION'S NAME Dogpile's Junior Bowlers
ORGANIZATION'S ADDRESS 5000 West Broadway - Crystal MN 55429
APPLICANT'S NAME Karen S. Johnson PHONE NO. 535-6146
APPLICANT'S ADDRESS 5301 Maryland Ave. N. - Crystal, MN 55428
LOCAL ADDRESS (same)

NAMES AND ADDRESSES OF OFFICERS AND DIRECTORS OF THE ORGANIZATION:

Karen Johnson (address above) - for Registrar Co-ordinator
Dogpile Steinhaus (center summer) - (address above)

NOTE

Junior bowlers sell candy bars & misc. items from B-Craft (Bobblym Co.) to earn
points which pays for State & local bowling tournaments, plus, it allows
them to get bowling merchandise (ball, bag, shoes, towels, games, & jackets)

SOLICITATION IS TO BE CARRIED ON (Date) Aug '87 Oct '87
(From) (To)

IS ANY COMMISSION, FEE, WAGE OR EMOLUMENT GOING TO BE EXPENDED IN CONNECTION
WITH SUCH SOLICITATION? no.

IF THE ANSWER IS YES, WHAT IS THE AMOUNT THEREOF? N/A

IF PERMIT IS ISSUED, YOUR ORGANIZATION, ASSOCIATION OR CORPORATION SHALL FURNISH
ALL OF ITS MEMBERS, AGENTS OR REPRESENTATIVES CONDUCTING SOLICITATION CREDENTIALS
IN WRITING STATING THE NAME OF THE ORGANIZATION, NAME OF AGENT AND PURPOSE OF
SOLICITATION.

ATTACH A LIST OF NAMES, ADDRESSES, AND PHONE NUMBERS OF SOLICITORS.

SIGN THE FOLLOWING STATEMENT:

I AFFIRM THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.

APPROVED:

Darlene George
CITY CLERK

8-27-87
DATE

POLICE DEPT. James H. Mossey

DATE 8-27-87

Karen S. Johnson
SIGNATURE OF APPLICANT

KAREN S. JOHNSON
PRINT NAME OF APPLICANT

8/25/87
DATE

CITY OF CRYSTAL
4141 DOUGLAS DRIVE
CRYSTAL, MINNESOTA 55422

PERMIT # _____

In order to comply with State and Federal regulations, the City of Crystal is required to ask the information indicated below. This form will be filed separately from your application and will be used only for record keeping purposes.

AUTHORIZATION AND RELEASE

The undersigned, having filed an application with the City of Crystal for a Solicitors license, realizing that the City has need to investigate the background and history of the applicant in order to better evaluate his or her application for the above license, does hereby authorize and request every law enforcement official and every other person, firm, officer, corporation, association, organization or institution having control of any documents, records or other information pertaining to me to furnish the original or copies of any such documents, records and other information to the City or any of its representatives, and to permit said City or any of its representatives to inspect and make copies of any such documents, records and other information. I further authorize any such persons to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City or its authorized representative. I fully understand that the information so obtained by the City may be used by it in its evaluation of my application.

I hereby release and exonerate any person who shall comply with the authorization and request made herein from any and all liability of every nature and kind growing out of and in any way pertaining to the furnishing or inspection of such documents, records and other information.

Dated this 26 day of August, 1987.

PLEASE PRINT:

Karen S. Johnson
Signature of Applicant

<u>KAREN</u>	<u>SIGNE</u>	<u>JOHNSON</u>
First	Middle	Last Name

5301 MARYLAND DR.
Address

CRYSTAL MN 55428
City, State, Zip Code

Previous Address

City, State, Zip Code

8-27-40
Date of Birth

Douglas Junior Bowlers
Name of Organization Associated With

Below is a list of junior bowlers who will be selling items for our junior bowling program. As the season does not start until Sept. 12, more names will be added to this list. I will pass these bowlers on as they sign up.

Karen Johnson

Christopher Brooks
9016 Cornwallis No.
Crystal 55428
537-5819

Nika + Harley Sillick
5008 Welcome
Crystal 55428
533-5730

Kerri Madden
4332 Abbott
Robbinsdale 55422
533-0299

Tom Bauman
4625 Decatur
New Hope 55428
537-3866

Chris Hume
9010 47th Ave No
New Hope 55428
537-1984

Mike Liles
4401 Robin Ave. No.
Robbinsdale 55422
535-2588

Ryan Hazworth
5306 Hampshire No.
Crystal 55428
535-6512

Bob Tuedt
3908 Georgia
Crystal 55427
535-2746

Doug + Derek Deen
5328 Hampshire
Crystal 55428
536-0738

Kenny Langham
8308 46th Ave. No.
New Hope 55428
537-8636

MEMORANDUM

TO: CHIEF MOSSEY
FROM: SGT. PECCHIA
DATE: 8-27-87
RE: PERMIT APPLICATION

This is an investigation of a permit application with Doyle's Junior Bowlers at 5000 West Broadway, Crystal, MN 55429. Applicant's name is Karen Signe Johnson, DOB: 8-27-40; address: 5301 Maryland Avenue North, Crystal, MN 55428; phone number: 535-6146.

During an investigation of this permit application for religious and charitable organization, I contacted the Better Business Bureau. They have not had any contact with the Doyle's Junior Bowlers or Ms. Johnson. I also contacted the Minnesota Charitable Organization, phone #339-5030. I was informed that unless the charitable organization had total revenues in excess of \$25,000 that they were not required to register with the Attorney General's office. The Crystal Police Department files were checked and the applicant has not been involved in any criminal activity in the City of Crystal nor were we able to locate any criminal history on the applicant.

I telephoned Ms. Johnson to learn more about the Doyle's Junior Bowlers and I was informed by her that the children sell candy bars and miscellaneous items to earn points which help pay for the bowling lane fees and other fees associated with state and local bowling tournaments. Ms. Johnson communicated that the junior bowlers have sold candy for the past several years, however, they were not aware that a permit was necessary. Upon learning that a permit is required, she immediately notified the Crystal City offices and applied for the above permit. Investigation of the Doyle's Junior Bowlers and Ms. Johnson did not reveal any activities or facts that would warrant denying this application.

Sgt. Pecchia
/la



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

ADMINISTRATIVE OFFICE

August 18, 1987

Dear Mayor and City Councilmembers:

Attached is the final draft of the Civil Service Commission Handbook. The Commission has carefully reviewed the document with special attention to your helpful comments and concerns expressed at our joint meeting on July 28.

This copy is forwarded to you well aware of work yet to be done on the Ordinance (City Code) changes. We also understand that the City Attorney will review the document to make sure that the contents are free of conflict and parallels State, Federal, and Labor Laws and Practices.

If we continue towards conclusion of this document with the same speed of the recent past, I think we will be ready for distribution before the end of the year or certainly in time to give a new City Manager a finished, fresh copy upon his or her arrival.

All for the cause of a better Civil Service system,

Art Cunningham/js

Art Cunningham, Chair
Civil Service Commission

AC/js

cc: Dave Kennedy
Commissioners
Don Andersen

attachment

CIVIL SERVICE COMMISSION

CITY OF CRYSTAL

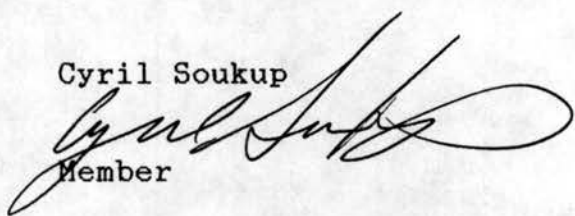
August 8, 1987

This revision of the Civil Service Handbook incorporates all the changes made at the Juuly 28, 1987 Council meeting.

This does not include any changes to be made by City Attorney's office.

All prior versions of this document should be discarded.

Cyril Soukup

A handwritten signature in dark ink, appearing to read 'Cyril Soukup', is written over the printed name and title.

Member

Civil Service Commission

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

Civil Service Commission:

Arthur Cunningham, chair

Cyril Soukup

Karen Baker*

Marty Gates**

Don Andersen, coordinator

John Olson Acting City Manager

City Council:

Tom Aaker, Mayor
John Moravec
Pauline Langsdorf
Adrian Rygg
Rollie Smothers
Steven Leppa
Betty Herbes

Kathleen Seal, intern

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

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

City of Crystal
Civil Service Commission Handbook
1987

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Chapter I.

Definitions¹

1. Appointing Authority:

means the City Manager.

2. Commission:

means the Civil Service Commission of the City of Crystal.

3. Civil Service:

means the method provided for the employment, promotion, discipline and dismissal of employees in the classified service of the City.

4. Class or Classes of Position:

means the categorical division of positions according to education, experience, abilities, knowledge, and tests of fitness.

5. Class Specifications:

means a written statement describing the duties, responsibilities, and entrance qualification standards of a class of positions.

6. Classified Service:

means positions covered by the Civil Service.

¹ Derived from Crystal City Code 310.01.

7. Eligible List:

means a list of names of persons having taken and passed an examination(s) for a position, ranked in order of score and veterans preference.

8. Employee:

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

9. Immediate Family:

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

10. Permanent Employment:

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

11. 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.

12. 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.

13. 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.

14. 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.

15. Veteran:

means persons defined as Veterans by Minnesota Statutes 197.45.

16. 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.

17. 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 Commission^a

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.

^a 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 procedures 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 procedures 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 procedures 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 provide procedures for the preparation and maintenance of¹⁴ 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.

¹⁴ Change to City Code

302. Amendment of Plan¹⁵

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 provide the procedure to make such revision as necessary.

303. Position Allocation¹⁶

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 provide the procedure to make the necessary allocations.

¹⁵ New Material.

¹⁶ New Material.

Chapter IV.

Hiring

401. The Hiring Process¹⁷

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 Examinations¹⁸

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 Lists¹⁹

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.

¹⁷ Civil Service Operating Rules.

¹⁸ Crystal City Code 310.13.

¹⁹ Crystal City Code 310.13.

404. Name Certification²⁰

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 vacancy²¹ from the names certified.

²⁰ Derived from Crystal City Code 310.13.

²¹ The words for each vacancy have been added for clarification.

405. Temporary Employment²²

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 Appointment²³

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.

²² Crystal City Code 310.13.

²³ New Material.

b. Part-Time Appointment²⁴

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.

²⁴ New Material.

406. Probationary Period²⁵

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,²⁶ 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 without pay²⁷, 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).

²⁵ Crystal City Code 310.15.

²⁶ This clause has been added to recognize the one year probationary period for police officers.

²⁷ Corrected to current practice

407. Residence²⁸

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 Candidates²⁹

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.

²⁸ Crystal City Code 310.25.

²⁹ Crystal City Code 310.07.

Chapter V

Examinations and Eligibility Lists

501. Examinations

a. Notice³⁰

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.

³⁰ Derived from Crystal City Code 310.11, the changes have been made to correspond to current practice.

b. Requirements³¹

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.

³¹ Crystal City Code 310.11.

c. Rating of Examinations³²

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.

³² New Material.

d. Notification of Results³³

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 Scores³⁴

All candidates having the top ten scores will be interviewed.

f. Examiners³⁵

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.

³³ New Material.

³⁴ New Material.

