



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

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DATE: March 16, 1989
MEMO TO: Jerry Dulgar, City Manager
FROM: Edward C. Brandeen, Park & Recreation Director *eds*
SUBJ.: Quotations received on retrimming and fertilizing
trees on 33rd Avenue North

At the December 13 City Council meeting, a motion was made to retrim and fertilize the six trees on 33rd Avenue North. These are the trees that were not trimmed correctly by Ceres Tree Co. The following are prices received for the retrimming and fertilizing of these trees:

Company	Trimming	Fertilize	Total
Davey Tree Co.	\$336.00	\$180.00	\$516.00
Tim's Tree Service	320.00	168.00	388.00
Outside Services, Inc. (City Contract Bid)	270.00	105.00	375.00

The low bidder for the above work is Outside Services, Inc. I completed a reference check on this firm prior to the March 7 Council meeting in which they were awarded the city tree trimming contract. In view of the positive responses to this reference review, I recommend this retrimming and fertilization be completed by Outside Services, Inc. in the amount of \$375.00.

Ceres Tree Company has not been paid for the original trimming on 33rd Avenue North. The amount withheld is \$270.00.

Attachments - 3

TIM'S TREE SERVICE, INC.

5612 Corvallis Ave. No.

CRYSTAL, MN 55429

535-5839

Home Phone _____

Name City of Crystal Bus. Phone 537-8421

Address Daguer Avenue

City Crystal Mn. Zip 55429

DESCRIPTION OF AGREED WORK:

Working Address - Trim		DRX	Lia
		Fertilizer	Fertilizer
2/8317	33 Ave No 2 = 80'	90'	56'
8325	33 Ave No 2' = 80'	45'	28'
8401	33 Ave No 1 = 40'	45'	28'
8425	33 Ave No 1 1/2 = 60'	45'	28'
8509	33 Ave No 1 1/2 = 60'	45'	28'
		#320.00	#270.00 #168.00

Trimming = Thin out Top Selectively - + deadwood.
 DRX - Fertilizing = Slow Release - Good for 2 Years
 Lia Fertilizing = FAST - Release Good for 1 Year -

No Sales Tax _____

EQUIPMENT NEEDED FOR JOB:

Total _____

Bucket _____ Clam _____ Winch _____ Stumper _____ Other _____

WORK AGREEMENT:

Tim's carries full insurance, workmen's compensation, public liability, and property damage. Your signature is required for the above described work and price to be a legal contract. **ALL WORK MUST BE PAID IN FULL UPON COMPLETION.**

Customer _____

Salesman Timothy J. Hagan

Date 1-19-89



14100 21st AVENUE, N.
SUITE B
PLYMOUTH, MN 55447-4689
PHONE 553-9740

Blvd. Trees on 33rd Ave in Crystal

PLANT HEALTH CARE
Recommendations prepared for:

2/28/89

NAME CITY OF CRYSTAL (ATT: MR. ED BRANDEEN)
ADDRESS 4141 DOUGLAS DRIVE
CITY CRYSTAL MN 55422
HOME PHONE BUSINESS PHONE 537 8421
BILLING ADDRESS
CITY STATE ZIP

TREE PRUNING AND SURGERY

Pruning Class - (Circle) 1 2 3 4	Contract <input type="checkbox"/> Time and Material <input type="checkbox"/>	Price
8317 - 2 Ash		
8401 - 1 Linden		
8425 - 1 Ash		
8509 - 1 Ash		
Trees as stated at certain addresses, Recommend pruning out deadwood, and interfering limbs. Prune back extending limbs where needed. (Prune to allow for proper structural growth at easterly most Ash at 8317)		
<input type="checkbox"/> YES, please schedule the pruning and surgery.		COST 336-
Or Time & Material Rate \$ per man hour		

All work will be performed in accordance with
Industry standards outlined on reverse side.



PHONE (612) 553-9740

CHARLES DART
Plant Health Care Specialist

THE DAVEY TREE EXPERT COMPANY

14100 21st Avenue, N., Suite B, Plymouth, MN 55447-4689

TREE AND SHRUB FERTILIZATION

ARBOR-GREEN® FERTILIZATION Patented Davey Formula	Plant Coverage:
2 year, slow release	8317 - 2 Ash
	8401 - 1 Linden
	8425 - 1 Ash
	8509 - 1 Ash
TREATMENT PERIOD Spring - Liquid	<input type="checkbox"/> YES, please schedule the tree and shrub fertilization. COST 180-

TREE AND SHRUB PEST MANAGEMENT

PRESCRIPTION SERVICES	TREATMENT PERIOD	COST	OK
(See reverse side for explanations)	<input type="checkbox"/> YES, Please schedule the pest management services / above. COST		

LAWN CARE

PRESCRIPTION SERVICES	TREATMENT PERIOD	COST	OK
(See reverse side for explanations)	<input type="checkbox"/> YES, Please schedule the lawn care services / above. COST		

Comments:

PLEASE SIGN AND RETURN THE WHITE COPY
AS FORMAL AUTHORIZATION TO PROCEED
AFTER CHECKING SERVICES ABOVE.

THANK YOU

3-1-89
PRICES DO NOT INCLUDE TAX

Authorizing Signature

Date

OUTSIDE SERVICES, INC.

P. O. BOX 875
ANOKA, MN 55303

427-0114

City of Crystal
4141 Douglas Drive N
Crystal, MN 55422

537-8421

Attn: Ed Brandeen

PROPOSAL

DEEP ROOT FEED: with Arborgreen slow release fertilizer:

8317 33rd Avenue	2 - 12" ash
8325 33rd Avenue	1 - 13" ash
8401 33rd Avenue	1 - 13" linden
8425 33rd Avenue	1 - 13" ash
8509 33rd Avenue	1 - 12" ash

The trees will be fertilized with a deep root feeding method which uses a granular **slow release** fertilizer suspended in water. The solution is injected into the soil around the drip line of the tree approximately 8"-12" deep allowing the feeder roots of the tree to take advantage of the fertilizer. Aerification is an added benefit to using the deep root feed method since soil is fractured as the solution is injected into the drought hardened soil allowing for further root expansion.

TOTAL PRICE FOR DEEP ROOT FEEDING ABOVE \$105.00

OPTION:

Granular application with Arborgreen slow release fertilizer..... \$125.00

TERMS: Net 30 days

<u>C. Dalske</u>	<u>3/14/89</u>	_____	_____
Signature	Date	Signature	Date

Outside Services Inc.
PO Box 875
Anoka, MN 55303

Attn: Carol Dalske
Phone: 427-0114

City of Crystal
4141 Douglas Drive N
Crystal, MN 55422

Attn: Ed Brandeen
Phone: 537-8421

DATE: March 16, 1989
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: Elderly Housing Ordinance Amendment

The Crystal City Code currently requires elderly housing to be publicly owned or controlled in order to be eligible for a conditional use permit in the R-O Zoning District which permits a density of 1 unit per 1,250 square feet of gross lot area. A developer who wishes to privately finance the construction and operation of a senior citizen complex has requested an ordinance amendment be considered to delete the public involvement provisions.

In reviewing this request the Planning Commission reviewed the following three different scenarios:

- 1) Delete the public involvement language from the elderly housing definition while reviewing the allowable minimum density of 1 unit per 1,250 square feet.
- 2) Leave public elderly projects unchanged in the Code and handle private senior complexes as a density bonus in the conditional use section of the R-O Zoning District.
- 3) Handle private senior complexes as a standard apartment building in the R-4 Zoning District while reviewing the allowable density of 1 unit per 2,500 square feet. This option could include doing nothing.

Following considerable discussion the Planning Commission acted to recommend striking the public involvement language from the elderly housing definition in Section 515.03, Subd. 71 of the Zoning Code and increasing the minimum allowable density for elderly housing in Section 515.15, Subd. 2 d) 4) iii), from 1 unit per 1,250 square feet to 1 unit per 1,500 square feet. This recommendation was approved on a vote of 4 to 3.

Attached to assist in the Council's review is a copy of the introductory memorandum written to the Commission, dated February 8, along with a memo, dated March 7, more fully describing the density bonus option (#2).



WM:jrs

Encls

TO: Planning Commission
FROM: Bill Monk, City Engineer
DATE: February 8, 1989
RE: Elderly Housing Ordinance Amendment

According to Section 515.03, Subd. 71 of City Code, elderly (senior citizen) housing is defined as a public agency owned or controlled multiple dwelling building with open occupancy limited to persons over 60 years of age. City Code further dictates such a housing type is permitted as a conditional use only in an R-O, Residential Office, District pursuant to Section 515.27, Subd. 4 c) which lists 13 specific conditions.

The Code requirement that elderly housing be publicly owned or controlled has been questioned by a developer proposing to privately finance and operate a senior citizen complex in Crystal. To consider an ordinance amendment whereby the public involvement provisions would be dropped, a public hearing has been scheduled by the Planning Commission in accordance with requirements of Section 515.53 of City Code.

When Crystal's Zoning Code was prepared in the mid-1970's, elderly housing was routinely associated with public involvement which translated into rent subsidies and smaller unit sizes. With the move away from public involvement, market rental rates and more standard sized units have emerged. This change in the elderly market must be reviewed in terms of regulatory controls in our current City Code:

- At a minimum, 90% of the occupants must be 60 years of age or older.
- At least one enclosed parking space must be provided per unit with a second being shown available if needed (second stall is required in multi-family).
- Setbacks are the same for elderly as multiple residential, however, elderly shall provide a 20% open space minimum.
- Efficiency and one-bedroom units in elderly housing may be 12% smaller than similar type units in multi-family.
- Elderly unit density at 1,250 square feet per unit is twice that permitted for standard multi-family.

Re: Elderly Housing Ordinance Amendment
February 8, 1989
Page 2

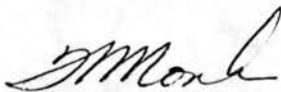
These development controls are based on the belief that senior citizens represent a special segment of residents that have a lesser impact on many services and systems than other users. While the degree of impact may have changed over the years, there is no question this premise is still true today. The real question now is whether this special status and lesser impact is justification in and of itself whereby a developer may realize a significant density bonus.

In checking with neighboring municipalities, I have found it is not unusual for senior complexes to be granted some degree of density bonus. Further, public involvement is not a requirement in the situations I researched.

While the issues involved with elderly housing can be argued from many viewpoints, I have concluded that public involvement is not necessarily required as long as the following two points are adequately addressed on a site-by-site basis:

- 1) The site must be capable of handling a multi-family use in terms of compatibility with surrounding uses, consistency with long range land use plans, access and utilities. Proper zoning remains the cornerstone in any land use consideration.
- 2) A development agreement must be executed detailing elderly occupancy requirements and penalties for non-compliance. It is important to show that conversion of elderly complexes to multi-family residential apartments will not be permitted once the density bonus has been granted.

I do expect the full discussion on Monday night to offset the shortness of this report. I will be prepared to review issues associated with modifications to ordinance provisions regarding density, setbacks, open space and parking in detail.


WM:jrs

DATE: March 7, 1989
TO: Planning Commission
FROM: Bill Monk, City Engineer
SUBJECT: Zoning Code Amendment for Elderly Housing

Consistent with Commission direction, an amendment to City Code is listed below whereby private elderly housing projects would be handled as a standard apartment complex for which density bonuses are processed as a conditional use. Elderly housing with public involvement would continue to be handled as a separate conditional use category consistent with the current set up in the Code.

Section 515.27, Subd. 4 d) would be amended as follows:

- d) Apartment Density Bonus. Except for elderly housing as included in Subd. 4 c), a ~~maximum of ten percent~~ reduction in square feet of lot area per unit for multiple family dwellings of ten units or more as required in Sub-Section 515.15 of this Code based upon the following bonus features and square foot reduction factors:

<u>Bonus Feature</u>	<u>Square Foot Reduction Per Unit</u>
1) Type two construction	100 square feet
2) Elevator serving each floor	50 square feet
3) Transit service available within 300 feet of entrance	50 square feet
4) Two-thirds of the required fee free parking underground or within the principal structure (not including attached or detached garages)	150 square feet
5) Indoor recreation and social rooms equal to 25 square feet per unit or 750 square feet total, whichever is greater	50 square feet
6) Major outdoor recreational facilities such as swimming pools, tennis courts or similar facilities requiring a substantial investment equaling at minimum five percent of the construction cost of the principal structure	20 square feet

Planning Commission
Subject: Zoning Code Amendment for Elderly Housing
March 7, 1989
Page 2

7) Privately financed and operated _____ square feet
elderly housing meeting the provi-
sions of Subd. 4 c) of this Code
Section.

While the square footage of the density bonus still needs to be determined, no other section of the City Code needs to be revised to formally differentiate between private and public elderly housing projects. A recap of how other nearby municipalities handle elderly housing is as follows:

Brooklyn Center -

Elderly Housing handled as multi-family residential with no special consideration. Highest residential density is 1 unit per 1,400 S.F.

Golden Valley -

Elderly housing handled as multi-family residential with no special provisions. Highest residential density is 1 unit per 1,600 S.F. with underground parking.

New Hope -

Elderly housing is handled as a special residential district but only within a specific part of town. Elderly housing density is 1 unit per 1,000 S.F. while the highest multi-family residential density is 1 unit per 3,000 S.F.

Robbinsdale -

Very similar to Crystal Code with elderly housing density allowed at 1 unit per 500 S.F. and highest multi-family residential at 1 unit per 1,500 S.F.

Fridley -

Elderly housing included as multi-family residential with no special consideration. Maximum residential density is 1 unit per 2,500 S.F.

Hopkins -

Elderly housing handled within residential district with maximum density at 1 unit per 1,000 S.F.

Brooklyn Park -

Elderly housing handled in multi-family residential district. Maximum residential density is 1 unit per 2,420 S.F.

Planning Commission

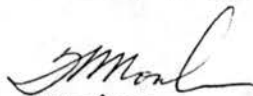
Subject: Zoning Code Amendment for Elderly Housing

March 7, 1989

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In terms of the enforcement issues in maintaining only occupancy by the elderly, the City Attorney has stated that use of a development contract can be employed within the current conditional use provisions. Such a contract can state occupancy requirements in a recordable manner and give the City some realistic enforcement authority.

I will be prepared to discuss the items listed above in detail on Monday night



WM: jrs

LeFevere
Lefler
Kennedy
O'Brien &
Drawz

a Professional
Association

2000 First Bank Place West
Minneapolis
Minnesota 55402

Telephone (612) 333-0543
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Mary Frances Skala
Leslie M. Altman
Timothy J. Pawlenty
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Darcy L. Hitesman
David C. Roland
Karen A. Chamerlik
Paul D. Baertschi
Arden Fritz
Mark J. Gergen
Julie A. Lawler
Janet J. Coleman
Stephen J. Bubul

Clayton L. LeFevere, Retired
Herbert P. Lefler, Retired

March 16, 1989

DELIVERED BY MESSENGER

Ms. Julie Jones
City of Crystal
4141 Douglas Drive North
Crystal, MN 55422

Re: Draft Recycling Ordinance

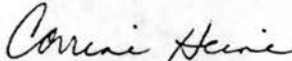
Dear Julie:

Enclosed for inclusion in the City Council packet is a draft recycling ordinance. I understand that the first reading of the proposed ordinance is scheduled for the City Council meeting on March 21, 1989.

Please call me if you have any questions regarding the ordinance.

Sincerely,

LeFEVERE, LEFLER, KENNEDY,
O'BRIEN & DRAWZ



Corrine A. Heine

0011LT01.I48

Enclosure

cc: Jerry Dular

ORDINANCE NO. 89-_____

The City of Crystal does ordain:

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

Section 606 - Recycling

606.01. Definitions. Subdivision 1. For purposes of this Section, the following terms have the meanings given them.

Subd. 2. "Carryout collection service" means the collection of recyclable materials accumulated in recycling containers from a location at a dwelling unit other than the location designated by the Recycling Authority for regular collection.

Subd. 3. "Dwelling unit" means a residential structure in the City that is designated by the Recycling Authority to receive recycling collection services.

Subd. 4. "Generator," "mixed municipal solid waste," "recyclable materials," and "recycling" have the meanings given those terms in Minnesota Statutes Section 115A.03, subds. 12, 21, 25a and 25b, respectively.

Subd. 5. "Recycling Authority" means the official designated by the city manager to perform the powers and duties of the Recycling Authority as provided in this section. The Recycling Authority may be the administrator of the Hennepin Recycling Group joint powers entity of which the City is a member.

Subd. 6. "Recycling container" means a receptacle designated by the Recycling Authority for the accumulation and collection of recyclable materials at a dwelling unit.

Subd. 7. "Recycling collection services" means the collection of recyclable materials accumulated in recycling containers from a location at a dwelling unit that is designated by the Recycling Authority for regular collection.

Subd. 8. "Recycling services" means recycling collection services, carryout collection services, and any other services provided to a dwelling unit in accordance with this Section.

606.03. Recycling Authority; Powers. The Recycling Authority is responsible for supervising and controlling the collection, removal, and disposal of recyclable materials from all dwelling units in the City. The Recycling Authority may contract with one or more collectors or haulers for the collection, removal and disposal of some or all types of recyclable materials from dwelling units. The Recycling Authority may adopt and enforce additional rules not inconsistent with this section as necessary for the collection, removal, and disposal of recyclable materials, including but not limited to rules governing the days and hours of collection, the types of recyclable materials to be collected, the manner in which generators must prepare recyclable materials for collection, the recycling containers to be used, and the location of recycling containers for collection. The rules of the Recycling Authority are not effective until approved by the Council.

606.05. Recycling rates; Billings. Subdivision 1. Rates. The Council may establish rates for recycling services from time to time by resolution. By resolution the Council may also charge the cost of recycling containers to owners or occupants of dwelling units as a recycling service.

Subd. 2. Billing. Except as otherwise provided in this Section, the rates for recycling collection services are payable by the owner or occupant of a dwelling unit. The rates for carryout collection services are payable by the owner or occupant of a dwelling unit who requests to receive the service according to the procedure established by the Recycling Authority. The amounts payable for recycling services will be shown as a separate charge on the water bill for the dwelling unit and will be payable according to the same terms as those provided in this Code for water bills.

606.07. Assessment of Unpaid Bills. On or before September 1st of each year, the City Clerk must list the total unpaid charges for recycling services against each lot or parcel to which they are attributable. The Council may then spread the charges against the property benefitted as a special assessment in the same manner as provided for current services by Minnesota Statutes, Section 429.101 and other pertinent statutes for certification to the Director of Property Taxation of Hennepin County and collection the following year along with the current taxes.

606.06. Rate Exemption. Subdivision 1. Exemption. A dwelling unit will not be billed for recycling collection services if the owner or occupant of the dwelling unit establishes that the recyclable materials generated at the dwelling unit are separated from mixed municipal solid waste by the generator, are separately collected, and are delivered to a final destination for reuse in their original form or for use in a manufacturing process.

Subd. 2. Application. Application for an exemption must be made by the owner or occupant of the dwelling unit to the Recycling Authority. The owner or occupant must produce evidence to the Recycling Authority of the amount, by weight and type, of recyclable materials that are separated, collected and delivered for reuse in their original form or for use in a manufacturing process. The Recycling Authority may establish additional reasonable criteria for determining when an exemption will be granted. The Recycling Authority's decision to grant or deny a request for exemption is final.

606.11. Ownership of Recyclable Materials; Scavenging Prohibited. Subdivision 1. Ownership. Recyclable materials are the property of the generator until collected by authorized City employees, collectors or haulers. Recyclable materials become the property of the City, authorized collector, or authorized hauler upon collection.

Subd. 2. No Scavenging. It is unlawful for a person, other than authorized employees

of the City, or authorized collectors or haulers to distribute, collect, remove or dispose of recyclable materials after the materials have been placed or deposited for collection.

Subd. 3. Penalty. A violation of this subsection is a misdemeanor and may be punished as provided in Chapter 115 of this Code. The Department of Health and Sanitation is authorized to enforce the provisions of this subsection.

606.13. To the extent that the provisions of this section are inconsistent with the provisions of section 605 of this Code, the provisions of this section govern.

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

Betty Herbes, Mayor

ATTEST:

Darlene George, City Clerk

This ordinance was published in the _____ on
the _____ day of _____, 1989.

a:0011or01.cah

DATE: March 15, 1989
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: Overlay Project on Fairview Avenue North Between
Douglas Drive and Nevada Avenue North

The City of New Hope recently approved an overlay project on 49th Avenue between Winnetka and Louisiana Avenues. As 49th (Fairview) Avenue is half in Crystal and half in New Hope between Nevada and Louisiana Avenues, Crystal has been asked to participate in this portion of the improvement project.

Upon review of the City-wide street improvement project New Hope has approved, it is evident the unit costs will be very reasonable based on the scale of the proposal; so participation in the two-block joint overlay project is in Crystal's best interests. The unit prices estimated are so reasonable; in fact, consideration of overlaying all of Fairview Avenue to Douglas Drive is economically feasible.

In reviewing the situation with Mark Hanson of Bonestroo & Associates (New Hope's consultant engineer), costs of the overlay are estimated at well under \$20 per foot. Placement of a bituminous overlay on the 2,557 linear feet of Fairview Avenue in Crystal between Nevada Avenue and Douglas Drive is estimated to cost \$58,000 with engineering design fees included. Whereas, the two-block, half street section would cost \$9,000.

With a \$538,000 balance (including 1989 income) in the City's Infrastructure Fund which was established to cover street reconstruction and overlay projects, this office believes the Fairview Avenue overlay represents an economical project to consider in 1989. If approved using Infrastructure Funds, no assessments would result from this project.

Normally I would give the Council more notice of this type of project; however, Crystal only recently became aware of the situation, and design must be initiated immediately if the project is to be included in New Hope's package. I will be prepared to review this proposal with the Council in detail at Tuesday's meeting.


WM:jrs

Encl

CITY OF NEW HOPE

REYNOLDS AVENUE

CITY OF NEW HOPE

35TH PL NW

34TH PL NW

33TH PL NW

32TH PL NW

31TH PL NW

30TH PL NW

29TH PL NW

28TH PL NW

27TH PL NW

26TH PL NW

25TH PL NW

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-210TH PL NW

-211TH PL NW

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-263TH PL NW

-264TH PL NW

-265TH PL NW

-266TH PL NW

-267TH PL NW

DATE: March 14, 1989
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: Feasibility Study for Curb & Gutter Improvements
on 57th, Vera Cruz, Welcome and Xenia Avenues
North of Bass Lake Road

A petition from five property owners along a short block of 57th Avenue has been received requesting installation of concrete curb and gutter to correct drainage problems caused by flat street grades. Due to design problems encountered in maintaining any area wide drainage, the scope of the improvement has been significantly expanded in the attached report.

At this point I am interested in reviewing the improvement report with the City Council for the purpose of scheduling a public hearing for April 18 to solicit resident input.