³⁵ Crystal City Code 310.11.

502. Eligibility Lists

a. Rank³⁶

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 Eligibility³⁷

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 Lists³⁸

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.

³⁶ Taken from the Employee's Handbook.

³⁷ Crystal City Code 310.07.

³⁸ New Material.

d. Tie Scores³⁹

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 Lists⁴⁰

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.

³⁹ New Material.

⁴⁰ 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 Lists⁴¹

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.

⁴¹ New Material.

b. General Re-employment List⁴²

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.

⁴² New Material.

d. Notification of Vacancies⁴³

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.

⁴³ New Material.

Chapter VI.

Leaves of Absence

601. Leaves With Pay⁴⁴

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.

⁴⁴ 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 to the Appointing Authority 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.⁴⁵ 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.

⁴⁵ 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 Training⁴⁶ shall receive full pay for a maximum of fifteen days, in addition to any military compensation that may be received.

2. Special Duty⁴⁷

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 benefits, and shall be reinstated to a comparable position if qualified with equal pay to the position they left. Seniority and benefits cannot be accrued while on special duty.

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 released from jury duty for the day.⁴⁸

⁴⁶ The word Training replaces the word Service because service and training are considered two different cases and the next section covers service.

⁴⁷ New Material.

⁴⁸ This sentence has been added for clarification of procedure.

602. Leaves Without Pay⁴⁹

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 if qualified,⁵⁰ with no loss of previously accrued seniority.

a. Extended Illness

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

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.

⁴⁹ Derived from the Employee's Handbook, new material added for clarification.

⁵⁰ This clause was added to include the possibility that the exact position is not open.

Chapter VII

Promotions⁵¹

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.

⁵¹ Employee's Handbook.

Chapter VIII

Dismissals, Suspensions and Layoffs

801. The Dismissal Process⁵²

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.

⁵² Civil Service Operating Procedures.

802. Suspension⁵³

The Appointing Authority may suspend⁵⁴ 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.⁵⁵

⁵³ Crystal City Code.

⁵⁴ This clause replaces: The Commission shall provide for the suspension by the Appointing Authority of.

⁵⁵ This last clause was added to provide for legal action taken since the code was written.

803. Cause for Dismissal or Suspension⁵⁶

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 Commission⁵⁷. 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.

⁵⁶ Crystal City Code 310.17.

⁵⁷ 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 Charges^{ss}

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.

^{ss} Crystal City Code 310.17.

805. Decision on Hearing⁵⁹

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 Charges⁶⁰

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

⁵⁹ Crystal City Code 310.17.

⁶⁰ Crystal City Code 310.17.

⁶¹ Ten days have been allowed instead of five.

807. Lay-offs⁶²

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

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

Chapter IX
Grievances⁶³

901. The Grievance Process⁶⁴

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

a. Oral Report

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

b. Written Report

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

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

⁶⁴ Civil Service Operating Rules.

c. Hearing

If the grievance is not resolved in step a, the employee may submit documentation to the 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.

Chapter X

Appeals⁶⁵

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.

⁶⁵ Crystal City Code 310.19.

Chapter XI.

Prohibitions and Political Activity

1101. Political Activity⁶⁶

a. Elections⁶⁷

No officer, agent clerk, or employee of any political subdivision shall, directly or indirectly, during hours of employment solicit or receive funds or at any time use authority or official influence to compel any officer or employee in the classified service to apply for membership in or become a member of any organization, or to pay or promise to pay any assessment, subscription, or contribution, or to take part in any political activity. Any person who violates any provision of the section shall be guilty of a misdemeanor, and shall be punished accordingly, and any officer or employee in the classified service found guilty of violating any provision of this section is automatically separated from the service.

⁶⁶ Crystal City Code 310.27.

⁶⁷Minnesota State Law 210A.081.

c. Candidates

An employee of the City who becomes a candidate for any elective office of the City of Crystal 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.

d. Penalty

The law provides that⁶⁸ any person who violates the previous provisions is guilty of a misdemeanor.

1102. Influence and Its Penalty⁶⁹

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.

⁶⁸ This clause is added for clarification.

⁶⁹ 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

Twin West*

CHAMBER OF COMMERCE

August 5, 1987

Woodside Office Park 10550 Wayzata Boulevard
Minnetonka, Minnesota 55343 (612) 540-0234

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

Dear John,

Just a short note to follow up your recent conversation with Mark Grimes regarding the demographic handbook TwinWest is printing, featuring the cities of Crystal, Golden Valley, Hopkins, Minnetonka, New Hope, Plymouth and St. Louis Park.

Competition for new businesses, business relocation and expansion has never been tougher. With this in mind, TwinWest's Economic Development Committee took a look at the marketing tools of the Chamber used to attract new business to the TwinWest area and found a strong need to upgrade the materials used. They decided to produce a first class promotional piece with strong demographic information.

Projects of this magnitude are not inexpensive. This handbook will be a top quality, four color, 9 x 12 publication. It will be eight pages long and, include a pocket for additional information. The Chamber has contracted with a researcher to pull together the kind of facts needed to make a business relocation decision. This information goes well beyond the information currently provided in the State of Minnesota's City Profiles. We anticipate printing 10,000 booklets at a cost of \$36,000.00.

Collectively, the seven cities in the TwinWest area are being asked to contribute one-third of the budget for this special project. Mark Grimes, Golden Valley, and Ron Rankin, Minnetonka, serve on our Economic Development Committee and are coordinating this fund-raising effort. The other two-thirds will be raised through area businesses. Response to date has been very positive.

I would like you to consider a \$1,000 contribution to ensure the publication of this booklet. It is a tool that is desperately needed to properly highlight the benefits of living and working in the TwinWest area. Initially, you will receive 100 copies of the handbook for your use. It will be flexible enough for you to tailor it to your specific needs. We can make special arrangements should you need additional copies.

Thank you for your attention to this matter and your continued support of TwinWest activities. If you have any questions, don't hesitate to call me at 540-0234.

Sincerely,

David C. Olson
President

DCO:mg
cc: Mark Grimes



BASSETT CREEK WATER MANAGEMENT COMMISSION

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- Crystal
- Golden Valley
- Medicine Lake
- Minneapolis
- Minnetonka
- New Hope
- Plymouth
- Robbinsdale
- St. Louis Park

August 24, 1987

City Clerks and Commission Representatives
City of Crystal

Golden Valley
Medicine Lake
Minneapolis
Minnetonka
New Hope
Plymouth
Robbinsdale
St. Louis Park

Re: Emergency Construction

The Bassett Creek Water Management Commission met on August 20, 1987, at which time they were advised of a problem in Golden Valley. It appears that in the July 23, 1987, storm, some culverts near Breck School which crossed the Chicago-Northwestern tracks, were damaged by the flood with one culvert collapsing and the other being damaged. There was also considerable damage to the embankment as a result of the high waters. The railroad was proposing to replace the metal pipe which goes under their tracks when the City of Golden Valley asked why it should be replaced with something that is outmoded and will need replacement itself in a short period of time.

The Bassett Creek Water Management Plan calls for a capital improvement in that area and replacement of the two pipes with a structure to be constructed by the Commission and paid for by the member communities. It was felt this work would take place sometime in the 1990s at an estimated cost of \$171,300. Golden Valley negotiated with the Chicago-Northwestern Railroad who indicated that if the Bassett Creek communities wanted to replace the pipe at this time, they would contribute their \$20,000 toward a permanent structure and would further cooperate with the City of Golden Valley and the Commission by closing the track and allowing the structure to be put in on an open cut rather than jacking under the tracks. This saves close to \$75,000 in costs, and therefore Golden Valley and the Commission engineers felt that we should replace the structure.


Page 2

City Clerks and Commission Representatives

August 24, 1987

Notices of a hearing to be held under the provisions of the Joint Powers Agreement are enclosed with this letter, but this is an emergency situation. The Commission felt we should ask the communities to have their Councils waive the hearing notice so that the contracts could be awarded sometime in the middle of September rather than waiting until middle or late October. Therefore, they have asked me to prepare a resolution to be sent to each community asking them to waive the City's rights to a hearing under the Joint Powers Agreement and agreeing to be bound by the estimated cost figures on the improvement. This would allow Golden Valley to move forward quickly with the plan and hopefully to have the matter under construction by the end of September. This is extremely important for the railroad because they worry about additional rain and damage to their tracks. We have prepared a sample resolution which is enclosed and we are sending copies of all these materials to the Commission representatives asking that they get in touch with the City Clerks and see if the matter can be presented to the Councils and expedited. We would ask that all the resolutions of approval be submitted to Mr. Len Kremer, the Commission's engineer. Your help and assistance in resolving the emergency and saving the Commission substantial amounts of money will be very much appreciated.

Very truly yours,



W. Peter Enck
Chairman

Bassett Creek Water Management
Commission

WPE:lh

Enclosures

cc: Mr. Len Kremer

Ms. Elaine Anderson

EXHIBIT A

CHICAGO NORTHWESTERN RAILROAD SOUTH FORK BASSETT CREEK CROSSING COST SHARING

	<u>Percent After Land Credits</u>	<u>Cost Share</u>
Crystal	4.19%	\$ 3,352
Golden Valley	37.94%	30,352
Medicine Lake	0.79%	632
Minneapolis	16.30%	13,040
Minnetonka	0%	0
New Hope	2.60%	2,080
Plymouth	30.00%	24,000
Robbinsdale	2.69%	2,152
St. Louis Park	5.49%	<u>4,392</u>
Subtotal		\$80,000
Estimated CNWRR Contribution		<u>20,000</u>
ESTIMATED TOTAL CONSTRUCTION COST		\$100,000

Project: 87-1

BASSETT CREEK WATER MANAGEMENT COMMISSION

NOTICE OF HEARING ON IMPROVEMENT

TO THE NINE MEMBER MUNICIPALITIES:

Notice is hereby given that the Bassett Creek Water Management Commission will meet at the Minneapolis Golf Club, 2001 Flag Avenue South, St. Louis Park, Minnesota at 11:30 a.m. on October 15, 1987, to consider the making of the following improvements:

Construction of a new concrete culvert to provide a crossing of the Chicago Northwestern Railroad tracks on the South Fork of Bassett Creek upstream of Sweeney Lake in Golden Valley.

pursuant to Article VII, Subdivision 5, of the Joint Powers Agreement creating said Commission. The amount proposed to be assessed each member municipality for such improvements is estimated to be as follows:

Crystal	\$ 3,352
Golden Valley	\$ 30,352
Medicine Lake	\$ 632
Minneapolis	\$ 13,040
Minnetonka	\$ - 0 -
New Hope	\$ 2,080
Plymouth	\$ 24,000
Robbinsdale	\$ 2,152
St. Louis Park	\$ 4,392

The estimated total cost of such improvements is \$100,000 in 1987 dollars. If the work is completed at this time the Chicago Northwestern Railroad will contribute \$20,000 of the estimated costs. The work is a part of the long range Capital Improvement Program of the Commission and if deferred or delayed the Estimated Cost increases to \$171,300 and there would be no

contribution from the railroad. The shares shall be allocated and paid in accordance with the Joint Powers Agreement formula. Each member municipality which desires to be heard with reference to the proposed improvements will be heard at this meeting.

Isi Donald Asmus

Secretary, Bassett Creek

Water Management Organization

RESOLUTION NO.

Project: 87-1

**EXTRACT OF MINUTES OF MEETING OF THE BASSETT CREEK
WATER MANAGEMENT ORGANIZATION**

RESOLUTION RECEIVING REPORT AND CALLING FOR PUBLIC HEARING

Pursuant to due call and notice thereof, a regular meeting of the Bassett Creek Water Management Organization was held at the Minneapolis Golf Club on the 20th day of August, 1987.

The following members were present:

Crystal - Bill Monk

New Hope - Peter Enck

Golden Valley - Ed Silberman

Plymouth - John Sweeney

Medicine Lake - Jim Padden

Robbinsdale - Lee Gustafson

Minnetonka - Don Asmus

St. Louis Park - Don Rye

* * *

* * *

* * *

Commissioner Silberman introduced the following resolution and moved its adoption:

A RESOLUTION RECEIVING REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, a report has been given by Barr Engineering to the Bassett Creek Water Management Commission on August 20, 1987, recommending the following improvement, to-wit:

Construction of a new concrete culvert to provide a crossing of the Chicago Northwestern Railroad tracks on the South Fork of Bassett Creek upstream of Sweeney Lake in Golden Valley.

Management Plan Estimated Cost to Member Cities	\$171,300
---	-----------

Estimated Cost if Constructed now is	100,000
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Less a Contribution by Chicago Northwestern Railroad of	20,000
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Net to Member Cities is _____ Estimated	\$80,000
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Estimated Cost Total Project	\$100,000
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Less Contribution CNW RR	\$20,000
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Estimated Cost Each Member

Crystal	\$ 3,352
Golden Valley	\$ 30,352
Medicine Lake	\$ 632
Minneapolis	\$ 13,040
Minnetonka	\$ - 0 -
New Hope	\$ 2,080
Plymouth	\$ 24,000
Robbinsdale	\$ 2,152
St. Louis Park	\$ 4,392

**NOW, THEREFORE, BE IT RESOLVED BY THE BASSETT CREEK WATER
MANAGEMENT COMMISSION:**

1. The Commission will consider the aforesaid improvement in accordance with the report and the assessment of member municipalities for all or a portion of the cost of the improvement pursuant to Article VII, Subdivision 5, of the Joint Powers Agreement at an estimated total cost of the improvement as shown.
2. A public hearing shall be held on such proposed improvements on the 15th day of October, 1987, at the Minneapolis Golf Club in the City of St. Louis Park, Minnesota, at 11:30 a.m. The secretary shall send the attached notice of such hearing and improvement as required by the Joint Powers Agreement. Notice shall be mailed not less than 45 days prior to the hearing to the City Clerk of each member municipality by registered mail.

Motion for the adoption of the foregoing resolution was duly seconded by Commissioner Asmus and upon vote being taken thereon, the following voted in favor thereof:

All present

The following voted against the motion:

None

The following were absent:

Minneapolis

whereupon the motion and the resolution were declared duly passed and adopted.



Chairman

Attest:

Is/Donald Asmus

Secretary

RESOLUTION NO.

**A RESOLUTION RELATING TO EMERGENCY CONSTRUCTION TO
CROSS THE CHICAGO NORTHWESTERN RAILROAD TRACKS -
SOUTH FORK OF BASSETT CREEK - AND WAIVING THE RIGHT TO
A HEARING**

WHEREAS, on July 23, 1987, the Bassett Creek watershed incurred a rain storm which deposited as much as 10 inches of rain in some areas, and

WHEREAS, the Bassett Creek Water Management Organization has adopted a surface water management plan which includes a Capital Improvement Program outlining capital work which will be necessary in future years. As a part of said plan the Bassett Creek Water Management Commission plans to replace a crossing of the Chicago Northwestern Railroad tracks located on the South Fork of Bassett Creek upstream of Sweeney Lake with a concrete culvert to replace two existing 48" metal pipes, and the estimated cost of the capital improvement is \$171,300. The estimated costs are established on the basis that the pipe would have to be "jacked" under the railroad tracks and the rail line would remain open during construction, and

WHEREAS, the July 23rd storm caused one of the 48" in-place pipes to fail and damaged the other pipe and also caused damage to the rail embankment and has placed the track in a position that another storm could cause the embankment to collapse and, therefore, the Chicago Northwestern Railroad proposes to replace the damaged pipe with a new metal pipe of the same style, and

WHEREAS, the City of Golden Valley questioned why an old-type inadequate pipe should be installed when it will have to be torn out in the near future and replaced with a concrete culvert by the Bassett Creek Water Management Commission and negotiations have been carried out with the railroad company, and the Chicago Northwestern has agreed to pay \$20,000 (their estimated cost) toward a permanent improvement which meets the standards of the Management Plan. The railroad has also agreed to close the track for a period of time to allow installation of a new concrete culvert and this allows for "open cut" construction rather than "jacking" under the track. This course of action reduces the estimated cost from \$171,300 down to \$100,000 and after the \$20,000 contribution by the Chicago Northwestern Railroad the estimated total cost to the nine member Cities who make up the Bassett Creek Water Management Commission is \$80,000, and

WHEREAS, the Bassett Creek Water Management Organization pursuant to the provisions of the Joint Powers Agreement has called a hearing for October 15, 1987, to discuss the improvement costs and they will go forward with that hearing unless all nine member Cities waive their right to a hearing and agree to provide their share of the necessary funds to the City of Golden Valley who will do the construction. Their estimated cost shall be calculated pursuant to the Joint Powers Agreement, and

WHEREAS, this is an emergency situation since another rain storm could wash out the railroad embankment causing great damage to other properties in Bassett Creek, and the Bassett Creek Water Management

Commission has recommended that the member Cities be asked to agree to a waiver of the Joint Powers provisions calling for a hearing, and if all nine member City Councils approve this waiver the Commission will designate Golden Valley to carry out the construction as soon as possible.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
AS FOLLOWS:**

1. The City agrees to waive its rights to a hearing pursuant to Article VII, Subd. 5, of the Bassett Creek Watershed Joint Powers Agreement.
2. The City further agrees to have Golden Valley contract to replace the two 48" metal pipes crossing the Chicago Northwestern railroad tracks with a new concrete culvert subject to the following:
 - a. Compliance with applicable municipal contracting laws.
 - b. A contribution by the Chicago Northwestern Railroad of \$20,000 toward the improvement cost and the railroad agreeing to close down the track so that construction can be "open cut" rather than "jacking".
 - c. Agreement of all nine member Cities of Bassett Creek to waive the hearing requirements in the Joint Powers Agreement and agreeing to be bound and pay the estimated assessment as set forth in the attached Exhibit A.

DATE: SEPT 1, 1987
TO: CRYSTAL CITY COUNCIL
FROM: CRYSTAL FROLICS COMMITTEE, INC *Prop proposed*

PROPOSAL: THAT A NON-PROFIT CORPORATION BE CREATED TO REPLACE THE CRYSTAL FIRE DEPARTMENT AND CRYSTAL FIREFIGHTERS' RELIEF ASSOCIATION AS SPONSOR AND HOST OF THE CRYSTAL FROLICS.

Durring the past year a committee comprised of members of local civic organizations, the firefighters relief association and city employees, has been meeting to provide for the 1987 Crystal Frolics(Frolics) which was held in July.

Results of these meetings included not only a successssful Frolics, but a desire on the part of the members to see the Frolics continue to grow and provide entertainment for the residents of the City of Crystal.

Accordingly, we are proposing that a committee called the "Crystal Frolics Committee, Inc." be formed to cary on and expand the tradition of the Frolics. To best serve the interests of the city and its residents, we feel the committee should be a non-profit corporation organized under the laws of the State of Minnesota.

We request that the city council pass a resolution allowing for creation of the "Crystal Frolics Committee, Inc.", designate the committee as coordinator of the Frolics, and give favorable consideration to our requests for use of city resources as may be needed.

Attached are: a resolution establishing the proposed committee, a resolution designating the committee as the coordinator of the Frolics, suggested by-laws for the proposed committee, a financial statement for the 1987 Frolics and a proposed budget for the 1988 Frolics along with a listing of anticipated events.

We welcome members of the council and city staff to be in attendance at any of our meetings and to provide input into the Frolics

Representatives of the Committee will be at the countil meeting to answer your questions and/or speak to your concerns.

regards,

for the Committee

BY-LAWS

CRYSTAL FROLICS COMMITTEE, INC.

ARTICLE I - PURPOSE

The Crystal Frolics Committee, Inc. (Committee) a non-profit corporation, shall provide an annual celebration for residents of the City of Crystal, and their friends and neighbors, during the last full weekend in July, to be called the Crystal Frolics.

ARTICLE II - MEMBERSHIP

SECTION 1. Qualifications of members

To qualify for membership, an organization or individual must contribute funds and/or assistance to the Committee for its annual celebration. Each organization or individual so qualified shall be entitled to one membership. Each membership may be represented by more than one individual if so desired. (Membership may be referred to as Member.)

SECTION 2. Property

Each member in good standing shall share equal ownership in any property owned by the corporation. There shall be no vested property rights. Termination of membership shall automatically terminate, without right of compensation, any property rights of any member of the corporation.

SECTION 3. Voting and Other Rights and Privileges of Members

Each member in good standing shall be entitled to one vote on each matter of the corporation. Membership in this corporation is not assignable or transferable.

SECTION 4. Termination of Membership

The board of directors, by affirmative vote of two-thirds of all its members, may suspend or expel a member for cause after an appropriate hearing, and, by a majority vote of those directors present at any regularly constituted meeting, may terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who shall not have contributed to the Committee.

ARTICLE III - RESPONSIBILITIES

SECTION 1. Events

Events of the celebration shall include but not be limited to:

- A. Queen Contest
- B. Parade
- C. Concessions
- D. Fireworks
- E. Senior Royalty
- F. Special Events
- G. Carnival

Events may be added or deleted based on public interest, funding,

sponsorship, and/or suitable locations for hosting the event.

SECTION 2. Support Functions

Support functions of the celebration shall include but not be limited to:

- A. Publicity
- B. Float
- C. Raffles and drawings
- D. Park Coordination
- E. Finance
- F. Police and/or security

ARTICLE IV - MEETINGS

SECTION 1. Annual Meeting

An annual meeting of the members shall be held at a place to be designated by the directors calling the meeting, on the last monday of June of each year beginning with the year 1988 at the time of 6:30 p.m. for the purpose of electing directors and for the transaction of such other business as may come before the committee.

SECTION 2. Special Meetings

Special meetings may be called at any time by the president or by the board of directors, upon notice of not less than five(5) nor more than thirty(30) days before the meeting.

SECTION 3. Monthly Meetings

Monthly meetings will be held on the last Monday of each month at 6:30 p.m.

SECTION 4. Proxies and Absentee Ballots

The use of proxies or absentee ballots shall not be permitted.

ARTICLE V - QUOREMS

SECTION 1. Meetings of the Members

A quorem for the meetings of members is fifty one(51) percent of the total voting membership present.

SECTION 2. Meetings of Directors or Committees

A quorem for the meetings of the board of directors is one-third of the membership of the board or committee.