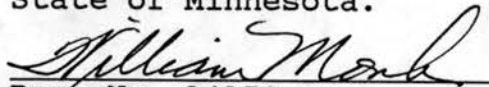


WM:jrs

FEASIBILITY STUDY
FOR CURB AND GUTTER CONSTRUCTION
ON 57TH, XENIA, WELCOME AND
VERA CRUZ AVENUES NORTH OF
BASS LAKE ROAD

Prepared by Crystal Engineering Department
February, 1989

I certify that this report
was prepared by me or under
my direct supervision and
that I am a duly registered
professional engineer in the
State of Minnesota.


Reg. No. 14170

BACKGROUND

A petition has been received from five property owners along 57th Avenue North just west of Vera Cruz requesting installation of concrete curb and gutter. Due to the flat street grades and drainage problems that have long plagued this area, staff has expanded the work area to limits that would allow correction of the area-wide drainage situation.

A large scale project represents the best means by which to minimize per lot costs thereby maximizing benefit to impacted property owners. Based on resident reaction to the project, the Council can always reduce the limits of the project prior to approval of any improvements.

IMPROVEMENTS

The actual installation of B-618 concrete curb and gutter is relatively simple construction. The associated work items that make the operation somewhat costly include removal of bituminous surface to provide the work area, matching into existing driveway entrances and area restoration.

In this area street grades are extremely flat and hamper proper drainage. Adjustment and extension of existing catch basins will be required in numerous locations to collect run-off.

Total project costs to complete these work items are estimated at \$84,150.

PROPOSED ASSESSMENTS

As per City policy, the \$84,150 in total project costs will be spread evenly across the 3,914 linear feet of assessable frontage using the following criteria:

Curb and gutter improvements for residential properties are assessed on the basis of their actual front footage abutting the improvement. For corner lots the full frontage along the short side is always assessed while the long side is assessed for one-third of the first 135 feet and full length on the balance.

Application of this criteria results in proposed improvement assessments as listed in the following table. It should be noted that the two properties abutting 56th Avenue were previously assessed as a part of a county improvement project along 56th Avenue in 1969.

It is also important to note that the cost and assessment cost figures are based on estimates. Final costs will not be available until construction contracts are actually awarded and the work completed. For this reason the estimated assessments have been rounded to the nearest whole dollar.

<u>P.I.D./Owner/Address</u>	<u>Frontage (Ft.)</u>	<u>Assessment (\$21.50 Per Ft.)</u>
04-118-21-31-0002 James Pahos 5625 Vera Cruz	60.0	\$1,290
04-118-21-31-0003 Thomas Hanson 5619 Vera Cruz	60.0	1,290
04-118-21-31-0004 Jerome Gustafson 5613 Vera Cruz	94.15	2,024
04-118-21-31-0009-10-22 City of Crystal North Bass Lake Park	200.0	4,300
04-118-21-31-0065 Betty Jo Linne & Mary Jo Giancola 5502 - 57th Ave. N.	129.07	2,775
04-118-21-31-0066 Marion Carlson 5508 - 57th Ave. N.	60.0	1,290
04-118-21-31-0067 Britton Toensing 5514 - 57th Ave. N.	60.0	1,290
04-118-21-31-0068 Russell Matt 5520 - 57th Ave. N.	60.0	1,290
04-118-21-31-0069 James Dorff 5526 - 57th Ave. N.	60.0	1,290

04-118-21-31-0070 Dale Nix 5602 - 57th Ave. N.	60.0	1,290
04-118-21-31-0071 Lloyd Schreiner 5608 - 57th Ave. N.	60.0	1,290
04-118-21-31-0072 Timothy Christen 5614 - 57th Ave. N.	60.0	1,290
04-118-21-31-0073 Gregory Antrim 5620 - 57th Ave. N.	60.0	1,290
04-118-21-31-0074 George Gregoire 5626 - 57th Ave. N.	60.0	1,290
04-118-21-31-0075 Hubert Bieringer 5700 - 57th Ave. N.	60.0	1,290
04-118-21-31-0076 Lynn Tomczyk 5708 - 57th Ave. N.	60.0	1,290
04-118-21-31-0077 Robert Haluptzok 5714 - 57th Ave. N.	60.0	1,290
04-118-21-31-0078 Raymond Wenlund 5655 Vera Cruz	104.61	2,249
04-118-21-31-0079 Vernon Phelps 5649 Vera Cruz	60.0	1,290
04-118-21-31-0080 Michael Moen 5643 Vera Cruz	60.0	1,290
04-118-21-31-0081 Steven Fort 5637 Vera Cruz	60	1,290
04-118-21-31-0082 Alvin Martell 5631 Vera Cruz	64.14	1,379

04-118-21-31-0083 Robert Axelberg 3040 N. Jewel Lane Plymouth, MN 55447 5630 Welcome	64.11	1,378
04-118-21-31-0084 Daniel Antrim 5636 Welcome	60.00	1,290
04-118-21-31-0085 Bradley Carlson 5642 Welcome	60.0	1,290
04-118-21-31-0086 Lucille Bosen 5648 Welcome	60.0	1,290
04-118-21-31-0087 David Meyer 5656 Welcome	104.61	2,249
04-118-21-31-0088 Elwood Wing 5655 Welcome	104.61	2,249
04-118-21-31-0089 Thomas Benesh 5649 Welcome	60.0	1,290
04-118-21-31-0090 Leslie Kohanek 5643 Welcome	60.0	1,290
04-118-21-31-0091 Geoffrey Grong 5637 Welcome	60.0	1,290
04-118-21-31-0092 James Haider 5631 Welcome	64.11	1,378
04-118-21-31-0093 Thomas Campion 5630 Xenia	64.07	1,378
04-118-21-31-0094 Craig Wurm 5636 Xenia	60.0	1,290
04-118-21-31-0095 Janice Ladd 5642 Xenia	60.0	1,290

04-118-21-31-0096 Daniel Zismer 8009 - 61st Ave. N. New Hope, MN 55428 5648 Xenia	60.0	1,290
04-118-21-31-0097 Mark Luby 5656 Xenia	104.61	2,249
04-118-21-31-0098 Steven Larsen 5655 Xenia	104.61	2,249
04-118-21-31-0099 John O'Connell 5649 Xenia	60.0	1,290
04-118-21-31-0100 Paul Larson 5643 Xenia	60.0	1,290
04-118-21-31-0101 Joseph Morris 5637 Xenia	60.0	1,290
04-118-21-31-0102 Russell Mingo 5631 Xenia	64.07	1,378
04-118-21-42-0001 Met. Airports Commission 57th & Vera Cruz	193.6	4,162
04-118-21-42-0002 Richard Steuck 5660 Vera Cruz	103.6	2,227
04-118-21-42-0020 Richard Gunderson 13191 Lincoln St. NE Blaine, MN 55434 5626 Vera Cruz	66.0	1,419
04-118-21-42-0021 Steven Blanchard 5620 Vera Cruz	66.0	1,419
04-118-21-42-0022 Terry Biederman 5614 Vera Cruz	66.0	1,419

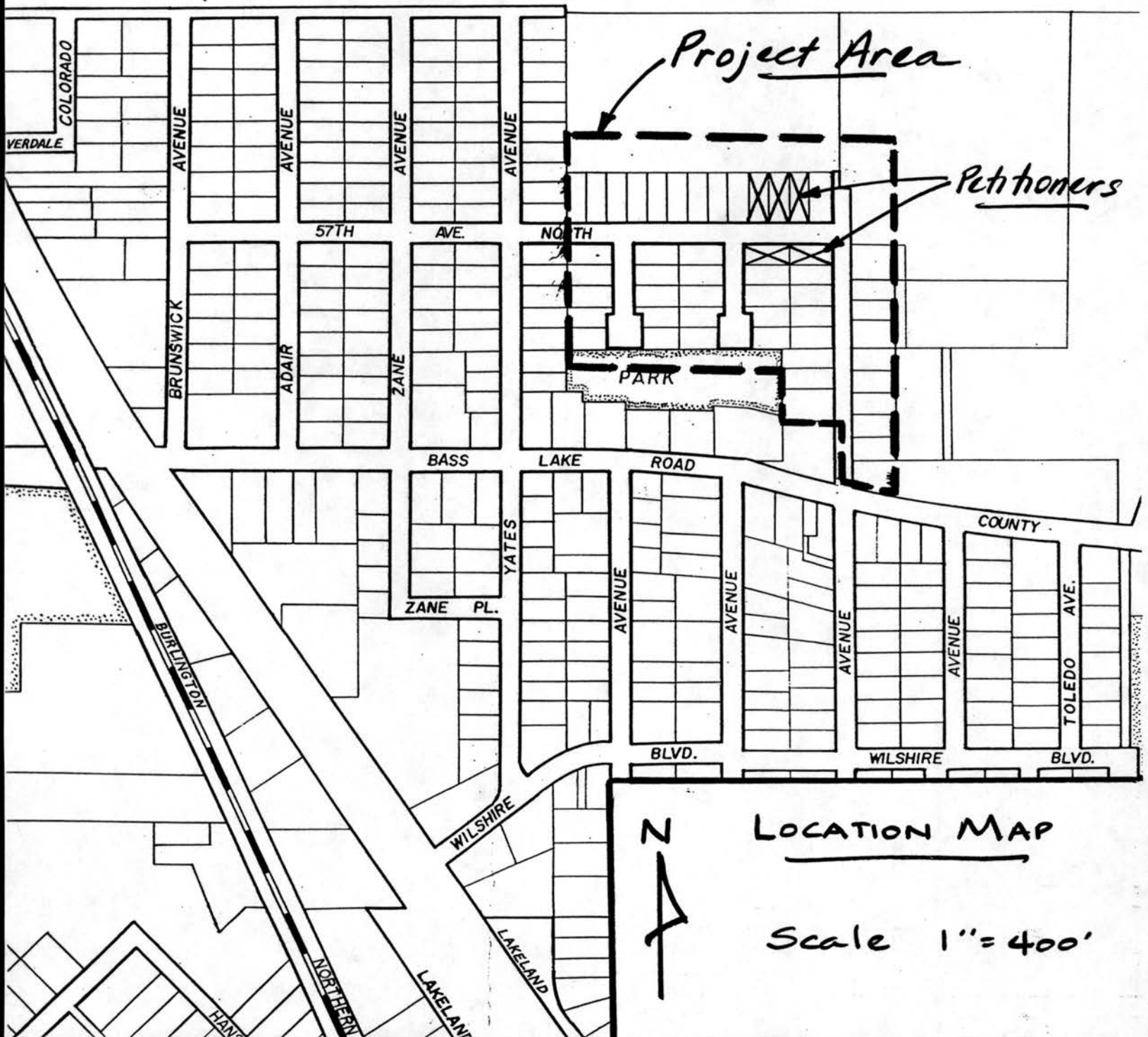
04-118-21-42-0023 Carl Pearson 5608 Vera Cruz	66.0	1,419
04-118-21-42-0024 Delores Bishop 5600 Vera Cruz	70.18	1,509
04-118-21-42-0025 Allan Och 5644 Vera Cruz	58.75	1,263
04-118-21-42-0026 Victor Tompkins 5638 Vera Cruz	58.75	1,263
04-118-21-42-0027 Erik Johnson P.O. Box 1163 Maple Grove, MN 55369 5632 Vera Cruz	83.0	1,785
04-118-21-43-0010 C. R. Knaeble Post Holding Co. 5222 - 56th Ave. N.	75.47	1,623

Although the term and interest rate for this project will not be established until the assessment hearing is held, past practices would indicate a ten-year term is the normal practice for curb and gutter construction. Given the per lot costs estimated, a 5 to 10-year term with an 8% interest rate would appear in order.

CONCLUSION

There is no question that the installation of curb and gutter described in this report will benefit the abutting property by providing a structural barrier between the street and front yard areas as well as handle drainage in a more positive manner. The improvements are indeed feasible from a construction and cost viewpoint. At this point the Council must decide whether to proceed with the petitioned portion of the project or the entire area outlined in this report.

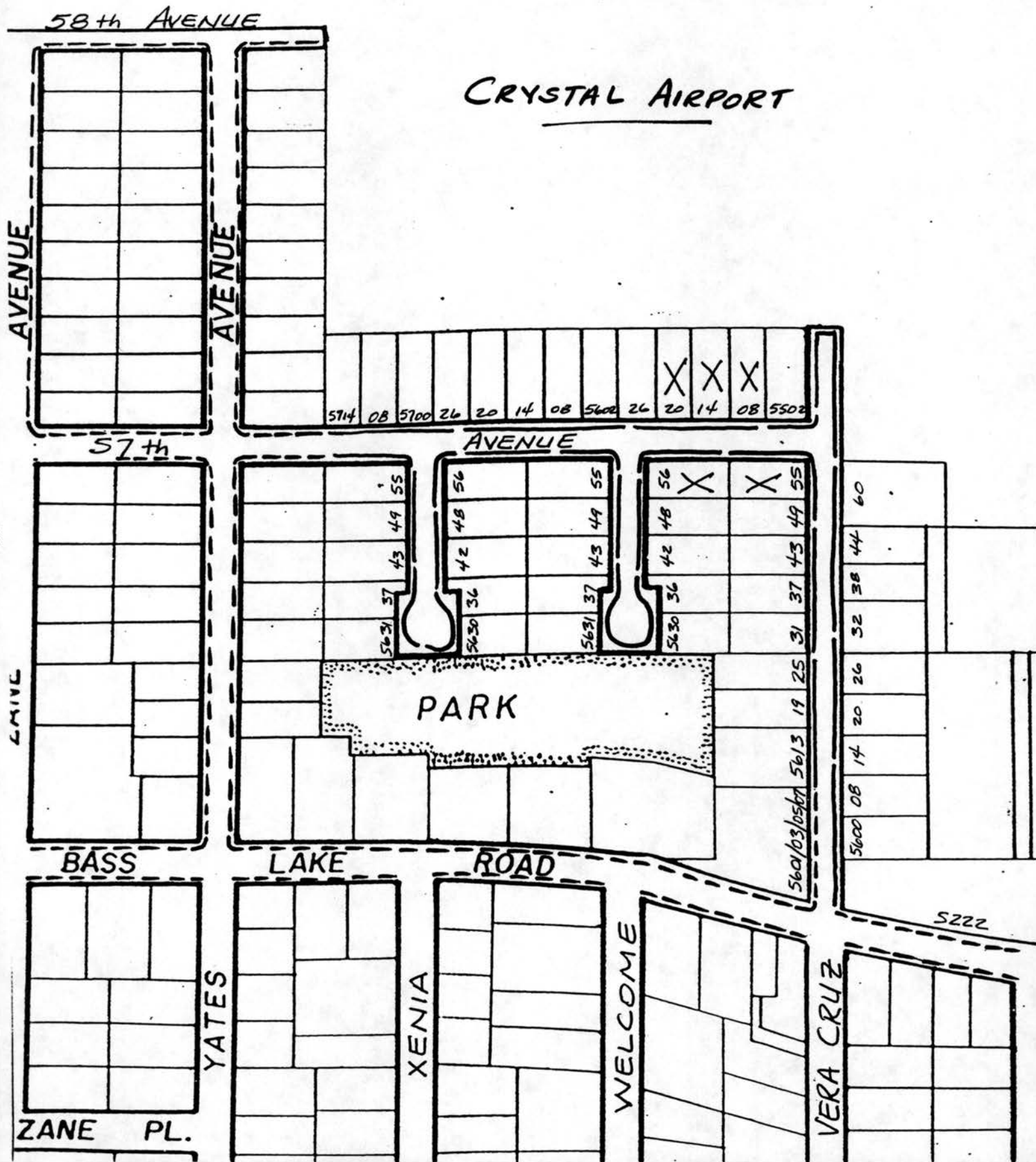
CRYSTAL AIRPORT



----- Existing Concrete Curb
 ——— Proposed Concrete Curb
 & Gutter

PROJECT MAP

Scale -
 1" = 200'



----- Exist Storm Sewer
——— Proposed St. Sewer

Storm Sewer
Map

Scale
1" = 200'



58th AVENUE

CRYSTAL AIRPORT

AVENUE

AVENUE

57th

15" RCP

24" RCP

24" RCP

24" RCP

PARK

BASS

LAKE

ROAD

60" RCP

66" RCP

ZANE PL.

YATES

XENIA

WELCOME

VERA CRUZ

BE SURE TO READ BEFORE SIGNING

P E T I T I O N

We, the undersigned, being owners of property within the area in the City of Crystal, hereinafter mentioned, do hereby petition the Honorable City Council of said City to improve the said property with CEMENT CURBING AND GUTTER and that the cost thereof be assessed against the abutting property benefited thereby. We also agree that in the event it is necessary to obtain easements for public access to the properties in order to proceed with the improvements herein requested, that such easements will be freely given when requested.

Location:

SIGNATURE OF HUSBAND
AND WIFE INDIVIDUALLY

ADDRESS

LEAVE BLANK

<i>Raymond H. Denker</i>	<i>5655 Nora Cruz</i>	
<i>Alice M. Meyer</i>	<i>5656 Welcome Ave. N.</i>	
<i>Birton A. Townsend</i>	<i>5514-57th Ave. No.</i>	<i>60.0</i>
<i>Mary E. Townsend</i>	<i>5514-57th Ave No</i>	
<i>Quinn Mott</i>	<i>5520 57th Ave no</i>	<i>60.0</i>
<i>David J Meyer</i>	<i>5656 Welcome Ave no</i>	
<i>Marion Carlson</i>	<i>5508-57th Ave No</i>	<i>60.0</i>

I, the undersigned, having circulated the above petition hereby attest that the signatures thereto are genuine, to the best of my knowledge and belief.

Ray or Alice Meyer
(Signature)

Phone No. 537-2561 Date 10/5/80

DATE: March 16, 1989
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: Final Settlement of BRW Costs Related to Becker
Park Projects

At its last meeting, the Crystal HRA acted to recommend approval of a final invoice for services related to five construction projects associated with the Becker Park Redevelopment as listed below:

<u>Project</u>	<u>Construction Cost</u>
Sherburne Avenue	\$ 178,834
Becker Park & Parking Lots	917,936
Park Shelter	406,396
Bass Lake Road Streetscape	464,280
Bass Lake Road Reconstruction (Hampshire to RR)	550,045
	<hr/> \$2,517,491

BRW fees for these projects totaled \$424,115.35 and are listed according to the contract breakdown on the attached invoice. Based on payments made to date, BRW owes the City \$8,036.17. This office concurs with the HRA recommendation.

Also attached is an invoice for design services rendered by BRW on the CR81/CR10 Intersection Improvement Project for which the City Council contracted directly. Compensation for these design fees is consistent with the final agreement on the previously listed projects and totals \$66,399.98. Construction costs for the intersection project, which was handled as a joint MnDOT, Hennepin County and City venture, totaled \$682,221.60. This office recommends approval of the invoice for design fees of the Intersection Project as submitted.

As a final item associated with the Becker Park Projects, an agreement is attached detailing terms to settle the tennis court slope situation. In that agreement BRW is required to design and reconstruct the three existing courts at a grade meeting U.S. Tennis Association specifications. Crystal is only responsible for the surface treatment (color coating) at a cost not to exceed \$4,500. The estimated cost for this

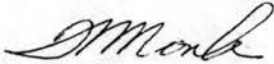
Jerry Dulgar

Subject: Final Settlement of BRW Costs Related to Becker
Park Projects

March 16, 1989

Page 2

reconstruction totals \$34,400, which does not include design fees. This office believes the agreement is reasonable from the City's perspective and recommends approval.



WM:jrs

Encls



BRW, INC.

THRESHER SQUARE

700 THIRD STREET SOUTH

MINNEAPOLIS, MINNESOTA 55415

PHONE: 612 370-0700 FAX: 612/370-1378

PLANNING
TRANSPORTATION
ENGINEERING
URBAN DESIGNINVOICE

Crystal Housing and Redevelopment Authority
4141 Douglas Drive North
Crystal, MN 55422
Attn: Mr. Bill Monk, PE/Engineer

RE: Final Invoice for Design Fees
Bass Lake Road/Becker Park Redevelopment Project
As per Agreement Dated September 29, 1983,
Supplemental Agreement Dated July 12, 1984, and
Supplemental Agreement Requested/Pending

<u>Work Task</u>	<u>Approved Budget</u>	<u>Prior Amount Billed</u>	<u>Final Amount Earned</u>
I-A Promotional Information (Brochure, etc.)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
I-B Developer Solicitation	\$ 20,000.00	\$ 15,954.28	\$ 15,954.28
I-C Developer Agreements	\$ 2,000.00	\$ 1,736.28	\$ 1,736.28
II-A Schematic Design	\$ 6,000.00	\$ 6,038.45	\$ 6,000.00
II-B Preliminary Design Hourly (Tasks 1, 5, 7, 8, 9 and 10)	\$ 30,000.00	\$ 30,316.88	\$ 30,000.00
Preliminary Design 3.5% Fee (Tasks 2, 3, 4 and 6)	\$ 88,112.00	\$113,738.18	\$ 88,112.00
II-C Final Design Hourly (Tasks 1, 4 and 7)	\$ 20,000.00	\$ 24,000.90	\$ 25,000.00*
Final Design 3.25% Fee	<u>\$ 81,818.00</u>	<u>\$ 77,249.96</u>	<u>\$ 94,195.00*</u>
SUBTOTAL	\$249,430.00	\$270,534.93	\$262,497.76
III Construction Administration and Staking	Hourly - No Fixed Amount	<u>\$161,617.59</u>	<u>\$161,617.59</u>
TOTAL		\$432,152.52	\$424,115.35

AN AFFILIATE OF THE BENNETT, RINGROSE, WOLSFELD, JARVIS, GARDNER INC. GROUP

DAVID J. BENNETT	DONALD W. RINGROSE	RICHARD P. WOLSFELD	PETER E. JARVIS	LAWRENCE J. GARDNER	THOMAS F. CARROLL	CRAIG A. AMUNDSEN	DONALD E. HUNT
MARK G. SWENSON	JOHN B. McNAMARA	RICHARD D. PILGRIM	DALE N. BECKMANN	DENNIS J. SUTLIFF	JEFFREY L. BENSON	RALPH C. BLUM	DAVID L. GRAHAM
MINNEAPOLIS	DENVER	PHOENIX	TUCSON	ST. PETERSBURG			

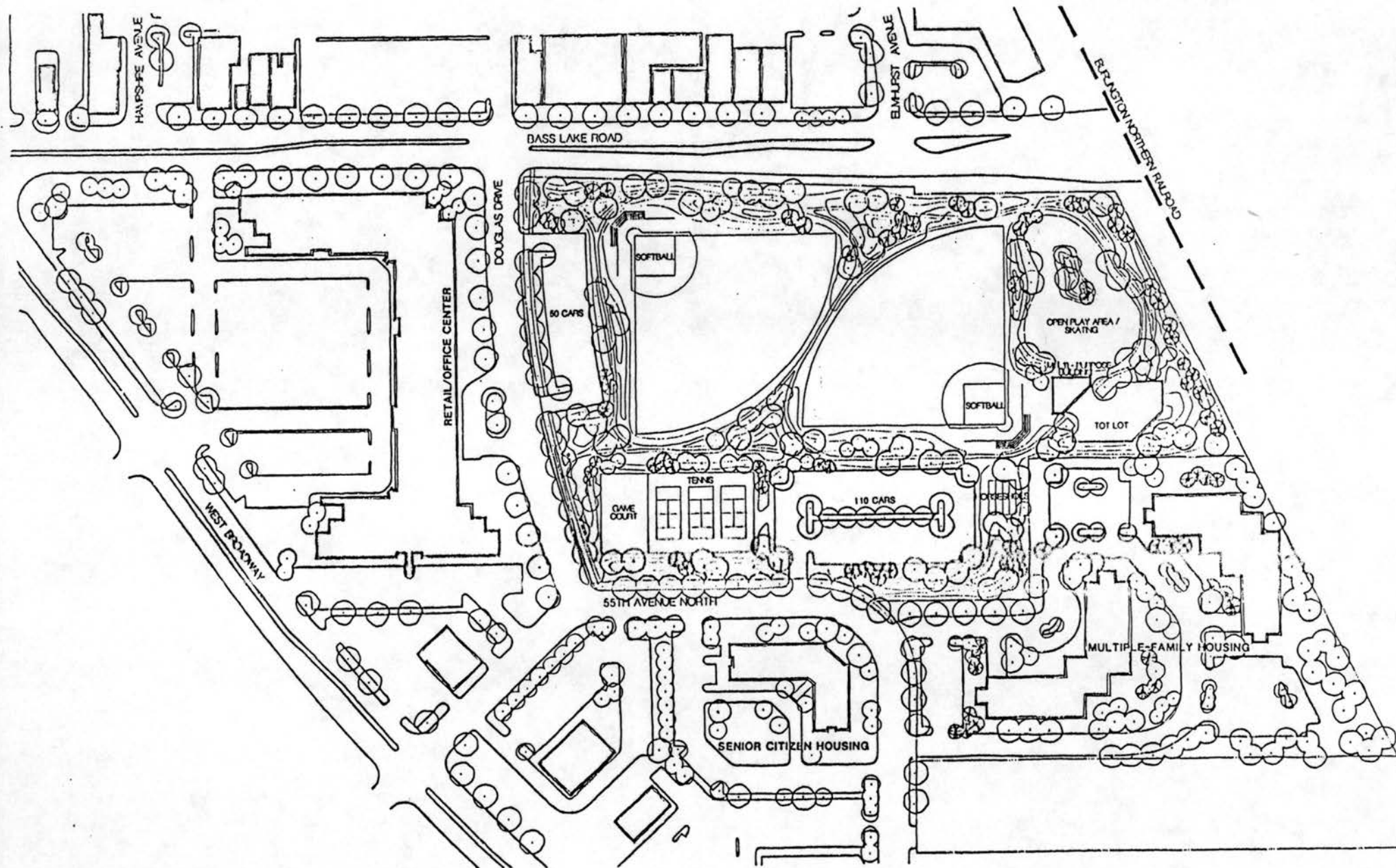
Mr. Bill Monk
February 28, 1989
Page 2

Final Amount Due:

Final Amount Earned	\$424,115.35
Less Prior Amount Billed	<u>-\$432,151.52</u>

CREDIT (-\$ 8,036.17)

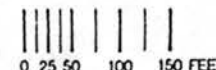
* Amounts as per requested contract amendment.