ARTICLE VI - FISCAL YEAR

The fiscal year of the corporation shall begin on the Last Monday of September.

ARTICLE VII - BOARD OF DIRECTORS

SECTION 1. Number, Tenure, and Qualifications

The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and the immediate past President. Each director shall hold office for one year or until his successor shall have been

elected (apponited in the case of a vacancy). A director must have been a member of the Committee for one year. Directors must be members of the corporation in good standing.

SECTION 2. General Powers

The affairs of the Committee shall be managed by its Board of Directors.

SECTION 3. Regular Meetings

A regular annual meeting of the board of directors shall be held without other notice than this by-law, immediately after, and at the same place as, the annual meeting of members. The board of directors may provide by resolution the time and place for the holding of additional meetings of the board without other notice than such resolution.

SECTION 4. Special Meetings

Special meetings of the board of directors may be called by or at the request of the president or any two directors. The person or persons authorized to call special meetings of the board may fix any place, within the County of Hennepin, or any other place upon unanimous agreement, as the place for holding any special meeting of the board called by them.

SECTION 5. Manner of Acting

The act of a majority of directors present at a meeting at which a quorum is present shall be the act of the board of directors, unless the act of a greater number is required by law or by these by-laws.

SECTION 6. Vacancies

Any vacancy occurring in the board of directors and any directorship to be filled by reason of an increase in the number of directors, shall be filled by the board. directors appointed to fill a vacancy shall be appointed to the unexpired term of his predecessor in office.

SECTION 7. Compensation

Directors as such shall not receive any stated salary for their services.

SECTION 8. Liability

The board of directors shall not be liable for the Committee.

ARTICLE VIII - OFFICERS

SECTION 1. Officers

The officers of the committee shall be a president, vice president, secretary, treasurer, and such other officers as may be elected in accordance with the provisions of this article.

SECTION 2. Election and Term of Office

The officers of the committee shall be elected annually by the membership at the last regular meeting before the Crystal Frolics, except the initial group of officers. New offices may be created and filled at any meeting of the board of directors. Each officer shall hold office until his successor shall have been duly elected (appointed in the case of a vacancy).

SECTION 3. Removal

Any officer elected by the membership or appointed by the board may be removed by the membership whenever in its judgment the best interests of the committee would be served thereby.

SECTION 4. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the board of directors for the unexpired portion of the term.

SECTION 5. President

The president shall be the principal executive officer of the Committee and shall in general, supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members and of the board of directors. He shall in general, perform all duties incident to the office of the president and such other duties as may be prescribed by the board of directors from time to time.

SECTION 6. Vice President

In the absence of the president or in the event of his inability or refusal to act, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall perform such other duties as from time to time, may be assigned to him by the president or by the board of directors.

SECTION 7. Secretary

The secretary shall keep the minutes of the meetings of the members and or the board of directors; see that all notices are duly given in accordance with the provision of these by-laws or as required by law; be custodian of the Committee records; keep a register of the post office address of each member which shall be furnished to the secretary by each member; and in general, perform all duties incident to the office of secretary and such other duties as from time to time, may be assigned to him by the president or by the board of directors.

SECTION 8. Treasurer

The treasurer shall have charge and custody of and be responsible for all funds of the corporation, and in general perform all the duties incident to the office of treasurer and such other duties as from time to time, may be assigned to him by the president or by the board of directors. He shall maintain all financial records in accordance with generally accepted accounting principles.

SECTION 9. Committees

Committees may be appointed by the president or by the board of directors, for purpose and periods of time desinated.

ARTICLE IX - FUNDS

SECTION 1. Accounts

Funds of the Committee shall be maintained in two seperate accounts. Withdrawals from any Committee account shall require two(2) signatures. The Treasurer will have responsibility for selecting the

financial institution where funds of the Committee shall be kept.

SECTION 2. Checking Account

There shall be a checking account for the Crystal Frolics Queen Committee. Signatory responsibility shall be with the chair-person(s) of the committee and the Treasurer.

SECTION 3. Savings Account

There shall be a savings account for all other funds of the Committee. Signatory responsibility shall be with the Treasurer and the President.

ARTICLE X - AMENDMENTS TO BY-LAWS

These by-laws may be altered, amended, or repealed and new by-laws may be adopted by a majority of the directors at any regular meeting or any special meeting, if at least five(5) days written notice is given of intention to alter, amend, or repeal or adopt new by-laws at such meeting. These by-laws may be amended or rescinded or altered by the vote of the majority of the members present at any duly convened membership meeting, where proper notice has been given.

These by-laws shall be and remain in effect as the by-laws of the Committee until submitted to and ratified by a majority vote of the members present at a membership meeting.

KNOW ALL MEN BY THESE PRESENTS: That we, the undersigned, being members of the board of directors of the Crystal Frolics Committee, Inc., hereby assent to the foregoing by-laws and adopt them as the by-laws of said Committee, subject to ratification by the membership, as provided herein.

IN WITNESS WHEREOF, we have herunto subscribed our names this ____ day of _____, 1987.

KNOW ALL MEN BY THESE PRESENTS: That the undersigned secretary of the Committee known as _____ does hereby certify that the above and foregoing by-laws were duly adopted by the members of the said Committee, and that they do constitute the by-laws of said Committee.

Attest: _____
Secretary

August 27, 1987

TO: City Councilmembers
FROM: John A. Olson, Acting City Manager
RE: Requests for 1988 Crystal Frolics

At the last meeting, Ed Thonander and Ginny Thom appeared before the Council to discuss the 1988 Crystal Frolics. They distributed a letter with seven points regarding the Crystal Frolics Committee's needs for 1988.

The 1987 Revenues and Expenditures Report from our Recreational Department is attached to this memo and indicates the amount of involvement by the City in terms of time and money. The City will provide the same amount of staff and equipment for the 1988 Frolics as we did in 1987.

All the recreational staff participated in this event in varying amounts of time. We will provide vehicles for our use in maintaining the park and its equipment and provide the necessary barricades and personnel to establish the parade route, if there is a parade.

The agreement reached last year regarding the placement of the carnival was in the area between the south entrance to the west parking lot of Becker Park and the west entrance of the south parking lot.

This area was not used in 1987 because initially Kline wished to use the area where the senior citizens housing is proposed to be built. That was changed at the last minute when they said the ground was too soft. However, by that time we had an agreement to keep the intersection of 55th and Sherburne open to traffic.

I do not believe that we can use either parking lot of the park for anything but the parking of cars necessary for the Frolics. I would not recommend the use of the west parking lot for food booths and concession stands. I heard of one complaint through a third party and received a complaint directly from businessmen on the north side complaining that the Frolics was taking up their parking.

In addition, I don't believe that we can block off the service entrances to the shopping center; since the carnival will want to set up on Thursday evening and that would mean all of Friday and Saturday that the service entrances to the shopping center would be closed.

If the food booths need to be in the park, I believe we can find an alternative location for them.

JAO/js

attachment

CRYSTAL PARK & RECREATION DEPARTMENT

SUMMARY

EVENT	CRYSTAL EXPENSES	FROLICS 1987 INCOME	EVENTS PROFIT/LOSS	ATTENDANCE
Theatre in a Trunk	7.50	0.00	-7.50	75
Tennis Tournament	265.14	219.00	-46.14	43
Fun Run, Walk, Bike	29.35	20.00	-9.35	20
Kiddie Parade	68.35	0.00	-68.35	150
Dunk Tank	0.00	63.79	63.79	100
Parade	4928.37	0.00	-4928.37	
Concerts	2319.00	788.00	-1531.00	1300
Softball Tourney	7744.14	6400.00	-1344.14	52 TEAMS
Fireworks	5000.00	0.00	-5000.00	
Seniors Cards Tourneys	911.72	401.00	-510.72	188
Diaper Derby/Trike Races	9.75	0.00	-9.75	16
Pool Fun Day	844.43	0.00	-844.43	289
General Administration	570.94	10,000.00	9429.06	
TOTAL EXPENSES	22,698.69			
TOTAL INCOME		17,891.79		
GRAND TOTAL PROFIT/LOSS			-4806.90	

CRYSTAL PARK AND RECREATION DEPARTMENT
CRYSTAL FROLICS EVENTS
1987

THEATRE IN A TRUNK

Attendance 75

EXPENSES

Activity	Cost
Group Fee	0.00
Stagehand	7.50
1 @ \$5/hr. x 1.5hrs = 7.50	

TOTAL EXPENSES 7.50

INCOME

0.00

TOTAL INCOME 0.00

PROFIT/(LOSS) 7.50

TENNIS TOURNAMENT

Attendance 43

EXPENSES

Activity	Cost
Staff	140.00
1 @ 8/hr x 17.5 = 140	
Trophies	89.04
7 @ 6.45 = 45.15	
7 @ 6.27 = 43.89	
Flyer Printing	7.50
300 @ .025 = 7.50	
Mailings	28.60
130 @ .22 = 28.60	

TOTAL EXPENSES 265.14

INCOME

17 singles entries @ \$6 =	102.00
13 doubles entries @ \$9 =	117.00

TOTAL INCOME 219.00

PROFIT/(LOSS) -46.14

FUN RUN, WALK, BIKE

Attendance

20

EXPENSES

Activity

Staff

1 @ 5.25/hr = 10.50

1 @ 4.00/hr = 8.00

1 @ 4.30/hr = 8.60

3 staff total

Refreshments

27.10

2.25

TOTAL EXPENSES

29.35

INCOME

20 @ \$1

20.00

TOTAL INCOME

20.00

PROFIT/(LOSS)

-9.35

KIDDIE PARADE

Attendance

150

EXPENSES

Activity

Staff

3 @ 3.45 = 10.35

1 @ 3.50 = 3.50

2 @ 3.60 = 7.20

1 @ 4.00 = 4.00

1 @ 4.05 = 4.05

1 @ 4.10 = 4.10

3 @ 4.30 = 12.90

1 @ 4.75 = 4.75

2 @ 5.00 = 10.00

1 @ 5.25 = 5.25

16 staff total

Refreshments

66.10

2.25

TOTAL EXPENSES

68.35

INCOME

0

TOTAL INCOME

0.00

PROFIT/(LOSS)

-68.35

DUNK TANK

Attendance 100

EXPENSES 0.00
There was maintence time to set up paid thru softball

TOTAL EXPENSES 0.00

INCOME 63.79

Total income was \$113.79.

Park & Recreation Advisory Commission spent \$50 for candy for the parade

TOTAL INCOME 63.79

PROFIT/(LOSS) 63.79

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HEWLETT-PACKARD JETPAPER

REORDER NO. 51630D

MOM00986

8172-0855-6-008

PARADE

Attendance

??