BASS LAKE ROAD - BECKER PARK REDEVELOPMENT PLAN



PLANNING
DESIGN
ARCHITECTURE
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
ENVIRONMENTAL DESIGN





PLANNING
TRANSPORTATION
ENGINEERING
ARCHITECTURE

BENNETT, RINGROSE, WOLSFELD, JARVIS, GARDNER, INC. - THRESHER SQUARE - 700 THIRD ST. SO. - MINNEAPOLIS MN 55415 - PH: 612/370-0700 FAX: 612/370-1378

December 7, 1988

City of Crystal
4141 Douglas Drive North
Crystal, MN 55422

Attn: Bill Monk, PE/City Engineer

RE: Bass Lake Road/TH 169 Intersection
Design Fees

Dear Bill,

Enclosed herewith is our invoice for Engineering and Surveying services provided to the City for the above-referenced project. The general scope of work provided was:

1. Conceptual design
2. Meetings and negotiations with Hennepin County, Mn/DOT and the Railroad
3. Detailed data collection
4. Preparation of documents and surveys for right-of-way acquisition
5. Final design and construction documents preparation

The work was performed and the fees are based upon the agreement between the HRA and BRW, dated September 29, 1983, and subsequent contract amendments, one dated July 12, 1984, and a final amendment which is pending formal HRA approval. The pending supplemental agreement provides for an increase in final design fee from 3.25 percent to 5.5 percent of the construction cost, for the two projects that involved Bass Lake Road.

The use of the prior HRA agreements is logical because the intersection project was an integral part of the overall Bass Lake Road/Becker Park Redevelopment program. The separate invoice to the City is required in order to accommodate the use of MSA funding and other City funds that are not available to the HRA.

Please contact me if you have any questions.

Sincerely,

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


Donald W. Ringrose, PE

DWR/sk
Enclosure

DAVID J. BENNETT	DONALD W. RINGROSE	RICHARD P. WOLSFELD	PETER E. JARVIS	LAWRENCE J. GARDNER	THOMAS F. CARROLL	CRAIG A. AMUNDSEN
DONALD E. HUNT	MARK G. SWENSON	JOHN B. McNAMARA	RICHARD D. PILGRIM	DALE N. BECKMANN	DENNIS J. SUTLIFF	
MINNEAPOLIS	ST. PETERSBURG	DENVER	TUCSON	PHOENIX		



PLANNING
TRANSPORTATION
ENGINEERING
ARCHITECTURE

BENNETT, RINGROSE, WOLSFELD, JARVIS, GARDNER, INC. • THRESHER SQUARE • 700 THIRD ST. SO. • MINNEAPOLIS, MN 55415 • PH: 612/370-0700 FAX: 612/370-1378

December 7, 1988

Invoice

City of Crystal
4141 Douglas Drive North
Crystal, MN 55422

Attn: Mr. Bill Monk, PE/Engineer

RE: Invoice for Design Fees
Bass Lake Road and T.H. 169 Intersection Improvements
Project Cost \$682,222

A. Preliminary Design

3.5% x \$682,222 = \$23,877.77

B. Final

5.5% x \$682,222 = \$37,522.21

Subtotal \$61,399.98

C. Right of Way Acquisition, Negotiations
Agreements, etc. on an Hourly Basis
(Allocation of Portion Related to
Bass Lake Road/T.H. 169 Intersection)

\$ 5,000.00

Total (Final) Amount Due \$66,399.98

DAVID J. BENNETT
DONALD E. HUNT

MINNEAPOLIS

DONALD W. RINGROSE
MARK G. SWENSON

ST. PETERSBURG

RICHARD P. WOLSFELD
JOHN B. McNAMARA

DENVER

PETER E. JARVIS
RICHARD D. PILGRIM

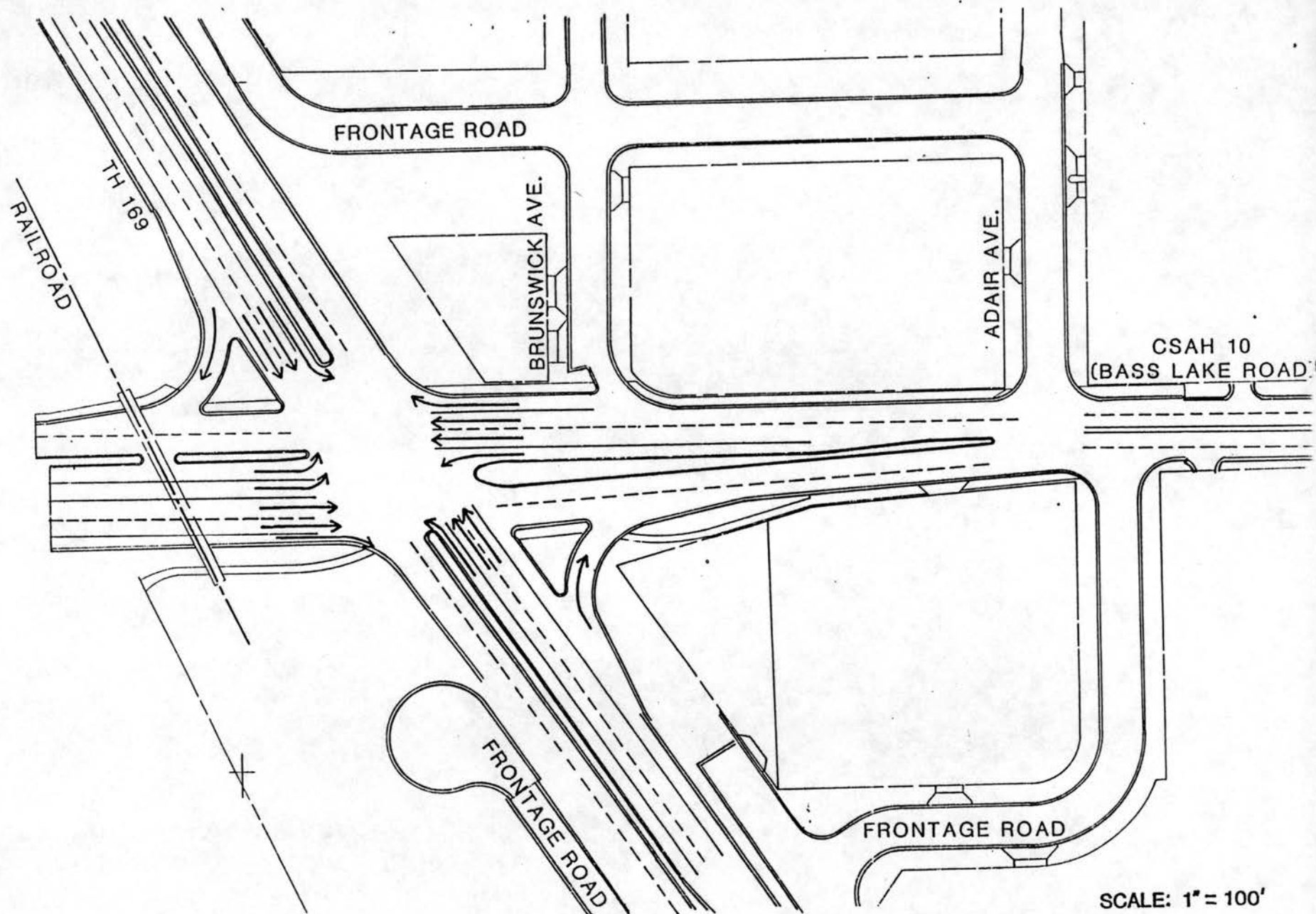
LAWRENCE J. GARDNER

THOMAS F. CARROLL
DALE N. BECKMANN

TUCSON

CRAIG A. AMUNDSEN
DENNIS J. SUTLIFF

PHOENIX



SCALE: 1" = 100'

FIGURE 3
Project Study Area
Proposed Improvements

Proposed TH169/CR10
Intersection Improvement



SETTLEMENT AGREEMENT
BY AND BETWEEN THE CITY
OF CRYSTAL AND BRW, INC.

1.00 RECITALS.

1.01 Parties. This Settlement Agreement (Agreement) is entered into by and between the City of Crystal, Minnesota (Crystal) and BRW, Inc. (BRW) (collectively, the Parties).

1.02 Parties Bound. This Agreement shall apply to and be binding upon the Parties, their successors, heirs, executors and assigns.

2.00 AGREEMENT.

WHEREAS, Crystal contracted with Bennett, Ringrose, Wolsfeld, Jarvis, Gardner, Inc. for, among other things, the design of tennis courts at Becker Park; and

WHEREAS, effective January 1, 1989, BRW assumed the obligations of Bennett, Ringrose, Wolsfeld, Jarvis, Gardner, Inc. under the Agreement; and

WHEREAS, the Parties agree that the BRW design of the tennis courts was not satisfactory in all respects, including the tennis courts' final grade; and

WHEREAS, the Parties agree that the BRW design of the tennis courts resulted in the construction of tennis courts which are not satisfactory due to excessive slope; and

WHEREAS, the Parties are desirous of settling all possible past and present claims resulting from BRW's design of the tennis courts;

NOW, THEREFORE, the Parties, in consideration of the promises and covenants contained herein, the adequacy of which is hereby acknowledged, and intending to be legally bound hereby, agree as provided by this Agreement.

3.00 Redesign and Replacement of Tennis Courts at Becker Park.

3.01 Redesign and Removal of Existing Tennis Courts. BRW will prepare the required design and construction documents to remove and reconstruct each tennis court's surface at Becker Park (not including the basketball court) consisting of the entire bituminous pavement which will be removed and replaced with pavement with a cross slope of 0.83 percent. Specifications for the new pavement design and color coating system will be identical to the specifications for the original tennis courts. The grade adjustment will be accommodated at the perimeter concrete maintenance strip with a transition over a length of approximately two feet. Except as provided in Section 3.03 below, BRW will pay all costs associated with the redesign and removal of the existing tennis courts and all replacement costs. Crystal shall have the right to approve the BRW "redesign."

- 3.02 Construction of Redesigned Tennis Courts. BRW will hire a contractor to perform the required corrective work. BRW shall pay all costs associated with the hiring of and work performed by the contractor in connection with the redesign, removal and replacement of the existing tennis courts, subject only to Section 3.03, below. The contractor's selection shall be subject to Crystal's approval.
- 3.03 Color Surface Coating. Crystal will pay up to \$4,500 for the cost of a new color surface coating system for the redesigned tennis courts. If the cost of a new color surface coating system for the redesigned tennis courts exceeds \$4,500, BRW shall pay all additional costs related to the new color surface coating system.
- 3.04 Useful Life of Newly Designed and Constructed Tennis Courts. BRW guarantees and warrants that the redesign, removal and reconstruction of the Becker Park tennis courts will provide Crystal with tennis courts of the same quality and useful life as the original tennis courts.
- 4.00 Release. Crystal hereby agrees that in consideration of the reconstruction of the tennis courts as provided herein, and upon completion of said reconstruction, BRW, its agents, employees, successors, assigns and insurers shall be released and forever discharged of and from any and all actions, causes of action, claims, demands, damages, costs and expense, on account of, or in any way growing out of, any and all, known or unknown, defects in the design of the Becker Park tennis courts.
- 5.00 Entire Agreement. This Agreement constitutes the entire agreement among the entire agreement among the Parties. Any and all prior or contemporaneous agreements, discussions or undertakings, whether oral or written, are expressly superseded by this Agreement and shall be null and void. Any modification of or amendment to this Agreement must be in writing and signed by all Parties.

6.00 **Signatures.** By their signatures below, the undersigned represent that they have authority to bind the Parties they represent, their agents, contractors, subcontractors, and subsidiaries with respect to performance pursuant to this Agreement.

IT IS SO AGREED:

CITY OF CRYSTAL

Dated: _____, 1989

By _____
Betty Herbes, Mayor

CITY OF CRYSTAL

Dated: _____, 1989

By _____
Jerry Dulgar, City Manager

ATTESTED:

Dated: _____, 1989

By _____
Darlene George, City Clerk

BRW, INC.

Dated: Mar. 15, 1989

By Donald W. Ringrose
Donald W. Ringrose
Its Vice Pres.

Cost Estimate to correct cross slope to three tennis courts in Becker Park,
Crystal, MN.

1. Remove and Replace East Fence 120 ft. @ \$15	\$ 1,800
2. Remove 4" Bituminous Pavement 2,400 sq. yd. @ \$2.50	\$ 6,000
3. Reshape and Prepare Gravel Base 2,400 sq. yd. @ \$1.00	\$ 2,400
4. 4" Bituminous Pavement 530 Tons @ \$30	\$15,900
5. Colorcoat Surface	\$ 4,500
6. Remove and Replace Sod and Landscaping	\$ 3,000
7. Remove and Reset Net Posts	<u>\$ 800</u>
TOTAL	\$34,400

DATE: March 17, 1989

MEMO TO: Jerry Dulgar, City Manager

FROM: Edward C. Brandeen, Park & Recreation Director

Attached are motions from our Park and Recreation Advisory Committee Meeting of March 1.

These motions pertain to scouts camping out at Becker Park during the Frolics and a recommendation that Burt Genis be replaced on the Commission.

CRYSTAL PARK & RECREATION ADVISORY COMMISSION
Meeting Excerpts
March 1, 1989

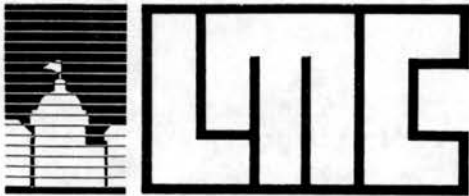
Members present: Hoffmann, Pitts, Reid, O'Reilly, Theisen,
Moricha

1. Moved by Ms. Reid and seconded by Ms. Pitts to recommend to the Council that, as per the Crystal Frolics Committee request, Boy Scout Troop 533 be allowed to camp out at Becker Park during the Crystal Frolics.

Motion carried--unanimous

2. Moved by Ms. Reid and seconded by Ms. Pitts to recommend to the Council that Burt Genis be removed from the Park and Recreation Commission due to poor attendance at regular meetings. In 1988, Mr. Genis attended four out of twelve meetings and has not attended any 1989 meetings. As per Commission guidelines: "members may be removed from membership for excessive absenteeism which shall be three (3) unexcused meetings per year. Unexcused absences shall be determined by the Chairperson."

Motion carried--unanimous



League of Minnesota Cities

183 University Ave. East
St. Paul, MN 55101-2526
(612) 227-5600 (FAX: 221-0986)

March 7, 1989

MEMORANDUM

TO: Mayors, Managers, Clerks, and Community and Economic
Development Directors of Cities Represented by
Legislators Serving on the House or Senate Tax Committee

FROM: Donald A. Slater, Executive Director *Donald A. Slater*

RE: Tax Increment Financing Tours

You are in a unique position to help the League of Minnesota Cities educate key legislators about how important tax increment financing has been to the economic vitality of your local community. Your state senator or representative serves on the House or Senate Tax Committee (see attached list). The Tax Committees could consider legislation to severely restrict the use of tax increment financing (TIF). That is why it is important that you invite your state senator or representative to tour your city's TIF district(s). Your elected officials need to observe first hand the beneficial effects tax increment has had in your community.

Between March 22 and 27, the Legislature is scheduled for a short recess when legislators will be home in their districts. This may be a convenient time for you to invite your legislator to inspect your TIF district(s). This would provide an opportunity to brief your legislator about your TIF projects and gain support for keeping TIF available for your local economic development programs. If appropriate, you may wish to invite the local press so that your efforts receive local press coverage.

During your legislator's visit, you should stress how the development project in your city would not have occurred without TIF assistance. The project's impact on your downtown area, property values, the local economy, and the availability of jobs should also be described.

You should also try to secure a commitment from your legislators to oppose legislation that would further restrict the use of tax increment. Last year the Legislature adopted a number of

amendments that will curb the future use of TIF. The dust has not even settled on the new law, yet Senator Ember Reichgott (DFL-New Hope) and Representative Ann Rest (DFL-New Hope) are expected in the near future to introduce further restrictive TIF legislation. Although details are not yet available, that legislation could limit the use of pooling, substantially change the "but for" test, redefine blight criteria, grant counties and schools veto power over projects (or some type of joint approval plan), or grant the state more direct oversight or approval power over TIF projects.

In addition, a report recently released by the House Research Department erroneously contends that TIF "costs" the state \$53 million per year through its intergovernmental aid system. In a letter to the Tax Committee, the League refuted that contention. A Cities Bulletin article on this subject is enclosed for your information.

In an effort to educate legislators and other policy makers about the value and benefits of TIF, the League has compiled the Tax Increment Financing Album, describing some of the best uses of TIF in Minnesota communities. Copies of this publication will be sent to cities, legislators, and members of the press in approximately two weeks.

The League undertook this project to help dispel some of the myths about TIF and to counter the negative image of TIF that is portrayed by some critics. The TIF Album highlights cases that city managers and community development directors submitted as examples of their best uses of TIF. The March issue of Minnesota Cities will feature a discussion of the TIF Album and several of the case studies. This could prove to be an informative resource to use with your legislators' visits to your TIF projects.

If you need further information about the TIF issue, please do not hesitate to call us at the League. We are trying to keep track of legislators' opinions on TIF, therefore we would appreciate receiving information from you about your visits with your legislators.

The League will continue to lobby against restrictions in TIF. Your city's help, however, is critical to our being able to build strong, grass-roots support for TIF.

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Olson, Edgar (DFL-Fosston) (612) 296-4265
Pauly, Sidney (IR-Eden Prairie) (612) 296-7449
Quinn, Joe (DFL-Coon Rapids) (612) 296-2439
Redalen, Elton (IR-Fountain) (612) 296-9278
Rest, Ann (DFL-New Hope) (612) 296-4176
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Schreiber, Bill (IR-Brooklyn Park) (612) 296-4128
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Valento, Don (IR-Little Canada) (612) 296-7153
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Welle, Alan (DFL-Willmar) (612) 296-6206
Wynia, Ann (DFL-St. Paul) (612) 296-3824

Cities Bulletin

League calls House tax increment report biased

In late January, the House Research Department released a brief report stating that tax increment financing "cost" the state \$53.5 million in 1988 through the state intergovernmental aid system (primarily school aid). The report argues that to the extent tax increment captures property value that would otherwise be on the tax rolls, the state must make up the difference through the school aid formula.

Legislators discussed the report at a hearing of the House Property Tax Subcommittee. Some members of the committee were left with the impression that if tax increment were abolished the state would have \$53 million to spend on other priorities. The League sent a letter to the House Tax Committee rebutting the premise and findings of the report. A reprint of that letter follows. LFH

The League of Minnesota Cities takes exception to a recent House Research report which asserts that tax increment financing "costs" the state money through its intergovernmental aids system. This report was discussed at last Tuesday's hearing of the House Property Tax Subcommittee. I believe the premise for the report's analysis is incorrect. Rather than an impartial examination of an issue, the report advocates a particular point of view.

The House Research analysis assumes that all the property value added in tax increment districts would have occurred without tax increment assistance. It is only with this blanket, across-the-board assumption that one can state that tax increment "costs" the state funds through its intergovernmental aids system. I

believe this is an extreme assumption and produces a very one-sided analysis.

The League is preparing a number of case studies for the Legislature's review. Many of these studies demonstrate that tax increment has added to the state's property value because it was used to keep manufacturing and industrial firms from leaving this state. Other case we reviewed show how tax increment has been used to encourage expansion of firms in Minnesota--rather than outside the state where a firm may already have manufacturing facilities. These are examples which demonstrate that, without cities' use of tax increment to retain those firms, the state would have actually lost property value--let alone a significant number of jobs, and state income and sales tax revenue.

A more balanced and less biased analysis of tax increment would also calculate potential savings to the state occurring when tax increment districts are decertified and their extra property value is added to the tax rolls. One can argue that the addition of this extra property value reduces state costs through the intergovernmental aid system. Yet the House Research report totally ignores this side of the equation. It ignores offsetting savings even though the original House Research Working Paper (#3) on this subject states: "Tax increment financing probably does increase the total amount of development in the state somewhat and this effect may cause the [cost] estimates to be too high" (p. 2 of "An Estimate of the State Intergovernmental Aid Costs of Tax Increment Financing," April 1986).

The recent House Research report also ignores the increased property value and economic value of "spin-off development"--that is, the additional development spurred by the initial investment in a tax increment district. For example, if a firm elects to remain or expand in Minnesota or if a city starts to revitalize its downtown area through use of tax increment, then the surrounding area as well as the state will benefit from the higher level of economic and development activity caused by tax increment.

Purely economic arguments unfortunately ignore how the use of tax increment can improve the quality of life and livability of cities by reversing decay and blight, by maintaining a vital and healthy downtown area, by facilitating the best and most efficient use of land, and by making the construction of low- and moderate-income housing units financially possible in communities which lack such housing. These are benefits which are not easily measured by any mechanistic, academic cost/benefit analysis.

This state, unlike some others, has no large scale grant programs for development/redevelopment. And the federal government has virtually eliminated all of its economic and community development programs. That is why local efforts--exercised most often through tax increment financing--are so essential. Without the tax increment tool, many cities may decline and begin a cycle of disinvestment that later will be hard to reverse. The League urges you to maintain tax increment because it is the only remaining development tool that can help foster healthy, economically vital cities. DS

February 10, 1989

TO: Jerry Dulgar, City Manager
FROM: John A. Olson, Assistant City Manager
Re: City Participation in 1990 Census - Preparation

The U.S. Bureau of the Census has put out a government promotional handbook in which it states that it is encouraging all local communities to establish a citizen committee to promote and publicize the 1990 Census.

In their request it lists that the City Council should:

1. appoint a committee of local officials, residents, and businessmen to promote the census
2. that the cities become actively involved in encouraging people to participate, and
3. to use its own resources in promoting the census.

The informational brochure suggests that a committee be appointed so that it begins work in April of 1989.

I've attached the promotion handbook from the Bureau of the Census for you to review. If the City is interested in establishing a census promotion committee and participate as they suggest, we should begin the process by recommending to the Council that it appoint a committee of local people to work on this task.

JAO/js

1990 Census Governments Promotion Handbook

CENSUS '90



U.S. Department of Commerce
BUREAU OF THE CENSUS



BUREAU OF THE CENSUS

John G. Keane, Director

C. L. Kincannon, Deputy Director

Charles D. Jones, Associate Director for Decennial Census

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DECENNIAL PLANNING DIVISION

Susan M. Miskura, Chief

Allan A. Stephenson, Assistant Division Chief
for Outreach and Program Information

SUGGESTED BRIEF CITATION

U.S. Bureau of the Census,
1990 Census Governments Promotion Handbook,
U.S. Government Printing Office,
Washington, DC 1988

1990 Census Governments Promotion Handbook

Issued December 1988



U.S. Department of Commerce
C. William Verity, Secretary
Donna F. Tuttle, Deputy Secretary
Robert Ortner, Under Secretary
for Economic Affairs

BUREAU OF THE CENSUS
John G. Keane, Director

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Overview

Local and American Indian tribal governments have a major stake and can play a significant role in the 1990 census. The **Governments Promotion Handbook** provides guidelines for the active involvement of officials of these governments in promoting the census to their jurisdictions' residents and their employees. We are providing this handbook to the highest-elected official in all 39,000 local and American Indian tribal governments. It suggests a structure for organizing a local campaign, offers some promotion themes and messages, provides a listing of promotion activities governments can implement, and furnishes a timetable for these activities. The handbook also describes many of the Census Bureau's 1990 census promotion projects and major census operations.

Our objectives, in providing this handbook, are to:

- Actively involve leaders from a cross section of the community, including those segments of the population which are most difficult to enumerate, in stimulating response to the census.

- Make government employees aware of the census through an internal promotion campaign.
- Localize and augment the various national outreach and publicity projects, activities, and events conducted by the Census Bureau.
- Coordinate local promotion activities with the timing of various Census Bureau field operations and keep local promotion alive through all phases of the census.

Participation in local promotion activities by governments is voluntary. Government officials must determine the extent of involvement and the breadth of their local campaign. We recommend the creation of a committee of influential government officials and community leaders to plan and implement local promotion, a **Complete Count Committee**. Of course, promotion activities can be implemented through other structures that are currently in place.



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233
OFFICE OF THE DIRECTOR

FROM THE DEPUTY DIRECTOR
BUREAU OF THE CENSUS

In preparation for the Bicentennial Census of this Nation, April 1, 1990, the Census Bureau has developed various operational and promotional programs to make it the most successful census ever. Local and American Indian tribal governments, as major users and beneficiaries of results, can play a vital role in ensuring the completeness of the count. This letter introduces a key promotional instrument for governments, the *Governments Promotion Handbook*. This handbook contains guidelines to assist you in designing a Complete Count Program to publicize actively the census in your area.

The handbook presents three broad approaches to promoting the census in your area. We encourage you to use these approaches separately, in combination, or in concert with your individual ideas to achieve a complete count.

1. Complete Count Committee

We recommend establishing a Complete Count Committee to plan and implement local promotional activities. The committee is a voluntary working group composed of influential government officials and community leaders. Our experience shows that a committee is one of the most effective means of involving community leaders in the census and establishing the importance and credibility of the 1990 census to community members. Of course, in your community, there may be more effective existing structures or programs for planning and implementing local promotional activities. If so, we encourage you to use them.

2. Government Employee Initiative

Government employees working in the community can be a significant force in census promotion. Thus, the goal of this initiative is to make government employees "census smart" by suggesting a series of awareness activities that governments can implement for their employees.

3. Promotional Mix

This option provides a medley of stand-alone activities from which governments can select to implement individually or in some combination.

All promotional activities carry suggested timing. These times coincide with specific operational and promotional efforts by the Census Bureau. If governments implement promotional activities, we will create the kind of cooperative nationwide awareness campaign necessary for a successful Bicentennial Census.

We would appreciate knowing your plans to organize a Complete Count Program. Please complete the enclosed form and return it to the Regional Census Center for your State listed on the reverse side of the form.

We hope this information is useful in planning your local promotional program. We look forward to working with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "C. L. Kincannon".

C. L. KINCANNON

Enclosures

COMPLETE COUNT PROGRAM PARTICIPATION RESPONSE
21st Decennial Census — 1990

Complete Count Program
Participation Response
1990 Census

Return this form to:
See reverse side for the
appropriate Regional
Census Center.

Title and address of chief executive/highest-elected official:

Name:

Title:

Address:

Phone number:

Please mark the appropriate box.

1. ☐ I plan to establish a Complete Count Committee to implement local promotion activities.
2. ☐ I plan to use an existing structure or program to implement local promotion activities.
3. ☐ I do not plan to establish either of the above for the following reason(s):

Signature

Date

**Regional Census
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Iowa
Kansas
Minnesota
Missouri
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Nebraska
New Mexico
North Dakota
South Dakota
Utah
Wyoming

California

California

Chapter I. Why Count?

A. The Census Is Important

The next national census, April 1, 1990, will mark the bicentennial of census taking in the United States. The basic reason for taking the 21st census is the same as cited 200 years ago in Article I, Section 2 of the U.S. Constitution, that is, to apportion representation among the States in the House of Representatives. Census numbers are also used to redraw State and local legislative districts.

Beyond political representation, however, there is a great deal of Federal and State money at stake in the final census numbers. Despite recent cutbacks, billions of Federal dollars for a wide range of programs are still redistributed to American Indian tribal and local governments based on population, age, income, and other census statistics.

The 1990 census will describe the Nation and the communities governments serve—who lives there, where they live, how they are housed, and their social needs. At the same time, it will be the basis for planning and allocating billions of Federal and State dollars to governments to address their community's needs.

The census counts translate into government dollars for many communities that are used for planning and improving public facilities and programs. State, local, and American Indian tribal government planners use census facts to establish long-range community plans; to develop capital improvement programs; to help locate new schools; to improve nutrition programs; to set up day-care, Head Start centers, and health clinics where they are most needed; to develop facilities for older people; and to provide better transportation.

B. How Census Data Are Used

- A state emergency services and disaster agency used census statistics on unemployment, elderly population, income, and so forth, to support a request for Federal assistance following tornado damage and severe flooding.
- In Stamford, Connecticut, city leaders studied census statistics before deciding where to locate a new fire station.
- In San Francisco, California, transportation planners used census information when selecting bus routes, subway stops, and highways that needed widening.

- In Maine, census statistics were used to help obtain Federal funds for a winterization program to help low-income people with weather stripping, insulation, and fuel payments.
- Each year, using a formula which considers population, poverty, and overcrowded housing, the Department of Housing and Urban Development allocates Indian Community Block Grant Development funds to its six Indian Program Field Offices for which eligible tribes and Alaska Native villages may compete.
- The Massachusetts Department of Commerce cited census statistics in a publication entitled, "All the Basic Facts You Need to Know to Start a New Business." The booklet assisted entrepreneurs in determining the marketability of new products.
- The Department of Health and Human Services uses race, household, income, and poverty data to allocate money for low-income home energy assistance programs to American Indian tribes and Alaska Native villages and corporations.
- The United States Equal Employment Opportunity Commission requested information about the Hispanic population. Of particular importance was the need for projections that would be used in one of the Commission's planning reports. Data were provided from the Census Bureau's publication, "Projections of the Hispanic Population."
- During a severe heat wave, public health officials in St. Louis used census facts to locate neighborhoods with large numbers of elderly to go to "cooling centers" and thus saved lives.
- The Department of Labor uses race, unemployment, and poverty data to allocate money for employment and training programs to American Indian tribes and Alaska Native villages and corporations and urban Indian organizations or consortiums.
- Federal Emergency Management Agency staff requested demographic information for areas where geologists predict potential natural disasters. In preparation, the agency was collecting information on the number, type, and location of residents. This information is very useful during evacuation procedures or in providing emergency services.

Chapter II. Complete Count Program

The Census Bureau is initiating a number of promotional and operational projects, at the national and local levels, to obtain a complete and accurate count. (See chapter III, section B for some of those projects.) However, local and American Indian tribal governments are in a unique position to add essential reinforcement, at the local community level, of the importance of being counted. Governments have a positive image as service provider to the community at large; they have direct access to residents through various communication channels; and they employ a part of that community (in some cases a significant part). A local, tribal, or village government employee who understands the value of a complete count becomes a natural, valuable census outreach worker.

This section suggests promotion activities and a structure to plan and implement those activities that will take advantage of your unique position in the community. Working together we can achieve a complete and accurate 1990 census count.

A. Complete Count Committee

1. Role of the Complete Count Committee

For any census to be successful, it must have the basic support of the population. The Complete Count Committee is a reflection of the importance of the cooperative relationship and joint commitment by the Census Bureau and all communities that are needed to make the 1990 census a success.

The basic role of each Complete Count Committee is to plan and implement local publicity and outreach activities which will:

- Make everyone in the community aware of the 1990 census.
- Motivate everyone to participate in the census by appealing to self-interest and explaining the purpose and importance of the census to the community.

The activities of each Complete Count Committee will enhance the Census Bureau's outreach and publicity efforts by spreading the census message directly to the local community. Of course, in your community other structures for planning and implementing local promotion activities might be more effective. If so, we encourage you to use such structures.

2. Organizing a Complete Count Committee

The Complete Count Committee should be a working committee, not merely a symbolic one. Local political situations should not be reflected in the organization or activities of the Committee since the census is a program that affects and needs the participation of everyone in your community.

(a) Appointing a Chairperson and Committee Members

The chairperson and members of the committee should be well-respected and influential men and women from all segments of the community; for example, business, labor, government, homeless, religious and educational organizations, neighborhood associations, and ethnic and minority organizations. All of the people appointed to the committee should be willing to invest time, resources, and energy in this project.

(b) Naming Your Committee

You may wish to call your committee something other than a Complete Count Committee. We are providing a few suggestions.

- (1) 1990 TOP Committee — Total Outreach Partnership
- (2) 1990 ACTION Committee — Awareness and Cooperation Through Involvement of Our Neighborhoods
- (3) 1990 CALL Committee — Census Awareness at the Local Level
- (4) 1990 TAP Committee — Total Awareness Partnership
- (5) The 1990 Census Committee of _____ add your area's name

(c) Period of Service

The committee chairperson and other members should be appointed by the highest-elected official to serve from April 1989 through June 1990. You may wish to plan and strategize even earlier than April 1989. This period should allow sufficient time in advance of Census Day to plan and carry out

promotional activities geared toward encouraging cooperation at the beginning of the enumeration period. Since the census is not taken in one day, the activities of the committee should continue for most of the collection process, with the peak impact of the committee targeted towards April 1, 1990.

(d) **Appointing a Government Liaison With the Committee**

The highest-elected official may wish to name a staff member of the government to serve as a liaison between the Regional Census Center and the committee and perform administrative functions such as meeting logistics, typing, filing, mailing, and so forth.

(e) **Forming Subcommittees**

The chairperson may wish to divide the members of the committee into subcommittees based on the activities that the committee plans to undertake. As an example, a subcommittee might be established to oversee the printing and distribution of posters and flyers to be used throughout the community. A second subcommittee might be responsible for the preparation of pro bono public service announcements featuring local celebrities and officials for use on radio and television. A third subcommittee might want to use direct mail, the news media, special events, and special speakers to help promote the census.

(f) **Announcing the Formation of the Committee**

We strongly suggest that you publicize your effort to support the census. We have provided a sample press release that can be used in announcing the formation of the Complete Count Committee to the public. Spaces have been left blank in which the community's name, the highest-elected official's name, and the names of the committee members can be inserted. This is simply a suggested format.

(g) **Reporting**

We would appreciate receiving documentation of the activities of your Complete Count Committee for use in evaluating the success of the program. News clippings, texts of speeches, copies of promotional materials developed, and activity calendars are all examples of items that can be used in the documentation. A copy of any final report might also be forwarded by the local government to the Regional Census Center (RCC) (See appendix B) as its contribution to our

evaluation of the Complete Count Committee Program. The RCCs have responsibility for implementing the collection and promotion activities at the local level.

3. Suggested Meeting Schedule and Agendas

(a) **Committee Formation Meeting, February 1989**

- Highest-elected official confers with staff and other leaders regarding Complete Count Committee objectives, functions, and types of activities to be undertaken.
- Discusses the total membership of the Committee.
- Considers names of prospective members making sure the committee membership represents a broad cross section of the community.
- Highest-elected official names committee chairperson.
- Highest-elected official or representative sends a letter of appointment to each committee member.
- Suggests topics for initial meeting.
- Sets date and place for the initial meeting (April 1, 1989).
- Chairperson notifies all members by letter, stating the time and date of organization and planning meeting.

(b) **Organization and Plan of Action Meeting(s), April 1989**

- Issue press release on the formation of the committee.
- Arrange photo opportunity for the Complete Count Committee.
- Announce welcome by highest-elected official or representative.
- Have a briefing on committee objectives, functions, and types of activities to be undertaken by the chairperson.
- Select and name committee secretary to maintain records, notes of proceedings, and other documentation.
- Answer questions and ask for suggestions about committee tasks, duties, procedures, and so forth, from committee members.
- Request preliminary, on-the-spot commitments from members on kinds of assignments they will undertake within overall guidelines.

- Develop a plan of action, including timetable and task assignments (for Precensus, Census Week, and post-Census Day activities), based on recommended committee activities and new ideas that the members present.
 - Schedule date for regular meetings.
 - Suggest additional names of prospective members.
 - Other business.
- (c) Regularly Scheduled 1989 Meeting(s)—Status Report
- Reports on assigned tasks accomplished.
 - Reports on tasks remaining until Census Day.
 - Reports on precensus assignments (including plans for "Census Week").
 - Sets time and agenda for next meeting.
 - Provides written status reports on a quarterly basis.
- (d) January 1990 Status Report
NOTE: Beginning January 1990, Complete Count Committees should meet at least monthly.
- Reports on assigned tasks accomplished.
 - Reports on tasks remaining until Census Week.
 - Reports on precensus assignments (including plans for "Census Week").
 - Reviews and finalizes postcensus "There's Still Time" activities.
 - Sets time and agenda for February meeting.
- (e) February 1990 Status Report
- Reports on precensus efforts and results.
 - Reviews Census Week plans.
 - Reports on postcensus plan.
 - Sets time and agenda for March 1990.
 - Plans made for the highest-elected official to issue a proclamation in support of the census.
- (f) March 1990 Status Report
- Reports on census activities.
 - Reviews of plans for postcensus activities.
 - Sets time and agenda for April meeting.
- (g) April 1990 Status Report
- Reports on remaining postcensus plans.
 - Sets time and agenda for May meeting.
- (h) May 1990 Status Report
- Reports on postcensus efforts and results.
 - Discusses preliminary draft of committee's evaluation and recommendations on the Complete Count Program.
- (i) June 1990 Final Meeting
- Presents final committee report on the Complete Count Program.
 - Acknowledges members of the committee for their participation, support, and assistance.
4. Recommended Complete Count Committee Activities
- These are just a few examples of the many supportive outreach and publicity activities which the committee could undertake to best complement the national promotion effort. Of course, committees are encouraged to include their own ideas. To implement many of these activities successfully, the committee will need a local source of funding or donated materials and services. Obtaining these types of commitments for funds, materials, and services should be a first priority of the committee and its members.
- (a) Precensus Activities Now—03/22/90
- Media
- Arrange media conference announcing formation of a Complete Count Committee.
 - Organize a preview of public service announcements distributed by the Ad Council and Census Bureau for local radio, television, cable television, and newspaper managers and encourage their use in prime time by local outlets (January 1990).
 - Develop, produce, and distribute public service announcements using influential and popular local personalities.
 - Have a ceremonial kick-off (March 21 or 22, 1990) to publicize the mailout of questionnaires.
 - Call periodic press conferences for the highest-elected official or other influential community leaders to talk about the importance of the census. Identify other high

visibility public forums and have the speaker(s) include a census message.

- Arrange with tribal and/or local newspapers and publications to feature tribal community leaders promoting participation in the census.
- Arrange for appearances on talk shows to discuss subjects such as confidentiality of the individual's responses to the census and benefits of the data to the community. If you wish, ask for a local Census Bureau representative to accompany you.
- Issue periodic press releases on the importance of the census.

Community

- Include motivational flyer and articles on the importance of the census to the community in mailings to constituents.
- Distribute motivational flyer through public assistance offices or paychecks and utility bills.
- Write letters to school districts encouraging the use of the Census Education Project in classrooms. Arrange to reproduce extra materials for those school districts or selected schools in areas where enumeration might be difficult.
- Arrange to have census awareness materials translated into other languages, as needed.
- Promote the census to and through tribal government agencies and employees (for example, food distribution programs).
- Schedule and promote special joint activities, such as tribal health fairs, at which messages concerning the census can be presented.
- Write to local churches, other religious organizations, and ministerial alliances encouraging the support and use of Religious Organizations Project materials.
- Meet with tenant organization presidents. Provide materials and solicit their commitment to distribute materials to their tenants.
- Identify homeless shelter providers to promote complete count of the homeless population.
- Arrange with local businesses to use postage meters to stamp the census logo on all outgoing mail.
- Promote the census through local Bureau of Indian Affairs offices and Indian Health Service facilities to employees.
- Arrange to have census banners, posters,

and so forth, displayed on government vehicles, except police.

- Arrange to have motivational flyer distributed with business and local government paychecks.

(b) Census Week

03/23/90—03/31/90

Media

- Schedule a press conference for highest-elected official to announce the mailing of questionnaires and encourage their return (03/23/90). (As part of the press conference, show the highest elected official mailing the completed questionnaire.) Identify other media opportunities to encourage the return of the questionnaire—including talk shows.
- Develop, produce, distribute, and encourage the use of public service announcements urging the return of the questionnaire. Use local personalities.
- Have local television weather personalities urge the return of the questionnaire during newscasts.

Community

- Include materials encouraging the mail return of the questionnaire in all correspondence to local government constituents, where appropriate.
- Have materials encouraging questionnaire return distributed at all government offices that have public contact—public assistance, motor vehicle, employment, and so forth.
- Include materials encouraging return of the questionnaire in utility bills and local government and/or business paychecks.
- Encourage tenant association presidents to organize a telephone campaign to call their tenants urging return of the questionnaire.
- Have tenant association presidents arrange to distribute material encouraging return of the questionnaire.
- Reproduce and make available Language Assistance Guides at government offices providing services to limited or non-English speaking persons.
- Encourage churches, other religious organizations, and ministerial alliances to use the Census Week Religious Organizations Project materials.

(c) **There's Still Time to Mail Your Questionnaire**

04/01/90—04/25/90

Media

- Schedule press conference for highest-elected official to announce there is still time to send in the questionnaire 04/02/90.
- Schedule and/or piggyback other media opportunities to say there is still time to mail questionnaires, including talk shows.
- Develop, produce, distribute, and urge the use of public service announcements saying there is still time; use local personalities.

Community

- Include "There's Still Time" flyer and/or other materials in Council or other communications with constituents.
- Distribute "There's Still Time" flyer at all government offices that have public contact-public assistance, motor vehicle, employment, and so forth.
- Include flyer and/or other "There's Still Time" materials in utility bills and paychecks.
- Follow up with tenant organization presidents to ensure distribution of the "There's Still Time" flyer.
- Continue to make available Language Assistance Guides at government offices providing services to limited or non-English speaking persons.

(d) **Nonresponse Follow-up** 04/26/90—06/06/90

Media

- Schedule press conference for highest-elected official to alert community that enumerators will be visiting homes, show how enumerators can be identified, and encourage cooperation.
- Schedule and/or piggyback other media opportunities to alert, identify, and encourage cooperation.

Community

- Distribute flyers identifying enumerators at all government offices with public contact-public assistance, motor vehicle, employment, and so forth.
- Follow up with tenant association presidents and/or committee to ensure distribution of follow-up flyers.

- Include appropriate materials in Council and other communications with constituents.

- Include flyer with utility bills and public assistance, local government, and business paychecks.

(e) **Were You Counted** 06/07/90—06/30/90

Media

- Schedule press conference for highest-elected official to announce the final push for a complete count and publicize the "Were You Counted" form and telephone assistance number.
- Schedule and/or piggyback other media opportunities.

Community

- Follow up with tenant association presidents to ensure distribution of "Were You Counted" forms.

B. Government Employee Initiative

Government employees located throughout the community can be a significant force in census promotion. Thus, the goal of this initiative is to make government employees "census smart" by suggesting a series of awareness activities that governments can implement for their employees.

1. Precensus Activities Now—03/22/90

- (a) Place census posters encouraging employees to be counted in all government offices.
- (b) Place bumper stickers on government vehicles, except police, showing "Census Day April 1."
- (c) Begin (October 1989) distributing "all employee" memoranda on the importance of the census.

2. Census Week 03/23/90—03/31/90

- (a) Include message urging the return of the questionnaire in employee paychecks.
- (b) Send all employees a memorandum reiterating the importance of the census to the community and urging questionnaire return. Include information about assistance centers and assistance numbers, as appropriate.