EXPENSES

Activity	
Printing of Flyers	25.00
1000 @ .025 = 25	
Mailing	116.60
1st - Complete Mail List 250 @ .22 = 55	
2nd - Repeat Mailing to Bands 100 @ .22 = 22	
3rd - Confirmations 90 @ .22 = 19.80	
4th - Line up Letter 90 @ .22 = 19.80	
Clerical	90.00
25 hrs @ 3.60 = 90	
Street Dept. OT	359.22
1 @ 179.69	
1 @ 179.53	
2 staff total	
P & R pt staff - parade vehicles	14.35
1 @ 5.25	
1 @ 5.00	
1 @ 4.10	
3 staff total	
Parade Unit Fees	3720.00
Warriors - 800	
Noteables - 250	
Zuhrah Antique Cars - 250	
Zuhrah Cycles - 450	
Flutters the Clown - 75	
Scheuerman Carriage - 200	
Dog Squad - 50	
Postal Band - 200	
Suzettes - 25	
Am Leg Clowns - 50	
Parkettes - 300	
Groothuis Stagecoach - 400	
BP Roaring Lions - 200	
Crosstrailers - 145	
Dallas Schendal Draft Horses - 125	
Aqua Jesters - 200	
Trophies	156.00
13 @ \$12 = 156	
Printing - Parade Program	113.20
3000 copies	
Signs	334.00

TOTAL EXPENSES 4928.37

INCOME

0.00

TOTAL INCOME 0.00

PROFIT/(LOSS) -4928.37

FROLICS CONCERTS

Attendance

1300

(All events)

EXPENSES

Activity

Performance Fees

2080.00

Shangoya - 1300

Magician - 150

Teddy Bear Band - 255

City Talent Show - 25

Higher Ground - 350

Off Broadway Cancelled

Stagehand

144.00

1 @ \$5/hr x 18hrs = 90

1 @ \$4.50/hr x 12hrs = 54

2 staff total

Staff Prep Time

95.00

1 @ 9.50/hr x 10 hrs

1 staff total

TOTAL EXPENSES

2319.00

INCOME

Donation (VFW)

700.00

Musicians Trust Fund

88.00

TOTAL INCOME

788.00

PROFIT/(LOSS)

-1531.00

MEN'S SOFTBALL TOURNAMENT

Attendance 52 teams

EXPENSES

Activity	
Umpires	2226.50
146 assignments @ 15.25 =	2226.50
Scorekeepers	353.50
101 games @ 3.50/game =	353.50
Maintenance	993.14
Dahl - 372.08 (20.5 hrs OT)	
Gillespie - 55.66 (12.1 hrs ST)	
Loher - 112.70 (24.5 hrs ST)	
Knutson - 193.20 (42 hrs ST)	
Mork - 193.20 (42 hrs ST)	
Blackman - 66.30 (17.5 hrs ST)	
6 staff total	
Lights	120.00
8 hrs @ 15/hr =	120
Trophies	864.00
96 @ 4.00 =	384
6 @ 8.00 =	480
Prize money	2200.00
Staff (Softball Supervisor)	750.00
1/4 of seasonal pay	
Equipment	237.00
Balls - donated by Worth	
Bases - 3 sets @ 79 =	237

TOTAL EXPENSES 7744.14

INCOME

Donations for prize money	1200.00
Team entry fees	5200.00
52 teams @ \$100 =	5200

TOTAL INCOME 6400.00

PROFIT/(LOSS) -1344.14

FIREWORKS

Attendance

??

EXPENSES

Activity	
Fireworks Company	5000.00

TOTAL EXPENSES 5000.00

INCOME

0.00

TOTAL INCOME 0.00

PROFIT/(LOSS) -5000.00

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HEWLETT-PACKARD JETPAPER

REORDER NO. 51630D

MOM00986

6172-0055-6-008

SENIORS CRIBBAGE, 500 & BRIDGE TOURNEYS

Attendance

188

EXPENSES

Activity
Staff
Custodian OT (Thorson) 74.40
1 @ 6.75/hr x 8 hrs = 54
1 @ 10.20/hr x 2 hrs = 20.40
2 staff total
Printing - Flyers 75.00
3000 @ .025 = 75
Mailing 111.78
485 @ .22 = 106.70
4 @ 1.27 = 5.08
Printing - Scoresheets, Rules, etc 7.50
300 @ .025 = 7.50
Refreshments 158.92
Cards 33.60
Trophies 50.52
Cash Prizes to winners 400.00

TOTAL EXPENSES 911.72

INCOME

Registration Fees 376.00
188 @ \$2.00 = 376.00
Donation from Elks Lodge #44 25.00

TOTAL INCOME 401.00

PROFIT/(LOSS) -510.72

DIAPER DERBY/TRIKE RACES

Attendance

16

EXPENSES

Activity
Staff 9.75
1 @ 5.25/hr x 1 hr = 5.25
1 @ 4.50/hr x 1 hr = 4.50
2 staff total

TOTAL EXPENSES 9.75

INCOME

All income is received by Women of Today 0.00

TOTAL INCOME 0.00

PROFIT/(LOSS) -9.75

POOL FUN DAY

Attendance

289

EXPENSES

Activity

Staff

441.10

Lifeguards

3 @ 4.25/hr x 2hrs = 25.50

2 @ 4.55/hr x 2hrs = 18.20

5 staff total

Playground Leaders = 397.40

All worked this event

24 staff total

Flyers - Printing

12.50

500 @ .025 = 12.50

Prizes

214.83

Sally Dist. 140.65

Target 74.18

Busing from playgrounds

176.00

2 buses @ 88.00 = 176

TOTAL EXPENSES

844.43

INCOME

0.00

TOTAL INCOME

0.00

PROFIT/(LOSS)

-844.43

GENERAL ADMINISTRATION

EXPENSES

Activity
 Police Reserve Meals 442.50
 Mailings 53.24
 Committee Meetings 22 @ .22 x 11mtgs = 53.24
 Misc. Expenses
 Mileage 35.60
 Hackett - 70 miles @ .26 = 18.20
 Fackler - 32 miles @ .26 = 8.32
 Anderson - 35 miles @ .26 = 9.10
 Clerical 39.60
 1hr/mo x 11mos @ 3.60/hr = 39.60
 Committee meetings 0.00
 City staff who attend these meetings are salaried
 and receive no extra compensation for attending these meetings
 Brandeen 22 hrs/year
 Mossey 22 hrs/year
 Hackett 22 hrs/year
 P/R staff on site during Frolics 0.00
 City staff who worked this event are salaried
 and receive no extra compensation for working this event.
 Hackett - 28 hrs.
 Fackler - 24.5 hrs.
 Anderson - 15 hrs.
 Brandeen - 21 hrs.
 Tostenson - 3 hrs.

TOTAL EXPENSES 570.94

INCOME

City budget 10,000.00

TOTAL INCOME 10,000.00

PROFIT/(LOSS) 9429.06

DATE: August 31, 1987
TO: City Council
FROM: Carol Robbe, Finance Department
RE: 1987 Crystal Frolics Expenses

Allocation from PIR Fund: \$10,000.00

Expenses:

Warning Lites	Barricades	204.90
Rollie Smothers	Misc. Expense	23.15
Tally Ho	Reserve Meals	442.50
Am. Fire Works	Fireworks	5,000.00
Gove Sign Co.	Parade Signs	334.00
various vendors (list available on request)	Frolics Parade (Floats, Bands, etc.)	3,720.00
		<hr/>
		\$ 9,724.55

CHARTER COMMISSION
OF THE
CITY OF CRYSTAL
4141 Douglas Drive North
Crystal, Minnesota 55422

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

Dear John:

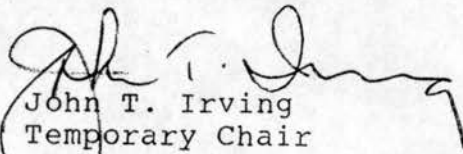
Enclosed find a copy of the unapproved minutes of the organizational meeting of the Charter Commission.

Your attention is invited to the last two paragraphs of the minutes showing the Commission's requests for study materials and funding and directing me to forward those requests to the City Council and I am writing for that purpose.

I'd appreciate you contacting the League of Cities for their Charter materials in quantity for the Commission. As for the funding, I suspect you'll want to get the Commission's request in the budget for 1988. Myself or other members of the Commission can appear before the Council on that matter if you and the Mayor feel that necessary. Perhaps, too, we can get together soon to discuss staffing arrangements.

Thanks for your help.

Very truly yours,


John T. Irving
Temporary Chair

cc: Tom Aaker

MINUTES OF ORGANIZATIONAL
MEETING OF THE CITY OF CRYSTAL
CHARTER COMMISSION

July 22, 1987

The organizational meeting of the City of Crystal Charter Commission was conducted on Wednesday, July 22, 1987 in the downstairs meeting room of the Crystal City Hall, 4141 Douglas Drive North, Crystal, Minnesota. The meeting commenced at 7:05 p.m.

The following members of the Commission were present: James Ryan, Betty Rood, Laretta Welter, John Hawk, John Schaaf, Sharon Garber, Francis Feyereisen, Herman Elsen, John Irving, Paulette Magnuson and Peter Meintsma.

The following members were absent: James Cook, Barbara Nemer and Harold Homan.

Also in attendance were Thomas Aaker, Mayor of the City of Crystal and David J. Kennedy, Crystal City Attorney.

Irving stated that all members of the Commission had been duly notified of the time and place of the meeting. He stated that member Homan had informed him of Homan's inability to attend. Member Nemer had also so indicated to Irving.

Mayor Aaker welcomed the Commission, congratulated members on their appointments, and wished the Commission good fortune in its work. He also left with members a memorandum regarding suggested considerations for Charter change. Aaker departed at 7:15 p.m.

Kennedy, at the request of the Commission suggested the following organizational steps:

1. Appointment of temporary Chair and Secretary
2. Filing of oaths of office and appointment letters
3. Adoption of temporary by-laws
4. Election of officers
5. Staffing arrangements.

Schaaf then nominated Irving as temporary Chair, seconded by Feyereisen. Motion carried.

Garber then nominated Schaaf as temporary Secretary, seconded by Welter. Motion carried.

Schaaf then requested Kennedy to take minutes of the meeting on his behalf.

A discussion ensued about the need for tape recording of the Commission meetings, and the need to have members brief themselves prior to meetings to prevent repetition. It was agreed that meeting should be tape recorded. It was agreed by consensus that the Chair should be directed to admonish members to fully prepare for meeting and that the Chair should exercise discretion in allowing repetitive discussion.

Kennedy then distributed draft by-laws for consideration by the Commission. It was agreed by consensus that nine members would constitute a quorum. Moved by Feyereisen, seconded by Magnuson that the draft by-laws be adopted as temporary by-laws until the next meeting. Motion carried. It was further agreed by consensus that the next meeting of the Commission be set for Wednesday, September 30, 1987 at 7:00 p.m. at City Hall.

The temporary Chair decided that all members review the temporary by-laws for changes, dates, etc. and that the adoption of permanent by-laws be an order of business at the September 30 meeting. Moved by Schaaf, seconded by Elsen that the election of permanent officers be conducted at the September 30 meeting.

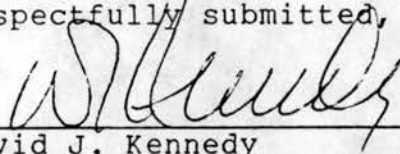
The temporary Chair then, without objection, directed that the oaths of office, letters of appointment, and Mayor Aaker's letter be filed with the Secretary.

Meintsma then requested that the City staff be requested to obtain study materials regarding Charter Commission duties and model Charters from the League of Cities. The temporary Chair agreed to direct a letter of request for such materials to the City staff in a timely manner so that the materials would be available prior to the next meeting.

A discussion then ensued about Commission finances. Kennedy reviewed the state law on this subject. The discussion also involved questions of City staff assistance to the Commission. Moved by Schaaf, seconded by Meintsma, that the Commission request the following sums from the City: for the balance of 1987, the sum of \$2,500; for the year 1988, the sum of \$5,000; and the provision of serstarial assistance to the Commission. Motion carried. The temporary Chair was directed by consensus transmit these requests to the City Council.

There being no further business to come before this Commission, moved by Elsen, seconded by Garber, to adjourn. Motion carried.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'D. Kennedy', written over a horizontal line.

David J. Kennedy
Acting Secretary pro tem

August 21, 1987

TO: John A. Olson, Acting City Manager
FROM: Julie Jones, Recycling Coordinator *JJ*
RE: Management Committee for Robbinsdale Recycling Site

In the recently approved Joint and Cooperative Agreement between the City of Robbinsdale and the City of Crystal establishing joint use of Robbinsdale's Recycling Center, it is stated that there shall be a three member Management Committee (see attachment). One of these representatives of the city shall be the City Manager or a designate chosen by the City Manager. The second member shall be a City Councilmember or a citizen appointed by the City Council. The third member shall be an appointed staff member.

Since the agreement has been approved by both cities, we should establish our Management Committee so that we can arrange meetings for operational planning meetings in the near future. The Mayor should be notified of this matter so that he can consider who he will appoint to the Management Committee.

Please advise me if there is any further action I need to take to establish this committee.

JJ/js

attachment

B. Days of Use by Each Party. Crystal will use and provide personnel for the operation of the Facility on the first and third Saturdays of each month and Robbinsdale will do so on the second and fourth Saturdays of each month. The Facility shall be open from 9:00 a.m. to 1:00 p.m. on each Saturday with the condition that hours may be adjusted for seasonal purposes with the approval of both parties and the established management committee. The Center shall accept recyclable materials from both communities on the days when it is open. The Facility need not be kept open by a party on a Saturday which is a legal holiday in the State of Minnesota. By mutual agreement, the parties may provide for the operation of the Facility on the fifth Saturday of any month having five (5) Saturdays.

C. Recyclable Materials. The recyclable waste materials which may be accepted by either party at the Facility are glass, aluminum, ferrous metal, newspapers (not including magazines or other glossy paper), white goods and cardboard. Other acceptable materials may be added by written agreement between the parties.

D. Personnel. Each city shall provide personnel for the operation of the Facility on the days when it has responsibility for its operation. Such personnel may be volunteers, employees of that city or persons provided by contract with that city. The personnel provided at the Facility during hours of operation by that city shall include one (1) adult person to supervise the operation of the Facility and one (1) adult person to record the information necessary to administer any rebates or other benefits granted by the parties to persons delivering recyclable materials to the Facility

E. Management. The operation of the Facility during the time that this agreement is in effect shall be under the supervision of a Management Committee consisting of three (3) representatives from each of the parties. One representative from each party shall be its city manager or a designate chosen by the city manager. The second representative shall be a city council member or a citizen appointed by the City Council. The third representative shall be an appointed staff member.

Powers, duties and responsibilities of the Management Committee shall include but not be limited to the following:

1. Development of policies relating to the operation of the Facility.
2. Oversight of operation and Facility performance.
3. Administrative decisions relating to Facility improvements and betterments.
4. Development of cost estimates and cost-sharing estimates as hereinafter provided.
5. Development of budgets for submission to the city councils of the parties.

TO: John A. Olson, Acting City Manager
FROM: Bill Monk, City Engineer
DATE: August 20, 1987
RE: Set Date for Project Assessment Hearings

Due to timing requirements for legal notification and publication associated with the certification of assessments, it is recommended the City Council schedule assessment hearings for October 6, 1987, to consider the following projects:

- a) Douglas Drive Street Improvements between 27th and 41st Avenues - Project 64-B,
- b) 1987 Seal Coat Program - Project 87-1,
- c) Bituminous Surfacing and Drainage Improvements to Alley between Welcome and Xenia Avenues from 44th to 46th Avenues - Project 87-2,
- d) Concrete Curb and Gutter Improvements on Yates Avenue between 56th and 57th Avenues - Project 87-3,
- e) 1987 Sidewalk Replacement - Project 87-5 and
- f) 1987 Weed Cutting and Diseased Tree Removal.

W. Monk
WM:jrs *no*

RESOLUTION NO. 87-

A RESOLUTION FOR HEARING
ON PROPOSED ASSESSMENTS

WHEREAS, the city clerk was directed to prepare a proposed assessment of the cost of improving:

- a. Douglas Drive Street Improvements between 27th and 41st Avenues - Project 64-B,
- b. 1987 Seal Coat Program - Project 87-1,
- c. Bituminous Surfacing and Drainage Improvements to Alley between Welcome and Xenia Avenues from 44th to 46th Avenues - Project 87-2,
- d. Concrete Curb and Gutter Improvements on Yates Avenue between 56th and 57th Avenues - Project 87-3,
- e. 1987 Sidewalk Replacement - Project 87-5 and
- f. 1987 Weed Cutting and Diseased Tree Removal.

AND WHEREAS, the clerk has notified the council that such proposed assessment has been completed and filed in her office for public inspection,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CRYSTAL, MINNESOTA:

1. A hearing shall be held on the 6th day of October, in the city hall at 7:00 P.M. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City,

except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. He may at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council this _____ day of _____, 19____.

Mayor

ATTEST:

City Clerk

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
John G. Kressel
Steven B. Schmidt
James M. Strommen
Ronald H. Batty
William P. Jordan
William R. Skallerud
Rodney D. Anderson
Corrine A. Heine
David D. Beaudoin
Paul E. Rasmussen
Steven M. Tallen
Mary Frances Skala
Christopher J. Harristhal
Timothy J. Pawlenty
Rolf A. Sponheim
Julie A. Bergh

August 13, 1987

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

Re: Community Service Officers

Dear John:

Enclosed you will find a draft ordinance for first reading designating Community Service Officers and providing that they may issue certain kinds of citations in connection with their law enforcement duties.

The 1987 legislature provided that such personnel cannot issue citations unless specifically authorized by City ordinance. Please send a copy of the ordinance to Jim Mossey for his review.

Yours very truly,



David J. Kennedy

DJK:caw

Enclosure

ORDINANCE NO. 87 _____

AN ORDINANCE RELATING TO PUBLIC SAFETY:
ALLOWING COMMUNITY SERVICE OFFICERS TO
ISSUE CITATIONS; AMENDING CRYSTAL
CITY CODE, BY ADDING A SECTION.

THE CITY OF CRYSTAL DOES ORDAIN:

Section 1. Crystal City Code is amended by adding a section to read:

Section 955: Community Service Officers

955.01. Community Service officer: Defined. For purposes of this code the term "Community Service Officer" means an employee of the City, designated by the City Manager and assigned to the police department, exercising limited law enforcement, code enforcement and related duties under the supervision of the Chief of Police.

955.03. Community Service Officers: Citations. Community service officers have the same powers of law enforcement officers in the City to issue a citation in lieu of arrest. Nothing in this section is to be construed as giving community service officers any powers of law enforcement officers other than the authority set forth in the subsection.

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

Mayor

Attest:

City Clerk

00110D14.F16

To: *Crystal Council members*
From: Pauline Langsdorf, Crystal City Councilmember
Subject: Resolution Requesting That Hennepin County Provide a
Scale at the Maple Grove Compost Site
Date: August 27, 1987

In order to decrease the amount of residential waste material being landfilled, it is desirable to remove compostable yard wastes from the residential waste stream. A substantial portion of the waste stream is compostable yard wastes, with the yard waste proportion increasing considerably during the fall. Hennepin County provides a composting site in Maple Grove for the cities to use as an alternative to landfilling yard wastes. Using this site not only greatly decreases the volume and tonnage going into our landfills but also reduces the cost of garbage pickup service to the hauler as there is no tipping fee charged at the compost site. In order to use the compost site the yard wastes must not be mixed with the rest of the household waste stream.

In order to get credit for the tonnage of yard waste deposited at the Maple Grove site it is necessary for the garbage trucks to be weighed for verification of the amount delivered. Currently it is the responsibility of the city or the garbage hauler to provide for the weighing of these trucks. This requires that trucks travel some distance out of their way in order to be weighed, if indeed they can find a place to be weighed. This inconvenience along with extra cost in travel time discourages use of the composting site.

Hennepin County does plan to provide a scale at the composting site when a permanent site is developed. However, that does not help the problem faced by the cities this fall. If Hennepin County would supply a scale and personnel to run the scale at the site it would be of assistance to all cities who are trying to comply with the county mandate to remove 16% of the material from the solid waste stream by 1992.

*John -
Please send this out with the
Council packet for Sept. 1
Council meeting.*

RESOLUTION
ASKING THAT HENNEPIN COUNTY PROVIDE A SCALE
AND PERSONNEL TO OPERATE THE SCALE AT THE
MAPLE GROVE COMPOST SITE

WHEREAS, Hennepin County has mandated that Hennepin County Cities establish recycling programs which will remove 16% from the solid waste stream by 1992, and

WHEREAS, yard wastes compose a substantial proportion of the solid waste stream, and Hennepin County provides a site for the composting of yard wastes, and

WHEREAS, in order for the cities to receive credit for the tonnage of the yard wastes delivered to this site, *and it must be weighed, and*

WHEREAS, it is difficult for haulers to locate scales on which to weigh their loaded trucks as required by the county for verification of tonnage delivered; now, therefore,,

BE IT RESOLVED, by *the Crystal City Council*, that *the Crystal City Council* requests Hennepin County to:

1. provide a scale at the Maple Grove composting site for the purpose of weighing refuse trucks hauling yard wastes to the site,
2. provide personnel to operate the scale at the Maple Grove composting site.

Adopted this _____ day of _____ 1987

August 27, 1987

TO: Mayor and City Councilmembers
FROM: John A. Olson, Acting City Manager
RE: 1988 City of Crystal General Fund Budget

In this memo I will attempt to explain in general terms the proposed 1988 budget which is attached. As you proceed through hearings, I will have Miles Johnson present to discuss the revenue projections and the status of funds other than the General Fund.

Nancy Deno and I can explain the General Fund expenditures as recommended and based on meetings with the department heads. If you wish certain department heads to be in attendance at certain times, you can indicate this at the September 1 meeting.

Two new features of the budget message and the budget are: first, I will, as I proceed through an explanation of each department budget, indicate those capital outlay items which were cut from the requests; and secondly, the original justification of capital outlay items from the department heads are included at the end of each department budgets (actual dollar amounts may have changed during budget discussions).

This budget as recommended is \$146,838,000 under maximum levy allowed by the State. This will allow the Council to make some adjustments as they see fit.

At the end of this budget message, I will recommend those items which were excluded from the General Fund budget, but which I feel should be purchased through the PIR Fund, Part B.

As you look through the budget there are several basic items which I would like to point out.