3. There's Still Time **04/01/90—04/25/90**

- (a) Distribute "There's Still Time" flyer to all employees.
- (b) Distribute to all employees a memorandum saying "There's Still Time."
- (c) Include "There's Still Time" message and/or flyer with paychecks.
- (d) Messages should include location of assistance centers, as appropriate.

4. Nonresponse Followup **04/26/90—06/06/90**

- (a) Distribute enumerator identification flyer.
- (b) Distribute cooperation with enumerator memo to all employees.
- (c) Distribute messages in paychecks urging cooperation with enumerators.

5. Were You Counted? **06/07/90—06/30/90**

- (a) Distribute a memorandum to all employees urging them to complete a "Were You Counted?" form if they have not been counted.

C. Promotional Mix

This is a medley of stand-alone activities from which governments can select to implement individually or in some combination.

1. Precensus Activities **Now—03/22/90**

- (a) Call periodic press conferences and use other public forum opportunities to talk about the importance of the census.
- (b) Include awareness materials in utility bills sent to each housing unit.
- (c) Issue periodic press releases on the importance of the census.
- (d) Include flyers depicting the six reasons to be counted and articles on the importance of the census to the community in Council and other newsletters or mailings to constituents.
- (e) Encourage school districts to use the census teaching materials in the classroom (04/89).

- (f) Arrange to reproduce those materials for school districts or selected schools in areas where enumeration might be difficult (10/89).

- (g) Meet with tenant association presidents. Provide materials and solicit their commitment to distribute materials to their tenants during each phase of the census (10/89).

- (h) Distribute flyers and/or information through public assistance offices and paychecks.

- (i) Organize a speakers bureau and provide interested community groups and organizations with speakers on the census.

- (j) Sponsor a census questionnaire workshop to familiarize key community leaders with the form.

- (k) Translate outreach materials into non-English languages in communities where it is needed.

- (l) Sponsor a "Run for the Census" on March 21 or 22, 1990. Use the event to publicize mailing of the questionnaires.

2. Census Week **03/23/90—03/31/90**

- (a) Schedule press conference to announce the mailing of questionnaires and encourage their return (03/23).

- (b) Use other media opportunities to encourage questionnaire return.

- (c) Include materials encouraging mail return of the questionnaire in all correspondence with constituents.

- (d) Distribute flyers encouraging questionnaire return at all government offices that have public contacts—public assistance, motor vehicle, employment, and so forth.

- (e) Encourage each tenant association to organize a telephone campaign to call their tenants urging return of the questionnaire.

- (f) Include materials encouraging return of questionnaire with utility bills.

- (g) Have sound trucks travel through various neighborhoods urging return of the questionnaire.

- (h) Reproduce and make available Language Assistance Guides at government offices providing services to limited or non-English-speaking clients.

3. There's Still Time 04/01/90—04/25/90

- (a) Schedule a press conference to announce that there is still time to mail the questionnaire (04/02).
- (b) Use other media opportunities to say "There's Still Time."
- (c) Include "There's Still Time" flyers and other materials in Council newsletters and other communications with constituents.
- (d) Distribute "There's Still Time" flyers at all government offices that have public contact—public assistance, motor vehicle, employment, and so forth.
- (e) Have tenant associations distribute the appropriate flyer.
- (f) Reproduce and make available Language Assistance Guides at government offices providing services to limited or non-English-speaking clients.
- (g) Include materials saying "There's Still Time" with utility bills.

4. Nonresponse Follow-up 04/26/90—06/06/90

- (a) Schedule a press conference to alert communities that enumerators will be visiting homes, show how enumerators can be identified, and encourage cooperation (04/26).
- (b) Use other media opportunities to alert, identify, and encourage cooperation with enumerators.
- (c) Include appropriate materials in Council newsletters and other communication with constituents.
- (d) Distribute flyers identifying enumerators at all government offices with public contact—public assistance, motor vehicle, employment, and so forth.
- (e) Have tenant associations distribute the appropriate flyer.
- (f) Include information on census enumerator visits in utility bill.
- (g) Include information on census enumerators with public assistance checks.

5. Were You Counted 06/07/90—06/30/90

- (a) Schedule a press conference to announce final push for a complete count and publicize the Were You Counted form (06/07/90). Publicize the telephone assistance number.
- (b) Use other media opportunities to announce the final push and publicize the form.

Chapter III. Promoting the Count

A. A Phased Approach

The purpose of the promotion program is to support the data collection process by making community members aware of and responsive to their roles in the census at various times during the collection process. This will be accomplished by delivering appropriate, timely messages through a variety of cooperative activities and channels. Some of these will be implemented independently by the Census Bureau (See chapter III, section B). Others will be implemented by the Census Bureau with or through religious organizations, schools, news media, government, community-based organizations, and so forth. Still others will be implemented independently by governments. To be most effective, all activities should be designed to coincide with collection goals. Thus, the promotion program is divided into five phases:

Phase 1. Precensus Activities Now—03/22/90

During this time period, we will concentrate on educating communities about the benefits of the census, when census day is, and when to expect the arrival of the questionnaires.

Phase 2. Census Week 03/23/90—03/31/90

This is the time period to encourage people to fill out the questionnaire and mail it back and to provide assistance for those who need help filling out their form.

Phase 3. There's Still Time 04/01/90—04/25/90

This time period will be used to continue promoting the mail return of the questionnaire. The message will inform people that there is still time to fill out the questionnaire and mail it in.

Phase 4. Nonresponse Follow-up 04/26/90—06/06/90

During this time period, we will alert the public that census interviewers will be in their neighborhood. We hope to promote cooperation with the

interviewers by explaining the importance of the census and describing how the interviewers may be identified.

Phase 5. Were You Counted 06/07/90—06/30/90

This is the final promotion effort to count community members who might have been missed.

B. Census Bureau Promotion Projects

Some of the projects the Census Bureau will implement to promote awareness and responsiveness and their respective outreach phases as described above follow:

1. Advertising Campaign (All Phases)

The Advertising Council will develop a series of public service announcements (PSAs) designed to convince the public to participate in the census. It will distribute these for use by the Nation's mass media. In addition, the PSAs will be prepared for use on billboards, transit advertising cards, and posters.

2. Census Education Project (Phase 1)

The objective of the Census Education Project is to develop an understanding and appreciation of the census and its importance among teachers, students, and their parents through the development of census-related instructional materials that teachers can use and reuse. These materials, which are suitable for grades K-12, will be distributed to all the Nation's schools.

3. Early Alert Mailout (Phase 1)

Approximately 1 week before the questionnaires are mailed to households, the Census Bureau will send a multilingual flyer to households in those areas research indicates will be difficult to count (for example, highly concentrated urbanized areas), or have significant populations whose primary language is other than English. The flyer will contain messages in English, Spanish, Chinese, Vietnamese, and Korean. It will also contain 800 numbers for assistance in these and other non-English languages.

4. Religious Organizations Project (All Phases)

The objective of this project is to tap into the outreach capabilities of religious organizations. We will provide promotional messages for use by religious organizations during the census process. In addition, religious organizations in those areas we expect to be difficult to enumerate will be included as part of the Census Awareness and Products Program (CAPP) and asked to become more involved.

5. Census Awareness and Products Program (All Phases)

This program is designed for those areas and populations we expect to have difficulty counting. Broadly speaking, the goals of the CAPP are to:

- (a) Identify those areas and populations that will be difficult to count.
- (b) Identify organizations and individuals that have access to, credibility with, and knowledge of those populations.
- (c) Work through those organizations and individuals to encourage participation in the census.

Organizations will be asked to distribute census awareness and recruitment materials among their constituents, make presentations on the census, and provide free space for taking the census employment test and as places where the public can get help in answering the census questions.

6. Motivational Insert (Phase 2)

Each census questionnaire package will contain a motivational insert that documents reasons for answering the census. Our goal is to provide motivational information to the respondent at a critical time—when the envelope containing the questionnaire is opened.

7. Congressional Outreach (All Phases)

The 535 members of Congress represent an extremely important communications network. They have contact with thousands of community leaders, members of the media, and individual constituents each month. Thus, the objective of Congressional outreach is to gain their assistance in educating their constituents about the census through communications channels available to them. The Census Bureau will provide press kits, sample newspaper columns, speeches, and other media material for House members and Senators to use.

8. Mail Reminder Cards (Phase 2)

On March 30, 1990, postcards will be mailed to all households to remind residents to fill in the questionnaire and mail it back.

9. Tribal and Alaska Native Village Liaison Program (All Phases)

Recognizing the unique situations and conditions encountered in the enumeration of American Indian and Alaska Native communities, the Census Bureau has invited each American Indian tribal government and Alaska Native village to designate a liaison to work with the Census Bureau in achieving an accurate count. The Census Bureau will provide resource materials and training workshops designed to provide the liaison with the materials and information necessary for the liaison to assist in promoting census awareness in the tribal and/or village communities.

10. Urban Update/Leave

The Census Bureau will identify large public housing complexes across the Nation, hire residents of those complexes to conduct outreach efforts prior to delivery of the questionnaire, and then to hand deliver the questionnaire and provide assistance in completing it, as appropriate.

11. National Services Program

This program involves participation in annual conferences and other meetings of national minority organizations to distribute census information, conduct workshops, and meet with local chapter leadership about the importance of a complete count.

Chapter IV. How the Census Counts

A. Collecting the Data

The data collection, compilation, and tabulation processes consist of many varied, complex, and interrelated operations. This section provides a broad description of the major operations.

The 1990 data collection process can be divided into three major phases:

1. Compiling and updating address lists
(January 1988—March 1990)
2. Collecting the data
(March 1990—September 1990)
3. Processing the data
(April 1990—September 1993)

B. Compiling and Updating Address Lists

We will enumerate most of the country using a mail-out/mail-back census; this is called the mail census. To conduct a mail census, we must have a list of the mailing addresses before Census Day for all housing units in the mail census area.

We will use two basic methods to develop the precensus address lists:

1. In 1988, we will develop lists of addresses ("1988 prelist") in rural and suburban areas where the physical location description is the same as the address used by the post office to deliver mail. Many of the housing units in these areas have house number street name addresses, such as "101 Main Street." In developing the list of addresses, census enumerators list the mailing address of each housing unit and the number of the census geographic block where it is located, in an address register and put a spot on a map to show its location.

Once the list is compiled, the post office checks the list and reports any missing residential addresses, duplicate addresses, and addresses that are undeliverable. It also corrects the mailing addresses

as appropriate. This operation is called the Advance Post Office Check (APOC). Enumerators will visit the addresses to verify the information reported by the post office and update the address list accordingly. This operation is called APOC Reconciliation. The list is checked once again by the post office before the census forms are delivered. This operation is called the Casing/Time-of-Delivery (TOD) postal check.

1988 Prelist	June 1988 to December 1988
APOC	February and May 1989
APOC Reconciliation	June to September 1989
Casing/TOD	
postal checks	March 1990
Mailout	March 1990

2. Also in 1988, we purchased computerized address lists for urbanized areas from mailing list vendors. These lists are called **Tape Address Register (TAR)** areas. We will assign each address to a census geographic block using computers. The post office will check the address list in an APOC. Then census enumerators will visit every address to verify the completeness and accuracy of the lists and update them accordingly; this operation is called Precanvass. The Casing/TOD postal check also will be conducted in TAR areas.

APOC	September 1988
Precanvass	May and June 1989
Casing/TOD	
postal check	March 1990
Mailout	March 1990

The housing unit counts will be compiled for the TAR and 1988 prelist areas and sent to the local officials for review. Local officials are requested to review these counts against the estimate of housing units produced from local records such as utility hook-ups, property tax records, and so forth to identify areas where there is a discrepancy with the census housing unit counts. This operation is called the precensus local review.

Local officials will have 45 days to complete their review and report discrepant areas to the local Census Bureau office. Census enumerators will recanvass these areas and update the address list as appropriate.

Mailout of precensus local review counts	November 1989
Local officials report results of review	December 1989
Precensus local review recanvass	January 1990

In 1989, we will conduct a prelist in rural areas where the mailing address usually does not describe the physical location of the housing unit and housing units have mailing addresses with postal box and rural route numbers, for example, "Box 22, Route 3." As in the 1988 Prelist, census enumerators will list the mailing addresses in an address register and spot the location of each housing unit on a map. These areas are not included in the precensus local review.

1989 Prelist October and November 1989

C. Field Collection Activities

Questionnaires are to be delivered to all housing units in March 1990. We will instruct households to complete the questionnaires as of April 1 and return them by mail or hold for enumerators to pick up in conventional collection areas (see below).

We will use three basic data collection methods to take the census:

1. We will use the **mail-out/mail-back** method in cities, towns, suburban areas, and rural areas where we expect to have good mailing addresses. These are the TAR and 1988 prelist areas. The U.S. Postal Service will deliver the questionnaires to housing units on March 23, 1990 and we ask respondents to return them by mail. We will enumerate about 88 million housing units by the mail-out/mail-back method.
2. We will use the **update/leave/mail-back** method mainly in rural areas where the postal addresses do not describe the physical locations of the housing units. These are the 1989 prelist areas. Enumerators will canvass the areas and visit the housing units during the month of March 1990. They will deliver a census questionnaire at each housing unit and ask the respondent to return their form by mail. The enumerators will also add any housing unit that is not on the list and leave a questionnaire at each one. We will enumerate about 11 million housing units, mainly in the South, by the update/leave method. This method will also be used in some large urban public housing projects.

3. We will use the **list/enumerate** method (formerly called conventional or door-to-door enumeration) in very remote and sparsely settled areas; most American Indian reservations and Alaska Native villages will be enumerated by this method. In these areas, the post office will deliver undressed mailing pieces (Advance Census Reports) and the forms will be picked up by census enumerators. Starting on March 26, 1990, the enumerators will canvass the areas and list the address of each housing unit and spot it on a map. As they canvass the area, the enumerators will visit each housing unit and pick up the completed census questionnaire. If there is no completed questionnaire, the enumerator will conduct an interview during the visit and complete a questionnaire for the housing unit. We will enumerate about 6 to 7 million housing units, mainly in the West, Northeast, and Alaska by the list/enumerate method.

Approximately 4-5 weeks after the questionnaires are delivered, Census Bureau enumerators will visit each household in the mail-out/mail-back and update/leave/mail-back areas that did not return a questionnaire to obtain the information by personal or telephone interview. This nonresponse follow-up activity will last 5 to 6 weeks.

Questionnaires will be computer or clerically edited for content and coverage at one of approximately 480 local Census offices or at one of the seven processing offices. The Census Bureau will conduct telephone and field follow-ups to repair questionnaires that are not adequately filled out or questionnaires on which there may be a question regarding who should be included. The questionnaires will then be photographed by a microfilm camera. The microfilmed responses will be converted to computer-readable form. After these activities are completed, we will compute local housing unit counts and send these to the highest-elected local officials for postcensus local review. Local officials will have 15 days to review the counts and report any problems to the Census Bureau. After recanvassing the discrepant areas, the local census offices will close.

Data collection, editing, and entering responses into the computer occur concurrently.

D. Processing the Census and Producing Counts and Tabulations

Local census offices open	March 1989—November 1990
Update/leave	March 1990
Postal delivery of census questionnaire	March 1990

List/enumerate	March 1990
Nonresponse follow up	April—June 1990
Edit and edit follow up	March—July 1990
"Were You Counted?"	June 1990
Data capture	March—October 1990
Mailout of postcensus local review counts	August and September 1990
Postcensus local review recanvass	September 1990
Local census offices close	August—October 1990

E. Size and Scope of the 1990 Census

- 250 million people, 106 million housing units.

- \$2.6 billion for the 10-year program, over \$1 billion in 1990 alone.
- Recruit and test 1.6 million people.
- Will hire about 470,000 people; about 300,000 working at census peak.
- 480 field offices, 13 Regional Census Centers, 7 Processing Offices.
- Over 100 million questionnaire packages printed.
- Expect over 70 million mail returns within 3 weeks of Census Day.
- Using 600 minicomputers in 469 temporary offices; must set up, use, and dismantle in 1 Year.

Appendix A. Committee Formation Press Release

FOR IMMEDIATE RELEASE

MAYOR or TRIBAL CHAIRMAN (or other title) _____ (Name) APPOINTS _____ (Number) RESIDENTS TO SERVE ON 1990 CENSUS COMPLETE COUNT COMMITTEE FOR _____ (Community or Tribe Name).

In an effort to encourage everyone to be counted in the 1990 census, Mayor or Tribal Chairman (or other title) _____ (Name) has appointed a special Complete Count Committee made up of _____ (Number) residents (or members).

Chairperson (or co-chairpersons) of the committee is (are) _____ (Name) and _____ (Name). (Identify each in a sentence here.)

"The success of the 1990 census count in _____ (Community or Tribe Name) is vitally important," Mayor or Tribal Chairman _____ (Name) said. "Not only does our community's political representation in the U.S. Congress and in the State legislature rest on census population totals, but large amounts of Federal and State funds are returned to _____ (Community or Tribe Name) each year based on census statistics. If everyone is not counted, it means our community may be shortchanged and we will not receive our fair share of these funds."

Mayor or Tribal Chairman (or other title) _____ (Name) said the Complete Count Committee will undertake an intensive public education campaign to inform all residents about the importance of cooperating with the census. Census questionnaires will be delivered to each household on Friday, March 23, 1990. Householders are requested to answer the census questions and mail them back in the enclosed preaddressed envelopes by Sunday, April 1. If a preaddressed envelope is not provided, householders are asked to complete the questionnaire and hold it until a census worker visits to pick it up.

_____, chairperson(s) of the committee, said their members will be making speeches on behalf of the census before community organizations, distributing census flyers and posters to residents and groups, and generally endorsing public cooperation with the census at every opportunity.

Members of the Complete Count Committee represent a broad cross section of the community, _____ (Chairperson(s)) said. Others appointed to serve on the committee are:

(List names and affiliations of all members.)

The committee will remain active until _____ (Date). Monthly (or other frequency) meetings will be held to plan the committee's activities.

Temporary offices for the committee have been established in _____ (Location or address). Community organizations and individuals interested in cooperating with the committee are invited to contact _____ (Name of contact) at _____ (Telephone number).

APPLICATION FOR LICENSE

4141 Douglas Drive, Crystal, Minnesota 55422

HONORABLE CITY COUNCIL
CRYSTAL, MINNESOTA

GENTLEMEN:

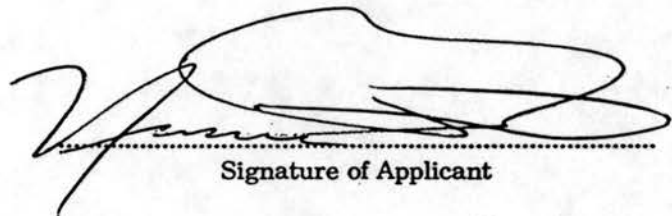
I

WE NORMAN BURLING dba
Burlings Tally Ho Restaurant
5216 West Broadway
Crystal, Minnesota 55429Fee, \$ 522.50New X RenewalTelephone W-535-1411
H-535-3026 7enclose the sum of FIVE HUNDRED TWENTY-TWO and 50/100 - - - - - DOLLARS
to the City of Crystal as required by the Ordinances of said City and have complied with all the
requirements of said Ordinances necessary for obtaining this License:

NOW, THEREFORE, I

NORMAN BURLING, dba Burlings Tally Ho Restaur^{ant} hereby make application to
operate a tavern at 5216 West Broadwayfor the period 4-1-89 through 6-30-89 subject to all
conditions and provisions of said Ordinance.

City Use Only



Signature of Applicant

ORIGINAL--To Payer DUPLICATE--To Clerk

OFFICIAL RECEIPT

City of Crystal

No. 44803

Date 3/15 1989

Received of Norm Burling

One thousand five hundred fifty-five and 68/100 DOLLARS \$ 1,555.68

For On Sale, 3.2 Tavern & Sunday Liquor

4-1-89 through 6-30-89

FD	ACCT.	SUB.	AMOUNT	FD	ACCT.	SUB.	AMOUNT
				3516			1,555.68

JG
CLERK

ORIGINAL--To Payer DUPLICATE--To Clerk

OFFICIAL RECEIPT

City of Crystal

No. 44754

Date 3-9 1989

Received of N. Burling

Two Hundred and 00/100 DOLLARS \$ 200.00

For Investigation - On-Sale Liquor license

(Tally Ho Cafe)

FD	ACCT.	SUB.	AMOUNT	FD	ACCT.	SUB.	AMOUNT
				3516			200.00

D. George
CLERK

1555.68 *
 1375.02 +
 50.01 +
 132.65 +
 1555.68 *

50.01 +
 16.67 +
 16.67 +
 50.01 +

130.65 +
 43.55 +
 43.55 +
 43.55 +

1375.02 +
 1375.02 +
 458.34 +
 458.34 +
 458.34 +

0. A

APPLICATION FOR INTOXICATING LIQUOR LICENSE

This form was prepared by the Minnesota Bureau of Criminal Apprehension, Department of Public Safety, pursuant to Minnesota Statutes, 1976, Section 340.13, for purposes of background investigation. It does not supercede any laws, rules or regulations of the Division of Liquor Control regarding the issuance of liquor licenses. Failure to provide information requested may result in denial of the application.

BURLINGS TALLY HO RESTAURANT 2-28-89
trade name date of application

Full Year
licensing period

1. Type of Application: ☒ New ☐ Renewal ☐ Transfer

2. Norman G. Burling 535-3026
name of applicant phone

3. 5631 Rhode Island No. Crystal MN
home address city state

4. 5-16-46 Minneapolis
date of birth place of birth

5. 5216 W. Broadway, Crystal, MN
address of business location

6. Restaurant
legal description

7. List owners of building or premise to be licensed:
Norman G. Burling

8. N/A
corporate or partnership title

9. N/A
corporate or partnership address

10. List all partners, officers or directors, if corporation:

name	address	date of birth
<u>N/A</u>		

11. If this is a transfer application give name, address, of persons, partnership or corporation holding license for the past year.

N/A

12. Who owns the tavern fixtures? Norman G. Burling

13. What vending or mechanical amusement device company has or will have machines on the licensed premise?

Bill's Vending - Cigarette Machine

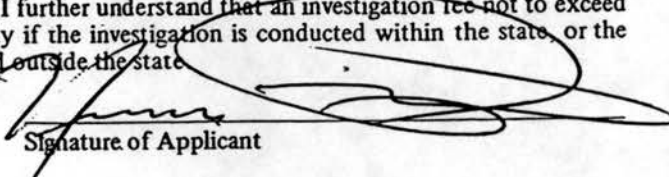
14. Are you a Minnesota resident? ☒ Yes ☐ No Birth Present
from to

If not, where resident: _____ dates of residency

15. Have you ever been convicted of violating Federal, State or Local liquor laws and/or regulations? ☐ Yes ☒ No

If yes explain fully on separate sheet of paper.

16. Applicant, and his associates in this application, will strictly comply with all the Laws of the State of Minnesota governing the taxation and the sale of intoxicating liquor; rules and regulations promulgated by the Liquor Control Commissioner; and all ordinances of the municipality; and I hereby certify that I have read the foregoing questions and that the answers to said questions are true of my own knowledge. I further understand that an investigation fee not to exceed \$500.00 shall be charged an applicant by the city or county if the investigation is conducted within the state, or the cost not to exceed \$10,000.00 if the investigation is required outside the state.


Signature of Applicant

Subscribed and sworn to before me this

15th day of March 1989

Janice R. Scofield
(notary public)

My commission expires May 26, 1990



CITY OF CRYSTAL

4141 Douglas Drive North
Crystal, Minnesota 55422
537-8421

APPLICATION FOR ON-SALE INTOXICATING LIQUOR LICENSE

The Bond Shall be Submitted in Duplicate

In answering the following questions "APPLICANTS" shall be governed as follows: For a Corporation two officers shall execute this application for all officers, directors, and stockholders. For a Partnership, one of the "APPLICANTS" shall execute this application for all members of the partnership, but all partners must sign. If additional space is required, use a separate sheet of paper, indicating by number the question answered. MUST fill out each question with an answer or an "n/a" if not applicable.

Every Question Must be Answered in Ink or on Typewriter

This is to certify that the applicant named
herein is a duly qualified voter and
REGISTERED

Date _____

By: _____

Registration Bureau

TO THE HONORABLE CITY COUNCIL,
GENTLEMEN:

Business Phone: 535-1411
Home Phone: 535-3026

1. I, NORM BURLING, as Individual Owner for and in behalf of
(Name of person making application) (Individual owner, officer or partner)
Myself hereby apply for an on-sale Intoxicating Liquor and Non-
(myself, names of partners, name of corporation)
Intoxicating Malt Liquor to be located at 5216 W. Broadway; Legal Description of premises
(street address and/or block number)
to be used for the sale of such liquors: Full Liquors
Municipality of Crystal, County of Hennepin, State of Minnesota, in accordance with the provisions of Minne-
sota Statutes, Chapter 340, commencing _____, 19____, and ending _____, 19____

2. If a partnership, state name and address of each member of partnership, including silent partners.

N/A

NAME

ADDRESS

NAME

ADDRESS

IF THIS APPLICATION IS FOR A CORPORATION, INCLUDE A CERTI-
FIED COPY OF THE ARTICLES OF INCORPORATION AND BY-LAWS.
If this application is for a renewal of license and changes have been
made in the Articles of Incorporation and By-Laws since the last issue
of License, enclose a certified copy of the Amended Articles of Incor-
poration and By-Laws.

3. If a corporation, date of incorporation _____; State in which incorporated _____;
States in which licensed to do business _____ amount of authorized capitalization _____;
amount of paid in capital _____. If a subsidiary of any other corporation, so state _____
_____. Is corporation organized for profit or not? _____. Purpose of corporation _____
_____. Name and address of all officers, directors and stockholders and number
of shares held by each:

NAME

ADDRESS

SHARES HELD

NAME

ADDRESS

SHARES HELD

NAME

ADDRESS

SHARES HELD

If incorporated under the laws of another state, is corporation authorized to do business in this State?

Name of certificate of authority. _____

4. What is date, place of birth and citizenship status of applicant and manager; if partnership, each partner;
if corporation, each officer and director?

Norm Burling 5-16-46 Minneapolis Yes
NAME DATE OF BIRTH PLACE OF BIRTH CITIZEN

NAME

DATE OF BIRTH

PLACE OF BIRTH

CITIZEN

NAME

DATE OF BIRTH

PLACE OF BIRTH

CITIZEN

5. Are all of the above and their spouses registered voters in the County of Hennepin? Yes

6. If any person is naturalized, state date and place of naturalization. _____



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WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY INFORMATION PAGE

STATE FUND MUTUAL INSURANCE COMPANY

Renewal of No. 000667.104

Policy Number 000667.105

Item 1. INSURED. The Insured Mailing Address:
NORM BURLING DBA TALLY HO CAFE
5216 W BROADWAY
CRYSTAL HENNEPIN MN 55429

Agent
B H K & R INC
7825 WASHINGTON AVE SO
BLOOMINGTON MN 55435

☒ INDIVIDUAL ☐ PARTNERSHIP ☐ CORPORATION ☐ OTHER

Other workplaces not shown above:

Item 2. POLICY PERIOD. From: 01/01/89 To: 01/01/90 1201 AM STANDARD TIME AT THE INSURED'S MAILING ADDRESS

Item 3. COVERAGE.

- A. Workers Compensation Insurance:** Part One of the policy applies to the Workers Compensation Law of Minnesota.
- B. Employers Liability Insurance:** Part Two of the policy applies to work in Minnesota as listed in item 3A. The Limits of our liability under Part Two are: **Bodily Injury by Accident** \$ 100,000 each accident **Bodily Injury by Disease** \$ 500,000 policy limit **Bodily Injury by Disease** \$ 100,000 each employee
- C. Other States Insurance:** Part Three of the policy applies to the states, if any, listed here: See Endorsement WC2
- D. This policy includes these endorsements and schedules:**
WC2 WC1-1 WC4 WC13 WC220601 WC131

Item 4. PREMIUM. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
Restaurants	9079	235000	3.50	8225
Clerical Office Employees NOC	8810	15000	0.40	60
Experience Modification 0.88	9898			-994
Premium Discount	0063			-92
Expense Constant	0900			95
Tax and Assessments: 8%				584
Guaranty Fund (2%) Premium Tax (2%)				
Assigned Risk (3%) Special Compensation Fund (1%)				
Minnesota ID#: 31925				
Minimum Premium \$ 235	Deposit Premium \$ 1970	Total Estimated Annual Premium \$ 7878		

Premium Adjustment Period:
☒ Annual; ☐ Semiannual; ☐ Quarterly; ☐ Monthly

JDL6400

By 
Authorized Representative

B H K & R INC
01/05/89 ADV



CERTIFICATE OF INSURANCE

SET TAB STOPS AT ARROWS

ISSUE DATE (MM/DD/YY)

03/13/89/1h

PRODUCER

Insurance Advisors
505 Cty. Rd. #18 No. Suite 600
Plymouth, MN 55441

Blackburn, Nickels & Smith, Inc.
PO Box 367, Minnetonka, MN 55343

INSURED

Morman G. Burling DBA:
TALLY HO CAFE
5216 W. Broadway
Crystal, MN 55429

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

COMPANIES AFFORDING COVERAGE

COMPANY LETTER	A	Acceptance Indemnity Ins. Co.
COMPANY LETTER	B	
COMPANY LETTER	C	
COMPANY LETTER	D	
COMPANY LETTER	E	

COVERAGES

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIABILITY LIMITS IN THOUSANDS		
						EACH OCCURRENCE	AGGREGATE
	GENERAL LIABILITY						
	<input type="checkbox"/> COMPREHENSIVE FORM				BODILY INJURY	\$	\$
	<input type="checkbox"/> PREMISES/OPERATIONS				PROPERTY DAMAGE	\$	\$
	<input type="checkbox"/> UNDERGROUND				BI & PD COMBINED	\$	\$
	<input type="checkbox"/> EXPLOSION & COLLAPSE HAZARD						
	<input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS				PERSONAL INJURY	\$	\$
	<input type="checkbox"/> CONTRACTUAL						
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (PER PERSON)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS (PRIV. PASS.)				BODILY INJURY (PER ACCIDENT)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS (OTHER THAN PRIV. PASS.)				PROPERTY DAMAGE	\$	
	<input type="checkbox"/> HIRED AUTOS				BI & PD COMBINED	\$	
	<input type="checkbox"/> NON-OWNED AUTOS						
	EXCESS LIABILITY						
	<input type="checkbox"/> UMBRELLA FORM				BI & PD COMBINED	\$	\$
	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY		
					\$	(EACH ACCIDENT)	
					\$	(DISEASE-POLICY LIMIT)	
	OTHER						
	A Liquor Liability	IL 35 07 80	04/01/89	06/30/90		50/100/ 10	50/100/300

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Restaurant

CERTIFICATE HOLDER

City of Crystal
4141 Douglas Drive
Crystal, MN 55422

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

KNOW ALL PERSONS BY THESE PRESENTS, That _____

Norman Burling dba: Tally Ho Cafe

as principal and _____

State Surety Company

as surety are held and firmly bound

unto the MUNICIPALITY OF Crystal in the County of Hennepin

State of Minnesota, in the penal sum of \$3,000.00 (THREE THOUSAND) Dollars,
lawful money of the United States to be paid to said municipality for its benefit and for the benefit of all
persons suffering damages by reason of the breach of the conditions hereof, for which payment well and
truly to be made we bind ourselves, our heirs, successors, and legal representatives, jointly and severally,
firmly by these presents:

THE CONDITIONS OF THIS OBLIGATION ARE SUCH, That whereas said principal ha _____

been licensed, for the term of 3 months from the 1st

day of April 1989, by the Governing Body of said municipality to sell intoxicating
liquors as defined by law at retail only for consumption "ON THE PREMISES" described as follows, to-
wit:

Consecutive terms to run from 7/1 to 6/30 to comply with licensing requirements.

in said municipality, at which premises said principal control and operate a _____

Restaurant

as defined by law:

NOW THEREFORE, If said principal shall (a) obey the laws relating to such licensed business; (b) shall
pay to said municipality when due all taxes, license fees, penalties and other charges provided by law; (c)
shall, in the event of any violation of the provisions of any law relating to the retail "ON SALE" of
intoxicating liquors, forfeit this bond to said municipality; (d) shall pay to the extent of the principal
amount hereof any damages for death or injury caused by or resulting from the violation of any provisions
of law relating thereto, THIS OBLIGATION SHALL BECOME VOID; OTHERWISE IT SHALL BE
AND REMAIN OF FULL FORCE AND EFFECT.

Witness our hands and seals this 10th day of March, 1989
Signed, Sealed, and Delivered in the Presence of

Norman Burling, owner

As to principal

(Seal)


Daryl A. Caldwell, Attorney-in-fact

As to surety

(Seal)


ACKNOWLEDGMENT OF PRINCIPAL

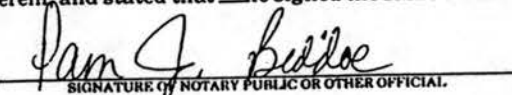
For Individual

State of Minnesota, } ss.

County of Hennepin

On this 10th day of March, 1989, before me, a notary public within
and for said county, appeared Norman Burling

to me known to be the person signing as principal herein, and stated that he signed the same of his
own free will and accord.


SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



PAM J. BEDDOE
NOTARY PUBLIC - MINNESOTA
HENNEPIN COUNTY
My commission expires 3-25-93

FOR CORPORATION

State of Minnesota, }

County of _____ ss.

On this _____ day of _____, 19____, before me appeared

_____ to me personally known, who, being duly sworn, did say that he is the _____ of the _____; that the seal affixed to the foregoing instrument is the corporate seal of said corporation; that said instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

ACKNOWLEDGMENT OF SURETY

State of Minnesota, }

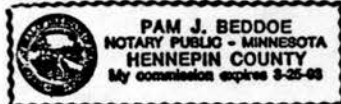
County of Hennepin ss.

On this 10th day of March, 1989, before me

personally appeared Daryl A. Caldwell to me personally known, who being duly sworn, did say that he is Attorney-in-Fact of the State Surety Company; that the seal affixed to the foregoing instrument is the corporate seal of that corporation and that said instrument was executed in behalf of the corporation by authority of its board of directors, and said Daryl A. Caldwell acknowledged said instrument to be the free act and deed of said corporation.

SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



The foregoing bond, together with the surety thereon, is hereby approved this _____ day of _____, 19____

The _____ of the Municipality of _____

Attest: _____

_____, Clerk.

By _____

State of Minnesota,

County of _____

Municipality of _____

BOND
OF

UNDER "ON SALE" LICENSE TO
SELL INTOXICATING LIQUORS AT

In Said Municipality.

Filed this _____ day of _____, 19____

_____, Clerk.

By _____ Deputy.



STATE SURETY COMPANY

Des Moines, Iowa

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, That STATE SURETY COMPANY, a Corporation organized and existing under the laws of the State of Iowa, does make, constitute and appoint

RONALD F STEINER, NORMAN F WILTS, MARYL A CALDWELL, PAM J BEDDOE, LINDA A SCHULTZ, EACH OF ST LOUIS PARK,

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto if a seal is required, bonds, undertakings, recognizances or other written obligations in the nature thereof, as follows:

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED AN AGGREGATE OF TWO HUNDRED FIFTY THOUSAND DOLLARS (\$250,000)--- FOR ANY SINGLE OBLIGATION.

REGARDLESS OF THE NUMBER OF INSTRUMENTS ISSUED FOR THE OBLIGATION, and to bind STATE SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the following provisions of the By-Laws of the company, which are now in full force and effect:

Section 1, Article II: The Chairman of the Board, the President, any Vice-President or any Assistant Vice-President, the Secretary or any Assistant Secretary or the Treasurer shall have authority to issue bonds, policies or undertakings in the name of the Company. The Chairman of the Board, the President or any Vice-President, or any Assistant Vice-President, in conjunction with the Secretary or any Assistant Secretary may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the Company to execute and deliver and to affix the seal of the Company to Bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any power of attorney granted to such person.

And the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if such bond had been duly executed and acknowledged by one of the regularly elected officers of the Company in their own proper person.

This Power of Attorney or any certificate thereof may be signed and sealed by facsimile under and by the authority granted by Section 1, Article II, Paragraph 3 of its By-Laws to wit:

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed."

It is certified by the officers signing that the foregoing is a true copy of Section I, Article II of the By-Laws of said Company, duly adopted and recorded, and is now in force.

IN WITNESS WHEREOF, STATE SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 27TH day of SEPTEMBER, 1988.

David G. Menzel
Secretary/Treasurer



STATE SURETY COMPANY

Kenneth N. Nelson
Vice President

STATE OF IOWA, COUNTY OF POLK--ss

On this 27TH day of SEPTEMBER, 1988, personally came before me, KENNETH N. NELSON, and DAVID G. MENZEL,

to me known to be the individuals and officers of the STATE SURETY COMPANY, who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



D. S. SEDREL
MY COMMISSION EXPIRES

D. S. Sedrel
Notary Public

My Commission Expires 05/26/91

CERTIFICATE

I, the undersigned, assistant secretary of the STATE SURETY COMPANY, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the provisions of the By-Laws of the company and the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

Signed and sealed at the City of Des Moines this _____ day of _____, 19____



Charles R. Ellingsworth
Assistant Secretary

40-0788

INSURANCE ADVISORS OF PLYMOUTH

City of Crystal

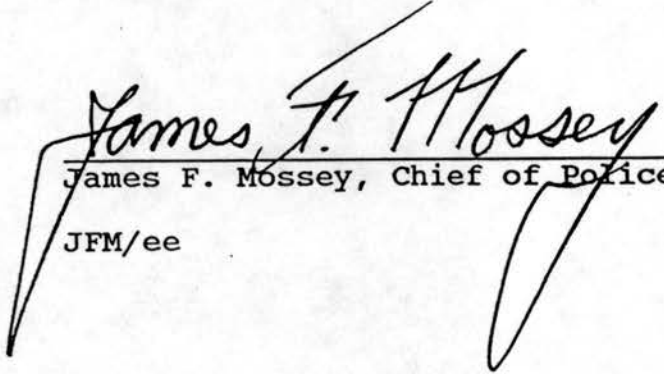
Memorandum

DATE: March 15, 1989
TO: Jerry Dulgar, City Manager
FROM: James Mossey, Chief of Police
SUBJECT: Liquor License Investigation

Attached please find a copy of the liquor license investigation we were requested to perform by the City Clerk on Mr. Norm Burling. As you can see by the memorandum from Det. McFarlane, extensive checks were performed but no problems were discovered.

I am therefore recommending that Mr. Burling be granted a liquor license by the City Council.

If you have any questions on this, please let me know.


James F. Mossey, Chief of Police

JFM/ee

CITY OF CRYSTAL
INTER-OFFICE MEMO

DATE: 3-13-89
TO: Sgt. Roger Halverson
FROM: Detective Russ McFarlane
SUBJECT: Liquor License Investigation of Mr. Norm Burling

I received Mr. Burling's Liquor License Application on 3-10-89 and initially telephoned the references listed by him. Mr. Martin Shuster and Mr. Bill Burke both told me that the applicant is a businessman of high repute. Both individuals told me that the applicant has never been involved in any type of criminal enterprise. They described him as an individual of substantial experience in the restaurant business, well suited to an endeavor of this type.

I was unable to contact the third reference listed by the applicant, Mr. Jerry Thorringner.

I also telephoned the Minnesota Liquor Control Commission and talked with Mr. Perl. He told me that there is no record of any violations or complaints of a liquor license violation under the applicant's name.

Liquor license violation convictions are maintained on record by the State of Minnesota for the past five years, while complaints of violation are maintained for the last three years. The applicant has no criminal record in the Hennepin County Jail Record, the State of Minnesota Public Safety Computerized Records or the NCIC Interstate Identification Index Computer.

The applicant listed three banking institutions in his financial disclosure accompanying the liquor license application: The Bank North at 7000 Bass Lake Road, Citizen's State Bank at 3700 West Broadway, and First Minnesota at 5440 West Broadway. I talked with Ms. Andrea C. Pearson of The Bank North, Ms. Kathleen Rossman of First Minnesota, and Mr. Mark Stang of Citizen's State Bank concerning the applicant's financial disclosure and learned that it was substantially correct as listed.

The records from the Crystal Police Department show that the restaurant operated by the applicant for the last several years is not a location requiring frequent police service.

There has been no information available in the investigation of Mr. Burling's application which would suggest he is in any way unsuitable for issuance of a liquor license.

Receipt
44754

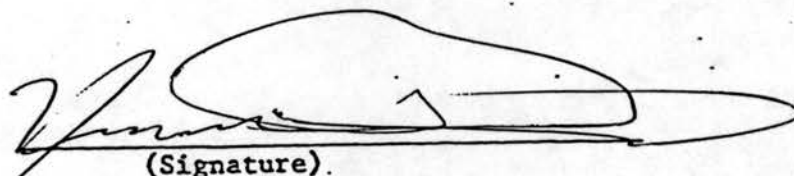
The information solicited herein pursuant to authority granted by law is necessary to complete the background and financial investigation of the applicant for a liquor license. In order that the Crystal Police Department will have adequate information to complete the investigation, it is necessary that the applicant complete all the forms in their entirety. The information solicited and the results of the investigation that follows will be used to determine whether or not the application will be denied or approved. You should be aware that willfully making a false statement or concealing a material fact in your application and required forms, may be the basis for a denial of your application.

TO WHOM IT MAY CONCERN:

This will authorize any and all credit bureaus, credit rating organizations, banks, banking institutions, or any commercial establishment or store which has information relating to the credit rating or standing of the undersigned, to make the same available in its entirety to the Police Department of the City of Crystal, and supplying the said Police Department with such information as they may require.

I have in the past used the names of _____

The signature of my spouse appended hereto gives the same consent as above.


(Signature).

Date: 3/7/89


(Spouse's Signature)

5631 Rhode Island No.
(Address)

WITNESSES:

PERSONAL STATEMENT

NOTE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are not complete and legible will not be considered. If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. PERSONAL HISTORY

Name in full (Last, first, middle)

Burling Norman G.

List all other names you have used including nicknames; if female, furnish maiden name. If you have ever legally changed your name, give date, place and court.

Birthdate (Month, day, year)

5-16-46

Place of birth

Minneapolis

Are you a U.S. citizen? (X) Yes () No Naturalized? () Yes ()
Derivative? () Yes ()

Naturalization

Place

Date

Court

Explain Derivative Citizenship



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4401 Xylon Avenue North New Hope, Minnesota 55428 Phone: 533-1521

March 6, 1989

Mr. Jerry Dulgar, City Manager
City of Crystal
4140 Douglas Drive
Crystal, MN 55422

Subject: ELATE Program
Luncheon for City Councils

Dear Jerry:

As you know, a luncheon has been scheduled for Tuesday, March 21, 1989, at 11:30 a.m. at the St. Andrews Club, Edinburgh Golf Course, Brooklyn Park. I need to know the number of city council members and department heads that will be attending.

The menu includes the following items:

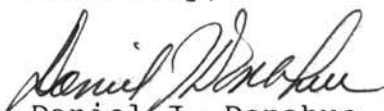
Edinburgh salad
Roast pork loin with sage
Herb roasted potato
Fresh garden vegetables
Raspberry mousse
Coffee, tea and wine

The luncheon and presentations should be wrapped up by 2:00 p.m.

Please call Jeannine Dunn or me with the number of people attending by March 16, 1989. The cost per luncheon is \$14.00, and each city will be responsible for the number of persons representing its city. If any council member or staff has special dietary needs, let us know so that arrangements can be made.

Thanks for your participation. If you have questions, please call.

Sincerely,


Daniel J. Donahue
City Manager

MJD/lb



American Red Cross

Greater Minneapolis Area Chapter
11 Dell Place at Groveland Ave.
Minneapolis, Minnesota 55403-3296
(612) 871-7676

March 8, 1989

**Swim-A-Cross
Mayors Challenge
April 19, 1989**

Dear Mayors,

This year's Swim-A-Cross is beginning with a splash. The Crystal Lions have pledged \$1000 in support of Crystal Mayor Betty Herbes. They are challenging all other area civic groups to meet or beat their donation. We will be recognizing the civic group which gives the largest donation. This is a great start.

In January I sent you the first of these group letters. Some of you faithfully read through all 5 pages of that document to find my form (Congratulations!) Many thanks for returning it to me. Those of you who haven't returned the form yet get another chance. (I'm being more concise this time!) Please do take a moment to complete the attached form.

Our pledge envelopes and posters are here. You will receive an initial supply with this letter. We are telling the public that pledge envelopes are available at city hall as well as through the Red Cross. Please make them available if anyone requests one. Also please let me know if and when you would like more pledge envelopes or posters.

We are delighted that the Crystal Lions has set the pace with their \$1000 donation. We do recognize, however, that not all civic groups will be able to compete at that level. And we want to underscore the importance of donations from individuals and businesses. Hanover was a run-a-way winner of the per capita award last year, yet the largest donation from Hanover was \$50; most donations were \$20 or less. All donations, large and small, are vitally needed and deeply appreciated.

March is Red Cross Month!

Anoka County
Branch Office
201 85th Avenue N.W.
Coon Rapids, MN 55433-6099
(612) 785-1557

Northwest Hennepin
Branch Office
7601 Kentucky Avenue N.
Brooklyn Park, MN 55428-1294
(612) 493-2256

Scott County
Branch Office
222 Lewis Street
Shakopee, MN 55379-1495
(612) 445-0155

South Hennepin
Branch Office
7145 Harriet Avenue S.
Richfield, MN 55423-3063
(612) 861-1888

An Equal Opportunity Employer



Partner with United Way

Thank you so very much for your support and good humor. Your efforts help Red Cross volunteers respond to the emergency needs of members of your community when disaster strikes. Your support helps fund classes in vital life saving skills. Your help keeps Red Cross community services strong in NW Hennepin County. Thanks.