1. We have eliminated any added personnel from the department requests. I believe we can only justify special instances, but that should be left to the new City Manager. In that regard I would suggest, if you wish, to place an additional contingency amount in salaries of Department 32, so that the new City Manager can increase personnel as he or she so chooses.
2. In the past the police dispatchers and police secretaries were included in the City Administration budget. This year I have shifted them from Administration to the Police Department. Therefore, you will note a large increase in Personal Services for the Police Department and a decrease in Administration.
3. We have added one vehicle and replaced another in departments and indicated that these would be available for car pool. We believe that not all administrative cars are being used by the departments at all times and should be available for other department use. We have experimented with this in Administration with a police squad car which was repainted and

has been available for City administrative personnel to use in their duties about the City and going to meetings and conferences. This appears to be working well and we will continue with these two additional vehicles.

4. In the past we have had a separate department for weed control. The amount of time necessary for weed inspections has decreased and we have combined that function with the tree disease inspector in Department 34. We believe that this can be handled by one person and eliminate the addition of the weed inspector. The part-time weed inspector this year has spent the majority of his time helping the Park & Recreation Department, doing some maintenance work in the parks.
5. It may be necessary for the City Council to approve a sewer rate increase to cover the costs from the Waste Control Commission. The necessity of this increase can be explained both by Bill Monk and Miles Johnson.

The following are the comments on the individual budgets, the recommended changes and deletions:

Department 10 — Mayor and Council This budget is essentially the same as in 1987, however, meeting expenses and dues and subscriptions noted on page 6 have increased due to useage and potential increases in dues which we are not aware of at this time.

Department 11 — City Administration The Administration budget is also the same except that the police secretaries and police dispatchers as indicated previously have been removed from the salaries of regular employees. The special education reimbursement account on page 13 has been decreased by \$10,000 because of useage. This should be sufficient for useage by department heads and staff for those special programs for which the fund had been designed. Capital outlay items are shown and the justification sheets have been attached to the back of the budget. No capital outlay was cut from the Department 11 budget.

Department 12 — Assessing This budget is basically the same as in 1987, however, we have decreased the amount in the use of personal auto on page 18 because we have added a vehicle to this budget listed on page 21 for the Appraiser to use when doing his valuations during the summer. I believe it is necessary that this person have a City car to provide better visibility and awareness that an official from the City is looking at property. The computer terminal listed as a capital expenditure in this department was originally requested in Finance (Department 13), however, Finance can make better use of a micro-computer which the Assessing Department now has and Assessing can better utilize a terminal for their work. Therefore, we switched requests and updated costs.

Department 13 — Finance The Finance Department budget is essentially the same as 1987 with minor changes. We did delete the request for a micro-computer as indicated previously in the budget explanation for Assessing.

Department 14 — City Buildings We have added the salary of one custodian to this department. I believe that with the closing of Thorson we will need to use one of these custodians in doing the extra work both here at City Hall, in the

fire stations, at Becker Park and City garage. Combining custodial duties in all of these buildings will provide one full-time position.

Department 15 — Police As indicated previously in the account 4100, Salaries of Regular Employees, has been increased to include both the police dispatchers and police secretaries. Other adjustments have been made in accounts as per useage. Account 4111 is a continuation of the DWI Project by the City without the State or Federal reimbursement funds. Account 4310, on page 30, is the cost for the operation of the Home Free Shelter which the City has participated in for the last few years. The capital outlay items cut from this budget are as follows:

Mobile telephones (5) at \$1800 each =	\$ 9,000
Micrographics Document System	\$18,000
Midsized squad car	\$15,000

At this time I do not believe the use of mobile telephones is necessary and therefore they are not recommended in the budget. The micrographics document system is a system that the entire City may wish to use and therefore there should be a better evaluation of the need and useage of this system prior to purchase. Therefore, it is not recommended in the Police Department budget. We will review this after changes are made in the administrative area of City Hall and also after review of the space needs report on the Police Department by the consultant.

The midsize squad car requested by the Police Department was to add an additional unmarked vehicle for use by the administrative staff. I felt that instead of purchasing another police vehicle that we would move the present City Manager's car into the Police Department after purchase of a new vehicle for the City Manager. The City Manager's vehicle has 22,000 miles plus on it and still is in good condition for their use.

Department 16 — Fire In the past, pay increases for fire officers and fire fighters has been considered separately from the budget. Some years this has resulted in increases requested either late in the budget procedure or not at all because the budget had been approved. I am recommending the increase in the fire fighters and fire officers salaries as per the explanation included by the Fire Chief. No other major increases are recommended for this department. Two capital outlay items were excluded from the budget and I will be recommending these to be purchased out of the PIR Fund later in the memo. These are drive through doors for the South Fire Station, \$41,000, and a hose drying tower for \$68,000. Originally the Fire Department had requested a four-wheel drive vehicle for use by the fire inspector and for transporting fire fighters to fires in inclement weather. However, in discussing this item with the Fire Chief we reached an agreement on a purchase of a station wagon for hauling equipment and fire fighters at a reduced cost from the requested amount. During inclement weather the Police Reserve four-wheel drive vehicle will be used to transport fire fighters to the fire stations so that they may get to emergencies.

Department 17 — Building Inspections Very little has changed with the requests in this budget from 1987, however, as mentioned earlier any requests for additional personnel have been deleted. As a result the requested vehicle and radio listed by dollar amount in capital outlay has been deleted.

Department 18 — Police Reserve/Civil Defense There are minor changes in the Police Reserve budget. As you recall half of the Police Chief's salary is included in Department 18 because there may be a possibility of reimbursement from the Federal Government for Civil Defense work and he is the Civil Defense Director. The Clothing Allowance Account 4157 on page 58, has increased by \$5625 for the purchase of protective vests for the Police Reserve. Account 4322, Telephone and Telegraph, page 60 has been doubled because of useage. At this time the department has used 84% of Account 4322 for 1987. The line to the Police Reserve/Civil Defense office is now being broken out separately on billing and therefore shows an increased cost.

The Police Chief's vehicle noted in capital outlay has also been included in this budget so that if there are Federal reimbursement funds, we would be credited with that purchase also.

Department 19 — Engineering Very few adjustments have been made to this budget except for those necessary for useage and capital outlay items which are explained.

Department 20 — Streets The Street Superintendent had requested part-time personnel (Account 4130) for use as custodians in the maintenance building. As I noted previously, it was recommended that we use one of the full-time custodians from Thorson when it closes for custodial duties at City Hall, the maintenance garages, the fire stations, and Becker Park. Other increases are based on useage and cost increases. Account 4230, Repair and Maintenance Supplies, page 73 has been increased for equipment needed for sweepers because the City Engineer will increase the number of times the streets are swept during the year. Similarly, Account 4384, Streets Repair, has been increased to reflect increased costs and increased patching of streets. Account 4404, Data Processing, page 76, has been added to the department requests for costs to our computer system for a vehicle maintenance system. Eliminated from the capital outlay requests were improvements to the street garage to include new roof, light replacement, lunchroom window, and pedestrian door. These will be recommended to be purchased out of the PIR Fund. In addition we added \$5,000 for the purchase of computer equipment for the vehicle maintenance system. The pick-up truck initially requested by the department was deleted by the department head upon further review.

Department 21 — Parks Maintenance Any increases in this budget are due to anticipated price increases, however, please take of note two accounts which have changed. Account #4376 on page 82 has increased by \$2,000. The number of picnics scheduled for the parks and the addition of Becker Park and the streetscape have increased the cost of rubbish removal. Therefore, this has been increased to cover the increased useage. Account 4420, page 84, has been reduced to -0-. The department requested \$30,000 for the dredging of the pond in Bassett Creek Park and \$12,500 for snow removal on the north side of Bass Lake Road. The dredging has been incorporated into a dredging program which has been included in the Sewer Department budget and the City Engineer indicated that at least for 1988 they will attempt to clear the snow from the north side of Bass Lake Road as part of their normal snow plowing activities. If this does not prove to be workable, then we will have to consider contracting out the snow removal in that area. No cuts were made in the capital outlay requests from the Park Department, although some items were placed in the wrong accounts by the department and have been adjusted into their proper accounts.

Department 22 — Weed Inspection Weed Inspection budget has been eliminated from this budget proposal at this time and the duties incorporated with the Tree Inspection Department (Department 34).

Department 23 — Water Any increase as noted in this budget are for anticipated increases in cost and projected useage based on 1987 figures. Account 4383, on page 97, has been increased to cover half the costs of painting the water and sewer building. The department had requested roof replacement and an air conditioner be installed in the building and half of the cost of those items was indicated. However, we have eliminated these items and would include them in a PIR request as part of an overall maintenance building renovation program. Other than that items were adjusted to place them in the proper accounts.

Department 24 — Sewer There are no major increases in this budget except for cost increases, however, there are two accounts of which you should be aware. Account 4387, Sewer Repair Contractual, page 104, was increased from \$5500 in 1987 to \$40,000 in the department request and \$70,000 by manager proposal. This cost is to cover the cost of dredging ponds in the various drainage areas in the City. This would include the outlet to Twin Lake from the Twin Lake Condominiums, Memory Lane pond, and dredging the outlet into the pond at Bassett Creek Park. If approved the staff will attempt to do all of these within the budgeted amount. Account 4437, page 105, has been increased from \$630,000 to \$700,000. This number is a better estimate as to the exact cost to the City. In 1987 the actual cost is around \$660,000 and an attempt was made to adjust this upward for 1988 in anticipation of increases which could be covered within the budget.

Eliminated from the capital outlay requests for the Sewer Department were half the cost of roof replacement, an air conditioner as noted previously in the Water budget and a 125 KW generator. These are placed in the request for PIR which will come later in this budget memo.

Accounts were also adjusted to place the items in the proper areas.

Department 25 — Recreation As we discussed the Recreation budget with the staff there were several areas in which the department did not request funds needed for increased programing at Becker Park. They did anticipate however in Account 4130 additional maintenance staff, stage hands, etc. to work with the programs. Account 4220 was increased by \$500 for Becker Park programming as was Account 4239, Concessions Supplies, and 4310, Miscellaneous Professional Services. Miscellaneous Professional Services is the account from which bands are paid for concerts at Becker Park. Accounts 4321, Postage, and 4340, Miscellaneous Advertising, were also increased to cover the cost of increased mailings regarding concerts and advertising of those concerts.

Eliminated from the Recreation request for capital outlay is \$11,000 for lighted marquee which they requested to be placed on Bass Lake Road so that it could feature concerts at the Arts and Entertainments Centre. I did not feel having a lighted sign in the park was necessary particularly along Bass Lake Road where we are trying to provide a good image of the City.

We did add four fans for the dressing rooms and concession area and a tape deck and tapes to be used for music during skating hours.

Department 26 — Health As you are aware the Health Department is a three-city health department which includes Crystal, Brooklyn Center, and Brooklyn Park. Except for minor changes for anticipation of price increases or cost adjustments, little has changed in this budget. You will note, however, that in Account 4404 we have placed \$15,000 for data processing. This is for development of a program through LOGIS to be used by Hennepin County, Crystal, Edina, St. Louis Park, and Minnetonka. Development of a coordinated system will help with improved analysis of data, reduce errors, and increase input speed.

Eliminated from this budget were a computer which was anticipated for use with the new LOGIS program, (however, the program will not be available in 1988), an automobile for a new sanitarian, and office equipment for a new sanitarian.