Sincerely,

A handwritten signature in cursive script, reading "Patti Hague". The signature is written in dark ink and is positioned below the word "Sincerely,".

Patti Hague, Manager
NW Hennepin Branch

cc: City Manager
enc: pledge envelopes
posters
news release



American Red Cross

Greater Minneapolis Area Chapter
11 Dell Place at Groveland Ave.
Minneapolis, Minnesota 55403-3296
(612) 871-7676

NEWS RELEASE

For Immediate Release
March 8, 1989

Contact: Patti Hague
493-2256

1989 MAYORS CHALLENGE BEGINS WITH A SPLASH -

RED CROSS TO BENEFIT

The Crystal Lions intend to support their new Mayor Betty Herbes and the local branch of the Red Cross in a big way. The Crystal Lions will donate \$1000 to the American Red Cross in the 1989 Swim-A-Cross Challenge.

The Mayors Challenge, an annual fundraiser conducted by the NW Branch of the Red Cross, is an opportunity for friendly rivalry between the cities and civic groups of NW Hennepin. The Mayors, or their designees, swim laps to raise donations for the Red Cross. Awards are given to the city and Mayor raising the most dollars and the most dollars per capita. All funds raised support Red Cross community services -- disaster relief, CPR, first aid and water safety classes, training for babysitters and AIDS public education.

Rollie Smothers, Gambling Manager for the Crystal Lions, shared this message from the Crystal Lions: "We are pleased to support our Mayor Betty Herbes and the Red Cross. We challenge other

-more-

civic groups in NW Hennepin to meet or beat our donation. It's a good cause; we'd like to see all area civic groups get in on the competition."

Each year the Red Cross gives a certificate of recognition to the civic group making the largest donation to the Swim-A-Cross Mayors Challenge. The Crystal Lions won that recognition in 1987, but were topped by the Brooklyn Center Lions in 1988.

"It's hard to express how much we appreciate all the support we have received from the civic groups in the area over the years," said Patti Hague, Manager of the NW Hennepin Branch. "Their dedication and generosity bring to life the old Red Cross slogan - 'The Red Cross is the good neighbor. The good neighbor is you.' The donations we receive and the volunteers we rely on allow us to guarantee that emergency needs (food, clothing and shelter) are taken care of after a home is burnt or a flood or tornado strikes. They also enable us to continue teaching life saving skills - CPR, first aid, and water safety."

"We are very grateful for the generous donation from the Crystal Lions to kick off this year's Swim-A-Cross mayors Challenge" said Art Hogenson, Chair of the NW Branch of the American Red Cross. "We have a lot of fun with the Swim-A-Cross. The good humor and support of the 15 Mayors of NW Hennepin and the backing we receive from the community are essential to the success of this

Page 3

event. We hope the Crystal Lions donation will set the pace for this year's event."

The 1989 Swim-A-Cross Mayors Challenge will take place on Wednesday, April 19 at the Brooklyn Center Community Center Pool. Donations must be received by April 19 in order to be counted in the calculations which determine the winning cities and civic group. Pledge envelopes are available at your city hall and at the NW Branch Office of the Red Cross, 7601 Kentucky Ave. N. Call Patti Hague at the Red Cross at 493-2256 for more information or to have a pledge envelope sent to you.

-End-

TRANSCRIPTION OF COUNCIL DISCUSSION
REGARDING HRA
FEBRUARY 7, 1989

Mayor Herbes: The City Council to consider the appointment of a Housing and Redevelopment Authority Commission member and I would like to appoint Marty Gates to be the replacement of Mr. Schaaf and I would like to thank Mr. Schaaf for all his years of service to the City and maybe even ask if he would like to be appointed to a different commission. I feel Marty would be a real asset on the Housing and Redevelopment Authority and some of you Councilpeople already realize that I am planning or trying to, with Mr. Kennedy's help, make the Council into the HRA and start a new Economical Development Commission in the City. There's a lot of different communities in this area that are going to that. Robbinsdale is one. New Hope is thinking about it. Quite a few do have both, but I sat on this Council for six years, and there's a lot of things that I haven't been informed of and I just have a problem with that. If the City Council was the HRA, since we are liable to the voters anyway, I think it would be to our advantage. Mr. Moravec.

Councilmember Moravec: Thank you Mayor. I guess philosophically, I disagree. They are two, to me, I think and it's really the way they were originally set up by law, two separate and distinct bodies and that's why I guess when one body takes action it has to be approved by the other body. In other words, the HRA cannot really do anything on its own as far as major developments certainly with the approval of the City Council. I think that's healthy to have two separate bodies like that with different perspectives and backgrounds and experiences within the board. Just commenting on that point that I think its healthy to involve people like that rather than have the same people turning out the dual functions and just rubber stamping their own thing. I don't think that's as healthy as the alternative.

Mayor Herbes: And that's why I was referring to EDA. Any other comments. Mr. Irving.

Mr. Irving: This is the reason I was here.

Mayor Herbes: I assume.

Mr. Irving: I got a telephone call from John who said he was going to be out of town and I understand he is in Santa Bella Island or some place some sunny place in Florida. But he did ask me to come to the Council and urge you to consider reappointment. He is really sincere in wanting to serve. Feels his background in a the redevelopment project

and would help the City a lot. He has no problem with somebody else, but he does feel strongly that he can contribute a lot to the City, and because I go with that too, and I told him I would come and urge you to consider him for reappointment.

Mayor Herbes: I appreciate your coming and I did get a letter from Mr. Schaaf but I would still like to see Marty Gates appointed in Mr. Schaaf's place and thank Mr. Schaaf for all his years of service and also see if Mr. Schaaf would be interested in another commission. Jerry and I were talking about well the Council was too, a human relation commission with seniors. Maybe he would like to get involved in something like that. Something.

Mr. Irving: That would be something he would have to decide. I can't make any comment on that.

Mayor Herbes: Mr. Smothers.

Councilmember Smothers: John - I knew John Schaaf was a councilmember here - his business and time conflicted quite often with attending the meetings in the three years on here prior to him leaving. How has his attendance been at the HRA meetings.

Mr. Irving: Well, since since he's been Chairman I think he's missed one meeting that the Vice Chairman ran that meeting. The rest of the time John has been at all of them. We've shifted the, I think, there was supposed to be one this week, we shifted it next week. Everybody thought that was alright so.

Councilmember Smothers: You shifted it for John?

Mr. Irving: Well, well.

Mr. Moravec: I had a conflict

Mr. Irving: No, we've shifted for just about everybody on there, except me, and I don't have much....(unclear)

(people are all speaking at once here)

Councilmember Smothers: You don't have much to do anyhow Jack.
(unclear - people talking at once)

Councilmember Smothers: That'd be the only thing I have.

Mr. Irving: John's attendance while I've been on has been good.

Councilmember Smothers: The attendance at the meetings has been What what is the scheduled HRA meets - on what day of the month?

Mr. Irving: Would have been tonight, so it's the 2nd Thursday.

Councilmember Smothers: And some of the meetings have been changed to make arrangements?

(people are talking at once)

Mr. Irving: This one is the 15th - is John going to be gone? Yeah, John's going to be gone this time? But I don't know Sharon Garber had a problem I think too. It's somebody, somebody, we sit down at the meeting and decide when the next meeting will be and most of the time on the regular night.

(people talking at once)

Councilmember Smothers: The HRA is a very important commission to the City and it should be attended and functioned - the meetings kept held on the same nights they are scheduled for. That's fine I realize if John is on a terrific job at any means to accommodate for John and John and for Sharon. I don't think that's right.

Mr. Irving: But unfortunately, it's not my intent to argue with you, but unfortunately, I probably have been on the HRA longer than anybody

Councilmember Smothers: I know that.

Mr. Irving: ... and I suspect other than we invite somebody in during the redevelopment project, nobody ever shows up. The other thing that Betty - you indicated that you didn't get some information - well we sit there hoping you people would send the information to us. It's not if you didn't got some things that you want to look into that's what we're there for.

Councilmember Smothers: As long as we're on that, John ah Jack, you recall when you were the same as Jerry is. I asked for the minutes of every meeting the HRA had and well I got some I think it was three packets back and about 4 or 5 meeting worth of the minutes - prior to that I kept asking for them - at least an update of what's going on in the HRA quarterly sometimes about 4 or 5 months -

Mr. Irving: Weren't they supposed to go out like Park and Recreation - the same

Mayor Herbes: Never did.

Councilmember Smothers: Nope, Ade have you gotten your HRA other than the last couple three to four packets?

Councilmember Rygg: I have a, yeah, (unclear, people are all talking at once)

Mr. Irving: I would suggest the staff -none of my business to suggest anything - but I would bring them into every council meeting put them down in front of you and then you'd know you got them rather than mail them. Some people don't look at their packets-just think they got nothing in it. So that happens.

Councilmember Smothers: The only time we hear anything back on this table with what the HRA is doing is the HRA bought some property. They want to buy 4500 Adair which is approved by us and is a good deal, but things have been in the fire - I'm sure they didn't just come up over night, and I like to know what's going on prior to our voting on these things.

Mr. Irving: That kind of surprises me because the Council dedicated money and gave it to us, the HRA-money to do that kind of thing.

Councilmember Smothers: We'd still like to know what you're doing. That's what I'm saying....

Mr. Irving: I spoke to John and I at least thought you were getting the minutes all the time even when I was Manager. I, it shocked me when somebody said they weren't getting the minutes. There's no reason not to get them to you.

Councilmember Smothers: I know there isn't. That's why I said that. That's why the last one I asked for reports I'd at least like a quarterly report of what the HRA's doing.

(unclear - people talking at once)

Mr. Irving: --- and in February you get an annual report from the Chairman

Councilmember Smothers: We just got that -

Mr. Irving: You didn't get one this year.

Councilmember Smothers: I got the minutes few times back from about 5 times back

Mr. Irving: From last year.

Mayor Herbes: Mr. Rygg

Councilmember Rygg: I don't think that were putting Jack on

the spot here - he came here to speak for John.

Councilmember Smothers: I know he did.

Councilmember Rygg: My recommendation, and I don't think that it's necessary that we quibble about this, but the primary thing is that it seems to be, and I'm hearing it from all sources, some problems of knowing what the HRA is up to-requests for minutes and things like that have been delayed because they haven't approved because the minutes coordination or whatever internally is happening here. The primary things seems to be that the overall assignment or accountability, so to speak, to the Citizens of Crystal perhaps has suffered. And in this particular case the original HRA was appointed by the Mayor all have to concur that she has decided to make her appointment tonight and I'll go along with her.

Mayor Herbes: Will you make that into a motion?

Councilmember Rygg: You made your appointment. It doesn't have to be a motion.

Mayor Herbes: Okay, it doesn't. All those in favor say aye.

Attorney Dave Kennedy: Whoa, Whoa, Whoa, Mayor, Mayor

Mayor Herbes: Yeah, go ahead

Attorney Dave Kennedy: I think that the way the statute reads is the Mayor appoints with the approval of the council. Its kind of like John Towers nomination. (unclear).. You appoint and you need someone on the council to move to confer and then second it and then it'll pass.

Mayor Herbes: Okay, is that what you're doing Ade.

Councilmember Rygg: I move to accept the appointment made by the Mayor.

Councilmember Smothers: I second it.

Mayor Herbes: Smothers seconds it. All those in favor.

Councilmember Moravec: We're still discussing it - I've had my hand up for discussion ten minutes ago.

Mayor Herbes: Go ahead.

Councilmember Moravec: Thank you - I didn't say that to slight you Mayor. I'm here at the end of the table and I know it's awfully hard to see on occasion. I guess I speak and I think Marty Gates, I don't know her certainly as many

of you know her as a good friend or something, but I have been impressed by her, and I think she certainly is a very talented person and has a lot of good qualities. The first meeting of this year, however, we moved to reappoint some people to various commissions and the comment, in fact the Mayor made that comment herself, as well, was that, the, when people are on a commission and doing a good job and want to be reappointed we should reappoint them.

Mayor Herbes: This is a little different. This is a separate entity.

Councilmember Moravec: It certainly is a commission of the City like Planning Commission

Mayor Herbes: It's separate. It is not the same and they are paid.

Councilmember Moravec: It is a commission of the City in the same sense that the Planning Commission is a...

Mayor Herbes: No, I disagree with you.

Councilmember Moravec: ...and I think that John has done an excellent job...he's provided leadership qualities...

Mayor Herbes: I have said he has but I think it's time to change.

Councilmember Moravec: ...he's been the Chair for the HRA he's done a super job. A person who is the Vice-President of a national company

Mayor Herbes: That has nothing to do with it.

Councilmember Moravec: -(people talking at once) - and his headquarters are right here within the Twin City area and he brings a lot of good talents to it. I guess I frankly see it really as a local maneuvering more than anything else.

Mayor Herbes: Well, I'm sorry you feel that way. But this is a different administration also and I think you better look at that too.

Councilmember Moravec: Pardon me.

Mayor Herbes: This is a different administration also. Things have changed.

Councilmember Moravec: Irregardless of that I'm referring to comments that you made at the first council meeting

Mayor Herbes: Yes I did make those but it has nothing to do with the HRA and I'm not gonna get into an argument with

you. (people are talking at once)

Councilmember Moravec: It applies to when you want it to apply Betty, is that what I hear?

Mayor Herbes: Ah no, but Mr. Irving once told me that the HRA was a separate entity. It's completely different.

Councilmember Moravec: So, so are they all.

Mayor Herbes: No - no, one is paid, one is not. One advises-one does.

Councilmember Moravec: I don't think, no they both advise in there own respective ways.

Councilmember Rygg: No they don't advise.

Mayor Herbes: They don't advise at all.

Councilmember Moravec: They certainly have that capacity because anything that the HRA does as far as a major renovation (unclear people are whispering, chairs are moving - can't make clear)

Mayor Herbes: I'm sorry, are there any other comments.

Councilmember Moravec: That's it. I just wanted to point out how that certainly how people can kind of change horses in mid-stream is a little amusing to me and rather unfortunate in this case.

Mayor Herbes: And I disagree with you. Mr. Rygg did you have comment.

Councilmember Rygg: If this is in a discussion stage I guess I'll have to submit that I've heard from at least four or five different sources that the accusation seems to be that the HRA as turned into a social club and with no real solid evidence of results of what's been accomplished by it in the last year or so. I know this is a long drawn out thing the development that's involved. If I was to ask anybody at the table

Interrupted by someone -

Councilmember Rygg: Listen, to ask anybody at the table over this last year what the HRA was up you won't find two of them that were at the table that probably won't have any positive evidence. Because the minutes were delayed questions asked by any people of the members of there of what is happening on these particular development or any development in there inconclusive answers or secret and I got that from Mr. Schaaf, just a while ago that this is

secret. It should not be shared because it's hidden negotiations and so forth. A lot of things I guess that I hear I don't recognize. I see that there's an intent now possibly to study these accusations and this is the time to do it, and if there's going to be reorganization of the Redevelopment Authority or commission, and there is a big difference between the two. It's not answerable to the council in the slightest way they're set up now and maybe it's time to reorganize it. And this does mean that everybody at the table will have an opportunity to make and put their input into it with proper study to see just what has happened, what's in there, what's been done, what can be done to improve or to back up what they are doing, if it means leaving a position open even at this particular point, ah, because the HRA may be totally redesigned as an Economic Development Commission with more input from more people. Then maybe it's time that that be done. This is why I can't say that this will rubberstamp something that's been happening in the past if there's any questions that there should be some improvement made.

Mayor Herbes: Mr. Smothers

Councilmember Smothers: I move for the motion. Question on the motion.

Mayor Herbes: Mr. Smothers moves for the question now. All those in favor.

Unison = Aye

Mayor Herbes: Opposed

Unison = Nay

Mayor Herbes: Roll Call - Mr. Moravec (No), Mr. Grimes (Aye), Mr. Rygg (Aye), Mr. Carlson (Aye), Ms. Langsdorf (No), Mr. Smothers (Aye) and I vote Aye. Motion carries. Darlene, would you inform Marty Gates that she is on the HRA. Mr. Kennedy, question. I'd like some more information on the EDA and I'd like more information on how we proceed to make the City Council the HRA, and I know it's going to take a while, and I am getting information from other cities together, but I'd like you to go ahead and get as much information, and, ah, let the council discuss it and also maybe have to change some of the Charter.

Attorney Dave Kennedy: Well, Mayor I think that I'd be happy to do that, whatever the Council wants me to come up with, but I think the basic principles that are involved were in my letter. And that is the HRA is a separate body now, and it has membership that have terms and so forth. Two of the members are, no, one of the members now is on the City Council, but in order to change that whole operation

over and to have complete city council members on the HRA, it would take quite a while to do that because of terms, and I pointed out in my letter that another way to approach the problem is to establish an Economic Development Authority. Under that system the complex in time of doing things, and so forth, but the EDA can take on the functions of an HRA. The City Council could act as the Economic Development Authority. That's basically how it works. The procedures for doing that are technical, and I can do those at any time. I can get the policy drafted, and so forth, but anything more you need, just let me know.

Mayor Herbes: Okay. How many members can be on an EDA and things like that?

Attorney Dave Kennedy: Seven

Mayor Herbes: Seven. Okay. Pauline.

Councilmember Langsdorf: Weren't there some problems regarding Tax Increment Financing?

Attorney Dave Kennedy: Yes.

Councilmember Langsdorf: That I think we need to have really, you know, understand more thoroughly. Before we...

Mayor Herbes: That's why I'm asking the questions. So that we get more...

Attorney Dave Kennedy: We need more material.

Mayor Herbes: Mr. Dulgar.

Mr. Dulgar: I'm going to comment on that particular point that Pauline brought up. And that's pointed out in the letter that you received last night, and, I think, from Mr. Kennedy on this, you know an EDA doesn't have the same power to develop different tax increment financing than the HRA does, and I think the only tool that's left for redevelopment is tax increment. And if you're going to have an EDA that doesn't have any power, or if you don't have any way to use tax increment, you're not going to be able to do much of anything in the redevelopment area, I don't think....

Councilmember Rygg: The City should do that, though, Jerry, not just one Authority that's separate and totally secret from those elected to represent the people. If they are entering into something on there, and we don't find out about it until much much later, and no input is able to put in there, then maybe it isn't necessary that we have a separate authority to tax and so forth.

Mayor Herbes: Pauline.

Councilmember Rygg: The City is entering in a tax agreement and tax increment not strictly the HRA, I mean, they are reacting to investigate these particular things and not to act so totally independently of the City.

Mayor Herbes: Pauline.

Councilmember Langsdorf: Councilmember Rygg, I am very very concerned about the accusations that you've been making tonight about secret agreements and I hope that when we discuss this

Councilmember Rygg: Well, you should be Pauline.

Councilmember Langsdorf: Would you hear me out please? When we discuss this further I would like documented what it is you are referring to because I don't think it's fair for us to make those kinds of accusations unless we have the information to back them up.

Councilmember Rygg: I'll be very happy to. In fact it's just that lack of documentation that's causing the problem by them to us.

Mayor Herbes: um, Pauline, I think we will, I mean, really go into this a lot deeper. It's not gonna happen over night and I know that but I think it's something that we have to look into and I just think it should be coming from us, okay? Any other comments. Okay, moving along.

Did you know?

Peter Tritz

The open meeting law and the data practices act

The open meeting law (M.S. 471.705) requires meetings with few exceptions to be open to the public; the data practices act (M.S. Ch. 13) specifies that data, such as certain personnel data, is private and may not be open to the public. This created a dilemma whenever a city council needed to act on a personnel matter which required considering and discussing private data. How can the city both protect the privacy of the data, and also discuss it at an open public meeting?

The Minnesota Supreme Court's recent decision in *Annandale Advocate v. City of Annandale*, January 20, 1989, answers many of these questions. It is now clear that a council may, and in fact must, close its meeting to the public while discussing data which the data practices act classifies as private. The Court also clarified several other points which had been unclear or confusing under the lower courts' earlier rulings. This case has a number of important implications for cities.

First, it is clear that the individual's right to privacy is an important consideration. A major issue in this case was whether the employee concerned had "standing" to participate in the appeal, since the employee hadn't been a part to the litigation in the lower courts. The Supreme Court decided to permit him to do so, largely because of the importance of the question to the individual's privacy. The Court clearly views the data practices act as not just a set of rules for governments to follow, but also as a law that preserves important rights which individual city employees possess.

It is important to note that when private data is involved, it is not merely an option to the city to close the meeting. Rather, the city is required to close that part of a meeting where private data is being discussed. City

council members will also have to take care not to inadvertently disclose private data in the course of a public discussion. The act not only provides criminal penalties for violations, but also provides that a person damaged by a disclosure of private data can sue to recover those damages. In the case of a willful violation, M.S. 13.08 also provides for exemplary damages of up to \$10,000.

Second, the Court apparently has eliminated any distinctions among employees as to the extent of their right to privacy. The appeals court had previously held that high-level supervisory and managerial employees had a lesser expectation and right of privacy than did other employees. In the *Annandale* case, the Supreme Court made no such distinction. Rather, the data privacy act specifies which personnel data is private and which is public, and the rules are apparently the same for all employees, regardless of level.

Third, the Court was obviously concerned about the risk that carving out a "private data" exception to the open meeting law could thwart the purposes of that law, by permitting local governments to close a wide range of meetings. The opinion explicitly cautions that cities may not close entire council meetings merely because council members must discuss one item of private data. Rather, the council must try to separate out the discussion of private data, and close the meeting only while discussing that data. Then, the meeting must be re-opened to the public for the remainder of the discussion.

In the *Annandale* case, the council was considering charges against the police chief. The council had directed investigation of police chief's conduct and had received a report of the results of that investigation. Under M.S. 13.43, the contents of that investigative report were clearly private. The

council needed to discuss the contents of the report, and to decide whether or not to discipline or terminate the chief. The Court ruled that the council should not have closed the entire meeting.

Instead, the Court said that the council should close only that part of the meeting where they were actually discussing the contents of the report. When the council was discussing other information, the meeting should be re-opened. Among the "other information" to be discussed publicly are the fact that the report exists; the fact that the council had considered the report; the role the report played in the council's decision; and the terms of the settlement with the chief that the council ultimately agreed to. The Court also specifically stated that the discussion and adoption of a formal motion to dismiss or discipline the chief should also be open to the public.

The Court stressed that this exception to the open meeting law is a narrow one. The court considered and explicitly rejected the argument that the entire council meeting could be closed under the open meeting law's exception for quasi-judicial proceedings of a state agency. Instead the court defined a narrower exception.

The Court obviously expects councils to structure their discussions in such a way as to make as much of the discussion public as is possible. The council must try to isolate its discussion of private data, and close only that part of the meeting. Where it can be avoided, the council should not intersperse the discussion of public information into the discussion of the private data. It is clear that some parts of a termination proceeding are to be discussed publicly, including the actual vote on disciplining or terminating the employee.

The Court emphasized that it is not prepared to tolerate using private data

as a ruse to shield what should be a public discussion. Nor is the Court likely to tolerate a situation where the council simply doesn't make an effort to separate out and conduct publicly the parts of its discussion which can and should be public.