Department 27 — Civil Service Very small changes have been made in the budget for adjustment for increased useage and price increases in certain areas.

Department 28 — Legal This department has been decreased by \$5,000 based on the amount charged to us for legal services and in anticipation that this will not increase significantly in 1988.

Department 29 — Elections Increases shown in this department are due to the Presidential election which will occur in November of 1988. It is also anticipating some additional supplies because of the new voting system we will be using next year.

Department 30 — Miscellaneous Commissions Only one change has been made in this department and that is the addition of \$5,000 in Account 4410, page 146, for the needs of the Charter Commission as requested by the Commission.

Department 31 — Swimming Pool In addition to the expenditures I have included the following with the normal budget pages, the anticipated swimming pool revenue. Very little has changed with this budget. The changes are due to increased costs for operating the swimming pool.

The department had requested placing amounts in escrow for future purchasing of equipment, however, items are not placed in escrow from the General Fund and the department will have to budget when the equipment is needed rather than setting aside funds out of the General Fund for a certain length of time. Therefore, an escrow amount for the pool heater, the horizontal pump, and the recirculation system piping were eliminated from the budget.

Department 32 — Department 32 is used for accounts and programs which do not fit into a certain departmental category or are applied to all departments in the City. Account 4100, Salaries, is used as the salary contingency for the City Manager to make recommendations for salary increases for 1988. The amount shown in the 1987 adopted is the amount remaining after salary adjustments were made. The department request was for an amount to cover a four to five percent increase in salaries and the Manager proposal as an additional amount to cover necessary increases due to comparable worth.

It is anticipated that this amount will enable the City to bring everyone within their pay category and up to the midpoint of their pay group. Not all employees need to have this adjustment but those that do should be given this adjustment I believe as quickly as possible.

The insurance estimates are based on information received by Miles Johnson and Nancy Deno on anticipated insurance costs for 1988. Account 4135 on page 156 has been decreased by \$40,000. This is The Severance Pay Account used to fund the severance given to employees who have been with the City ten years. Looking at our records it doesn't appear that any employee with a large amount of severance pay due will be retiring in 1988 and therefore I feel comfortable in reducing this by the amount shown.

Account 4362, Property Insurance, was an amount set aside for ski hill insurance, however, we dropped this insurance because it appears that the insurance will be double in the amount we have in the budget and it doesn't appear that the department nor the Council will be opening the ski hill in the future.

As you are aware of, our Animal Control Program is a joint program with the City of New Hope. In Account 4427 on page 161, we have increased that account by \$4,000 in anticipation of the useage equal to the actual useage in 1986.

Account 4990, Contingency Reserve, is an amount we set aside for those items shown on the back of the preceding page. In the past two years we have also included an amount for the fireworks and parade. At the time this amount was allocated in the budget it was said that it was being allocated because the Crystal Frolics was not at Becker Park and the Fire Department lost money because of it. The allocation at the time was considered a temporary allocation until the Frolics was returned to Becker Park and the sponsors were making money again. I have excluded this from the budget, however, if you wish to include it this is the account where it would go. You should also note that in this account there is an amount set aside for Thorson Community Center of \$40,000. This has been an amount in that account for several years in case the Thorson expenditures exceeded the actual revenues for the year. We have used it every year since the opening of the Center, however, not to the amount shown.

Since we are uncertain about Thorson's future I would request that this amount remain in the budget particularly if the Center remains open until June of 1988 and we lose the major tenant in the building prior to that time.

Department 34 — Tree Disease/Weed Control Although the weed control duties have been added to this department I do not feel that there is need for an increase in salaries because the amount of weed control inspections is very light and can be handled within the scope of this job. Account 4420, Miscellaneous Contractual Services on page 168, has been increased to cover the cost of the weed cutting. This account also includes the tree trimming program and the Dutch Elm removal from public areas.

Thorson Community Center — This budget is being revised due to a possible change in status and revenues.

page 8
Memo - Budget

As I've indicated throughout this memo several items have been pulled from the budget to be considered as part of a PIR request. These are:

<u>South Fire Station</u>	
Drive Through Doors	\$ 41,000
Hose Drying Tower	68,000

<u>Street Garage</u>	
New Roof	\$ 80,000
Light Replacement in the equipment area	6,000
Lunchroom Window	500
Pedestrian Door in Overhead Doors	1,000

<u>Water & Sewer</u>	
New Roof on Maintenance Building	\$ 30,000
Air Conditioner	800
125KW Generator	30,000

For comparison purposes I have attached the 1988 non-budgeted items requested of the Long-Range Planning Commission in the five-year capital improvements program.

I would recommend that these items be purchased out of the PIR Fund and that the Council do so in 1987 after the budget is approved or in early 1988. I hope this memo answers many of your questions regarding the budget but I know that there will always be questions regarding the City budget.

I would request if you have had time to review this document and have questions that you jot them down and have them available Tuesday night so that when the Special Budget meeting is scheduled, the staff will have time to prepare answers for you.

JO/js

attachment

1988 NON-BUDGETED ITEMS

<u>PROJECT DESCRIPTION</u>	<u>PROJECT COST</u>
PARKS:	
Replace/update apparatus and equipment	\$ 99,000.00
SUBTOTAL	\$ 99,000.00
MAINTENANCE:	
New Roofs for Maintenance Buildings	\$120,000.00
SUBTOTAL	\$120,000.00
FIRE:	
Construct hose drying and storage tower at South Fire Station	\$ 68,000.00
Drive-thru rear doors at South Fire Station	41,000.00
Install quarry tile at South Fire Station	3,785.00
SUBTOTAL	\$112,785.00
CITY HALL:	
Expansion of City Hall (south side)	\$125,000.00
SUBTOTAL	\$125,000.00
TOTAL	<u>\$456,785.00</u>

PARK AND RECREATION ADVISORY COMMISSION
Agenda September 2, 1987

Forest School/Park
48th & Jersey

1. Call meeting to order 7:00 p.m.
2. Approval of minutes
3. Review monthly report
4. Hear citizen comment from Forest School/Park area
5. Review frolics problems - Liz
6. Review renaming Parks/Facilities material
7. Review space study (architectural study regarding
community center needs)
8. Review golf committee meeting - Elmer
9. Minnesota Recreation & Park Conference - Oct 14,15,16
10. Other business
11. Adjournment

City of Crystal

Phone: 537-8421



HOUSING AND REDEVELOPMENT AUTHORITY

August 25, 1987

-NOTICE OF MEETING-

TO: Crystal Housing and Redevelopment Members
FROM: John R. Schaaf, Chairman
RE: Special HRA Meeting

A special meeting of the Crystal HRA has been called for the following time and place:

DATE: Monday, August 31, 1987

TIME: 7:00pm - 10:00pm

PLACE: Council Chambers, City of Crystal

The agenda for the meeting is contained in the following outline:

1. Approval of August 13, 1987 regular meeting minutes.
2. Discussion of TIF District budget shortfall.

cc:HRA Staff

August 31, 1987

TO: Miles Johnson, Finance Director
FROM: John A. Olson, Acting City Manager
RE: City Projects and Funds

The recent problem with the Tax Increment Financing District has pointed out a problem in the accounting of projects by the Finance Department. Since it appears that City funds are kept in one account and not physically separated by project or fund, the opportunity for error and overspending is magnified. Such is the case in the PIR Fund and in the Tax Increment Financing Fund.

To help eliminate this problem the following steps will be taken:

1. All projects will be listed separately with budgeted revenue shown along with current months expenditures and year-to-date expenditures broken down into accounts similar to the General Fund.
2. All projects current and pending must be placed in a computer program either through LOGIS or a local program by the end of the year.
3. When a project is approved by the City Council a meeting of the Finance Director, the appropriate department head, and the Assistant City Manager will take place to discuss how the project fund will be established, the costs charged, and the revenues expected and credited.
4. New projects will be posted on computer within one week of appropriation by City Council.
5. The Finance Director will issue a monthly written status report on all funds which shall be given to the City Manager after a monthly meeting with the appropriate department head and Assistant City Manager is held to discuss the project.
6. An additional report to the City Manager will be made by the Assistant City Manager after the initial meeting on the project and after each monthly meeting.
7. No project is allowed to go over budget without prior approval of the City Council after presentation of the situation by the City Manager.

JO/js

cc: All Department Heads

September 1, 1987

TO: Councilmembers
FROM: John A. Olson, Acting City Manager
RE: 1988 Budget Revenue

In the process of copying the 1988 Budget for your review, one of the pages of Revenue was inadvertently left out. Attached to this memo is that page. Please place it in the Revenue section as the second page.

JO/js

attachment

Acct. No.	Licenses and Permits (Cont'd)	1985 Actual	1986 Actual	1987 Adopted	1988 Estimated
3161	Gas Permits	8,392.00	4,301.17	4,000.00	7,000.00
3162	Burglar Alarm Permits	1,518.00	1,171.50	1,500.00	1,200.00
3163	Mechanical Permits	15,926.79	10,946.33	8,000.00	11,000.00
3164	Sign Permits	2,989.52	3,066.13	2,800.00	2,800.00
3165	Parking Permits	60.00	30.00	.00	.00
3166	Restaurant Hoods	925.00	1,175.00	800.00	1,000.00
	Subtotal	\$327,327.49	\$224,189.65	\$198,350.00	228,250.00
	<u>State Shared Taxes</u>				
3350	Local Government Aids	1,387,885.00	1,553,982.00	1,633,094.00	1,630,961.00
3351	State Aid Streets	66,212.10	127,204.20	50,000.00	26,325.00
3352	Machinery Tax Replacement	.00	.00	.00	.00
	Subtotal	\$1,454,097.10	1,681,186.20	1,683,094.00	1,657,286.00
	<u>Other Services</u>				
3500	Miscellaneous Receipts	9,962.39	2,296.50	8,000.00	3,000.00
3501	Cable and CTC	5,505.15	1,741.33	5,000.00	2,000.00
3511	Special Zoning	4,800.00	3,750.00	4,500.00	3,500.00
3512	Sale of Maps, Documents	162.39	222.46	200.00	200.00
3513	Engineering & Clerical Fees	73,985.37	50,776.19	60,000.00	50,000.00
3514	Weed Cutting Charges	2,205.47	1,507.32	1,500.00	1,500.00
3515	Filing Fees	35.00	25.00	.00	.00
3516	License Investigation	1,925.00	230.00	1,000.00	500.00
3517	Jail & Breathalyzer Tests	.00	3,740.00	800.00	1,200.00
3568	Accident Reports	1,146.05	1,459.50	1,000.00	1,000.00
3569	Special Assessment Searches	4,258.00	9,521.00	4,600.00	5,000.00
3570	Sanitarian Cost Reimbursement	94,271.69	98,873.30	97,320.00	137,000.00
3580	Recreation Program Receipts	87,060.66	92,404.28	102,400.00	105,765.00
3581	Use of Recreation Facilities	171.60	576.00	200.00	200.00
3591	Insurance Refunds	---	---	---	---
3592	Misc. Land & Equipment Sales	33,194.98	17,495.44	25,000.00	25,000.00
3593	Misc. Transfers	---	---	---	---
3594	Building Subrental	1,080.00	340.00	1,000.00	400.00
3595	Waste Oil	1,656.10	---	800.00	800.00