In light of the Court's warnings, it may be wise to tape record those portions of a meeting that are closed to the public. If someone challenged the closings, the tapes will establish exactly what the council discussed, and will be useful in demonstrating that the closing was necessary and appropriate, and was no more extensive than necessary.

Cities should also keep in mind that the Supreme Court was not unanimous on this ruling. One judge wrote a dissenting opinion arguing vigorously against allowing a "private data" exception to the open meeting law. Though the majority didn't agree, they clearly were concerned about the points the dissenting judge raised.

Fourth, the Court has given some guidance as to exactly when certain data is reclassified from private to public. The data practices act classifies as public "the final disposition of any disciplinary action and supporting documentation." One issue in the Annandale case was whether and when there was a "final disposition," so that the supporting documentation would become public.

The appeals court had ruled that the council's decision to terminate the employee was a "final disposition" even though the employee was entitled to a hearing under the veterans' preference act, and was not legally terminated until that hearing and a decision was made by the veterans' preference board.

The Supreme Court disagreed, and ruled that the council's action did not constitute a "final disposition" because the procedure specified by statute for terminating a veteran were not yet complete and termination had not taken place.

In the Annandale case, the chief decided to resign rather than to go through the veterans' preference hearing; the city in turn dropped the disciplinary action. The Court ruled that this did not constitute a "final disposition" of the disciplinary action, and that because the employee had resigned, there would never be a "final disposition." Because there would not be a

"final disposition," the private data in the report would never become public.

Again, the Court was concerned and thought carefully about the implication that evidence of serious wrong-doing by a public employee would never become public. However, the Court also noted that allowing a public employee to keep this kind of data private by resigning would be an incentive for the employee to resign. This serves the public policy of encouraging the resolution of disputes by agreement rather than by litigation.

In summary, the Court viewed this issue as a problem of balancing the important and conflicting goals of making government as open as possible

while still protecting the individual's privacy. The data practices act and the open meeting law both reflect the Legislature's attempts to balance those same goals. The Court's ruling reflects the difficulty of balancing these goals. The Court's rules for cities to follow are not as simple as some had hoped.

It is important to remember that the Court did not give councils blanket permission to close meetings at which employee discipline or termination are considered. Instead, the Court ruled that the city may and must close only a limited portion of the council meeting, when it is necessary to preserve the privacy of private data. ■

LMC accepting nominations for C.C. Ludwig award

Nominations are now open for the 1989 C.C. Ludwig Award for distinguished municipal service. Cities may nominate any elected or appointed city official who meets the award criteria. The League will accept nominations until April 17, 1989.

The League of Minnesota Cities (LMC) has presented the C.C. Ludwig Award to outstanding city officials for over a quarter of a century. The award honors C.C. Ludwig, League Executive Secretary from 1935-1958. LMC has presented the award each year since 1962.

The award recognizes outstanding leadership in city government, unselfish concern for public welfare, and the pursuit of excellence in governing cities. The award is a significant recognition of exceptional public service.

The award presentation will be at the League's 1989 Annual Conference. It will go to an elected or appointed official of a member city, who is the opinion of the judges, has the most outstanding record of public service among the nominees. The judges may present two awards when two nominees meet the standards of excellence. If the judges choose more than one recipient for the award, one must go to an official from a city of less than 10,000 population.

The League sent C.C. Ludwig Award nomination forms and rules to mayors, managers, and clerks in January. For further information or questions concerning the C.C. Ludwig Award, please call Lynda Woulfe at the League office, 612/227-5600. ■

HOUSING & REDEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL, MN

CHAIRPERSON'S ANNUAL REPORT, YEAR ENDING JANUARY, 1989

The efforts of the Crystal Housing and Redevelopment Authority (HRA) in 1988 mostly focused on two projects. One, the construction of the senior apartment project, (Calibre Chase) the final project to be completed in the Bass Lake Road Tax Increment District. Two, the pursuit of a shopping center development and establishment of another tax increment district at the 36th Avenue North and Highway 100 intersection. In addition, study began on a potential redevelopment along Lakeland Avenue North, considering plans for a light rail transit station. Eleven items were submitted by the HRA to the Crystal City Council during 1988, and all eleven items were unanimously approved.

In January of 1988, Barbara Nemer, who had served as a commissioner to the HRA for 10 years, resigned. We were disappointed to lose her skills, but pleased to gain the expertise of retired, long-term executive director, John T. Irving, who was appointed to the HRA in February. We also gained the services of our new Executive Director and City Manager, Jerry Dulgar.

The 1988 members of the Crystal HRA had a combined experience in serving the City of 87½ years. This amounted to an average of 17½ years each, and an extremely qualified group of individuals.

The following is a chronological summary of the HRA's accomplishments during 1988:

- 1) Completion of a Development Study of the southeast quadrant of the 36th Avenue North and Highway 100 intersection.
- 2) Appointment of Kraus - Anderson as designated developer for the 36th Avenue North and Highway 100 shopping center project. This agreement was allowed to expire six months later as negotiations with the company led to disinterest on the developer's part.
- 3) \$36,000.00 in CDBG funds were reallocated from Industrial/Economic Development into the Scattered Site Acquisition Program. The Scattered Site Acquisition Program was also converted into a revolving fund, so that sale proceeds from redeveloped properties could be placed back into the fund to acquire and redevelop new properties.
- 4) Elections in March led to the reappointment of John Schaaf as Chair and Peter Meintsma as Vice Chair. Sharon Garber was elected as Secretary. Commissioner Meintsma was also elected as the HRA representative to the Long-Range Planning Commission

- 5) The ground breaking for the Senior Apartments, now named Calibre Chase, took place in April with a great deal of relief and excitement in seeing the project finally started after years of agonizing setbacks. Later in the year, the City saw the completion of this project and the tremendous influx of public interest.
- 6) In August, the HRA was presented with a Market Study of the southeast quadrant of the 36th Avenue and Highway 100 intersection, which they had contracted Lavaenthol and Horwath to complete. The study further confirmed the suitability of the plan for a shopping center development, but, unfortunately, no firm offers were received by a developer by the end of the year.
- 7) The HRA purchased two vacant single-family homes under the Scattered Site Acquisition Program during 1988, 3541 Lee Avenue North and 4500 Adair Avenue North. Authorization was also given for staff to negotiate the purchase of a third property, 3432 Welcome Avenue North.
- 8) The HRA approved a \$64,174.00 budget in September, requesting the Council to levy the full 1/3 mill allowable as well as, an additional 1/10 mill for relocation assistance purposes.
- 9) In November, the HRA began discussing a potential redevelopment project on the Old Atlantic Mill property. The focus of this redevelopment turned toward construction of a light rail transit park-n-ride site, when the County designated this area as a potential station site.

In 1989, the HRA plans to work closely with Hennepin County and BRW staff to develop a light rail transit station, studying feasibility of an attached retail center. The HRA will also continue to solicit interested developers in the 36th Avenue and Highway 100 Shopping Center concept.

I would like to thank the commissioners and staff for a commendable job in 1988. You have all served the citizens of this community well.


John Schaaf, Chair
Crystal Housing & Redevelopment Authority

APPROVED MARCH 8, 1989

15 FEBRUARY 1989

MINUTES OF THE REGULAR MEETING OF
THE HOUSING AND REDEVELOPMENT AUTHORITY
OF THE CITY OF CRYSTAL, MINNESOTA

The regular meeting of the Crystal Housing and Redevelopment Authority (HRA) was called to order by the Vice-chair, Peter Meintsma, at 7:48 p.m.

Those members present were: John T. Irving, Peter Meintsma, Marty Gates, Sharon Garber, and John Moravec who arrived at 7:51 p.m. No members were absent.

Staff members present were: Jerry Dulgar, Executive Director; John Olson, HRA staff; Julie Jones, HRA staff; and Bill Scallerud, City Attorney.

The Vice-chair welcomed Marty Gates to the Commission, stating that her appointment will be an asset to the HRA.

The first agenda item was approval of the January 5, 1989 regular HRA meeting minutes. John Irving moved to approved the minutes.
Motion Carried.

A question was raised by Sharon Garber regarding the HRA's decision in January to accept the Brutger Companies request to add two efficient apartments to Calibre Chase. The details of that decision were explained and discussed.

The second agenda item was election of officers. The Vice-chair asked for nominations to the position of Chair. Mr. Irving moved to appoint Peter Meintsma to the position of Chair. Hearing no other nominations, the Vice-chair called for a vote.
Motion Carried unanimously.

The Vice-chair then asked for nominations to the position of Vice-chair. John Moravec moved to nominate John T. Irving as Vice-chair. Hearing no other nominations, the Vice-chair asked for a vote.
Motion carried unanimously.

The Vice-chair then asked for nomination to the position of Secretary. Sharon Garber nominated Marty Gates to the position of Secretary. Hearing no other nominations, the Vice-chair called for a vote.
Motion carried unanimously.

The Vice-chair then explained that the HRA must also appoint a representative from the HRA Commission to the Long Range Planning Commission. John Moravec moved to nominate John T. Irving to the Long Range Planning Commission. Hearing no other nominations, the Vice-chair called for the vote.
Motion carried unanimously.

Information from the Finance department was not available for Agenda Item #3, Budget Report, so this item was deferred to the next HRA meeting.

The fourth agenda item was discussion of potential redevelopment plans for a Light Rail Transit Park and Ride Site. John Olson explained the Counties planning schedule, which includes a public hearing on March 14. Within 45 days of that public hearing, the City must hold it's own public hearing and decide on a sight. He explained his suggestion to pursue the development of a retail center between Corvallis Avenue and the Soo Line Railroad with a parking lot on the upper level. Mr. Dulgar explained that the City would be required to use the same developer to develop this project that the county selects to build all park and ride sights. The Chair expressed interest in conducting a development study on the retail center/multi-level station idea. Mr. Dulgar warned that it may be premature to conduct a study until a site has definitely been selected.

The fifth agenda item was consideration of bids for the demolition of a home at 4500 Adair Avenue North. Julie Jones explained that she had received verbal verification from Sauter and Sons that their \$5000 bid would include disconnection of water/sewer lines at the property line and would also include in-fill of the foundation area with on site soil. She suggested that the HRA request a revised proposal from Sauter and Sons, including these items in writing and also including a statement that they would agree to have the work inspected before the foundation area was filled-in. John Moravec moved to accept the bid from Sauter and Sons for the demolition at 4500 Adair for the price of \$5000.

Motion Carried.

Julie Jones then requested that the HRA consider a marketing strategy for the sale of the new property on 4500 Adair Avenue North. John Moravec suggested that staff obtain a range of value from the City Assessor on the new property. It was also requested by the Commissioners that staff compile an itemized list of costs of the project and present a staff marketing recommendation at the next HRA meeting.

The next agenda item was discussion of the Minnesota Housing Finance Agency (MHFA) program summary which Julie Jones had prepared for the Commissioners. She reported that she had received a 1989 Housing Services guide after the report was written, however, there have only been minor changes from the 1988 plan. There was some discussion in regards to the availability of a local participating lender for the MHFA programs in the future. Jerry Dulgar suggested that the HRA contact the First Minnesota Bank if the Crystal Bank withdraws from the programs after their acquisition by Norwest Banks.

The last agenda item was a discussion of long range plans for the Scattered Site Acquisition Program. Julie Jones explained the other Scattered Site Acquisition Programs that exit in the metro area. She

also explained the latest information available on the new HUD regulations surrounding the program. Jerry Dulgar stated that staff would continue to study the HRA's options in expanding the Scattered Site Program.

Under other business, Julie Jones explained that a new purchase agreement must be issued for the purchase of 3432 Welcome Avenue North since the original purchase agreement signed was written incorrectly. Sharon Garber moved to approve and authorize the Chair and Executive Director to sign a purchase agreement on behalf of the HRA for the purchase of 3432 Welcome Avenue North.

Another item discussed under other business was a Housing Maintenance Code for the City of Crystal. The Chair explained to the Commission that the Environmental Quality Commission has been studying the development of a revised Housing Maintenance Code for the City and expressed his concern that the City pursue development of a stricter housing code. The Commissioners discussed this subject and voiced their concern that a new housing code have a positive effect on the community.

Another item discussed under other business was a request from the Chair to have a written transcript compiled on the segment of the February 7, 1989, City Council meeting, where the City Council discussed the viability of the Crystal Housing and Redevelopment Authority. Sharon Garber asked if the HRA Commissioners would be allowed to view the video tape of that Council meeting. Mr. Dulgar explained that this video tape is public information so that there would be no problem with the Commissioners viewing it if they wished.

John Moravec then explained that the City Council has asked to hold a joint meeting with the HRA within the next few weeks. The Commissioners decided to propose a joint meeting with the HRA and City Council on the regular HRA meeting night of March 9, 1989.

Mr. Moravec also mentioned that there is a rumor that Calibre Chase is up for sale. The question was raised as to whether or not Brutger Companies was allowed to sell the property this soon under the developers agreement. The City Attorney was asked to obtain an answer to that legal question. Julie Jones was asked to make contact with Brutger Companies and relay their answer to the truth of this matter to the Commissioners and City Council as soon as possible.

The Commissioners then discussed the City's options in establishing an EDA. John Moravec requested that staff present more information on EDA's to the Commissioners for the next meeting.

Sharon Garber moved to adjourn the meeting. The meeting adjourned at
9:12 p.m.

Motion Carried.

Chair

Secretary

DUE DATE: NOON, WEDNESDAY, March 1, 1989

MEMO TO: Jerry Dulgar, City Manager

MEMO FROM: Darlene George, City Clerk

ACTION NEEDED MEMO: From the February 21, 1989 Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of February 21, 1989. These items should be taken care of by noon, Wednesday, preceding the next regularly scheduled Council meeting and returned to the Assistant City Manager for his review.

DEPARTMENT ITEM

CONSENT AGENDA

PUBLIC WORKS
DIRECTOR

1. Set public hearing for consideration of tentative approval of Bedman Addition preliminary plat located at 7025 - 46th Avenue North.
ACTION NEEDED: Notify affected property owners.
ACTION TAKEN: Publication/notification in progress.

ADMINISTRATIVE
SECRETARY

ACTION NEEDED: Place item on the March 7, 1989 Council Agenda.
ACTION TAKEN: Item placed on March 7, 1989 Council Agenda.

PUBLIC WORKS
DIRECTOR

2. Set public hearing to consider tentative approval of Proffesors Addition preliminary plat located at 3209 and 3233 Florida Avenue North.
ACTION NEEDED: Notify affected property owners.
ACTION TAKEN: In progress.

ADMINISTRATIVE
SECRETARY

ACTION NEEDED: Place item on the March 21, 1989 Council Agenda.

ACTION TAKEN: Item will be placed on March 21, 1989 Council Agenda.

PUBLIC WORKS
DIRECTOR

3. Set public hearing to consider tentative approval of Froehlich Addition preliminary plat located at 4524 and 4528 Hampshire Avenue North.

ACTION NEEDED: Notify affected property owners.

ACTION TAKEN: In progress.

ADMINISTRATIVE
SECRETARY

ACTION NEEDED: Place item on the March 21, 1989 Council Agenda.

ACTION TAKEN: Item will be placed on March 21, 1989 Council Agenda.

BUILDING
INSPECTOR

4. Set public hearing to consider variance application #89-4 at 8017 - 33rd Avenue North.
- ACTION NEEDED: Notify affected property owners.
- ACTION TAKEN: Notices sent 2-21-89.

ADMINISTRATIVE
SECRETARY

ACTION NEEDED: Place item on the March 7, 1989 Council Agenda.

ACTION TAKEN: Item placed on March 7, 1989 Council Agenda.

CITY CLERK

5. Consideration of the resignation letter from Marty Gates of the Civil Service Commission.
ACTION NEEDED: Send letter of thanks and appreciation.
ACTION TAKEN: Letter sent 2-23-89.

REGULAR AGENDA

PUBLIC WORKS
DIRECTOR

1. Consideration of the First Reading of an Ordinance to rezone property from B-4 to B-3 and conditional use permits to allow fuel station, auto repair-minor in a B-3 District and to allow an accessory retail (food) establishment in a B-3 District at 5256, 5264 and 5272 West Broadway.
ACTION NEEDED: Proceed with the process of conditional use permits.
ACTION TAKEN: Site improvement agreement being prepared for Council consideration of Second Reading of Ordinance Amendment.

ADMINISTRATIVE
SECRETARY

ACTION NEEDED: Place Second Reading of the Ordinance on the March 7, 1989 Council agenda.
ACTION TAKEN: Not ready at this time; to be placed on agenda at later date.

PUBLIC WORKS
DIRECTOR

2. Consideration of conditional use permits to allow a convenience food establishment in a B-3 District; allow auto repair-minor/tire/battery establishment in a B-3 District, and allow an accessory, enclosed retail establishment in a B-3 District at 6800 - 56th Avenue North.
ACTION NEEDED: Work with applicant regarding easements with the Ground Round Restaurant. Item was continued.
ACTION TAKEN: Supplemental report being prepared.

ADMINISTRATIVE
SECRETARY

ACTION NEEDED: Place item on the March 7, 1989 Council agenda.

ACTION TAKEN: Item placed on March 7 Council agenda.

CITY CLERK

3. Consideration of the applications for appointment to the Park & Recreation Advisory Commission from William T. O'Reilly, 3124 Welcome Avenue North, Marlyn H. Theisen, 6807 - 50th Avenue North, and John Henry Berg, 4500 Welcome Avenue North, for terms ending 12-31-89.

ACTION NEEDED: Notify the Park & Rec. Advisory Commission Chair of the appointment of Marlyn Theisen and William O'Reilly to the Park & Rec. Advisory Commission for terms ending 12-31-89 and also to send letters to the new appointees.

ACTION TAKEN: Letters sent 2-23-89.

CITY CLERK

4. Consideration of the application for appointment to the Environmental Quality Commission from Phyllis Isaacson, 7000 Lombardy Lane, for a term expiring December 31, 1990.

ACTION NEEDED: Notify Phyllis Isaacson and the Environmental Quality Commission Chair of the appointment.

ACTION TAKEN: Notified Ms. Isaacson by phone 2-22-89 and letters sent 2-23-89.

ADMINISTRATIVE
ASSISTANT

5. Consideration of insurance renewal for 1989 - 1990 policy year for General Liability, Bonds, Property, Boiler, Auto and Public Officials Insurance.

ACTION NEEDED: Notify agent of record and proceed with insurance renewal as presented.

ACTION TAKEN: LMCIT notified of renewal approval 2-24-89.

6. Appearance of Gary Holsten of Anoka Pawn Brokers regarding an ordinance relating to pawn brokers and second-hand goods dealers.
ACTION NEEDED: No action needed.

COMMUNITY
DEVELOPMENT
COORDINATOR

7. Consideration of a joint meeting of the Crystal City Council and Crystal Housing & Redevelopment Authority.
ACTION NEEDED: Contact HRA members to see if they can attend a March 8, 1989 joint meeting at 7 p.m. and notify City Clerk so that meeting announcements may be sent out and meeting dates posted.
ACTION TAKEN: HRA notified; meeting held.

CITY CLERK

8. Consideration of the Second Reading of an Ordinance Amending the Crystal City Charter.
ACTION NEEDED: Public Ordinance.
ACTION TAKEN: Ordinance sent for publishing 2-22-89.

CITY CLERK

9. Consideration of a resolution authorizing the issuance and sale of General Obligation Bonds in an amount not to exceed \$2,000,000 to finance the new Community Center building.
ACTION NEEDED: Send three certified copies of the extract from the City Council minutes of February 21, 1989 in which the resolution was adopted to Springsted, Inc., and publish notice.
ACTION TAKEN: Sent 2-22-89; notice to be published by Springsted per Mr. MacGillivray.

RECYCLING
COORDINATOR

10. Consideration of a joint agreement for the inspection of garbage and refuse vehicles with the City of New Hope for the purpose of licensing garbage refuse trucks.
ACTION NEEDED: Notify City of New Hope of Council approval and proceed with signing of the joint agreement.
ACTION TAKEN: The City of New Hope will be notified at the March 2 HRG meeting.

FINANCE
DIRECTOR

11. The appearance of Ed Thonander of the Crystal Frolic's Committee regarding a request for funding.
ACTION NEEDED: Allocate up to \$5,000 for the Crystal Frolics parade entries. This money to be taken from the Contingency Reserve Fund.
ACTION TAKEN: \$5,000 set aside from Contingency Reserve Fund for Frolics.

CITY CLERK

ACTION NEEDED: Note the waiver of the fee for carnival license for the Klein Shows, Crystal Frolics Committee, at the time that the license application is submitted.
ACTION TAKEN: Noted; awaiting copy of agreement with Klein and Certificate of Insurance from Ed Thonander of Crystal Frolics Committee.

PARK & REC.
DIRECTOR

ACTION NEEDED: Prepare a report regarding the input on City expenditures for the Crystal Frolics to be submitted to the City Council.
ACTION TAKEN: Working on report, will be ready for March 7 meeting.

PARK & REC.
DIRECTOR

Consideration of a request from Ed Thonander of the Elk's Lodge to allow the Senior Scouts to camp out at Becker Park the nights of the Crystal Frolics and police the area.

ACTION NEEDED: Place item on the Park & Recreation Advisory Commission agenda for the commission's input and report back to the City Council

ACTION TAKEN: On March 1 Park & Recreation agenda.

BUILDING
DEPARTMENT

12. Consideration of seven temporary signs for a Lions Club Pancake Breakfast to be held on March 12, 1989 with waiver of the fee.

ACTION NEEDED: Issue permits with the waiver of fee.

ACTION TAKEN: Permits issued.

CITY CLERK

13. A request by Councilmember Langsdorf for a letter of thanks to Representatives Carlson and Rest and Senator Reichgott for their efforts in the Corrected Legislation to allow the City of Crystal sale of bonds for the Community Center.

ACTION NEEDED: Send a letter of thanks and appreciation to Representative Carlson, Representative Rest and Senator Reichgott.

ACTION TAKEN: Letters sent 2-23-89.

CITY CLERK

14. Licenses.

ACTION NEEDED: Issue licenses.

ACTION TAKEN: Licenses issued.

16-Mar-89

CITY OF CRYSTAL
1989 EXPENDITURE REPORT FEBRUARY 1989
C.ROBBE

NORMAL %=

16.67%

DEPARTMENT	#	BUDGET AMOUNT	PRIOR MONTH YTD EXPENSES	ENCUMBERANCES	CURRENT EXPENDITURES	TOTAL EXPENSES	RATIO	UNENCUMBERED BALANCE
Mayor & Council	10	\$101,800.00	\$35,886.51		\$5,071.82	\$40,958.33	40.2%	\$60,841.67
Administration	11	\$336,977.00	\$23,195.32	\$818.26	\$25,567.13	\$48,762.45	14.7%	\$287,396.29
Assessing	12	\$119,640.00	\$3,953.18	\$7.20	\$7,636.84	\$11,590.02	9.7%	\$108,042.78
Finance	13	\$127,050.00	\$4,438.83	\$202.32	\$7,381.83	\$11,820.66	9.5%	\$115,027.02
City Buildings	14	\$156,565.00	\$17,240.19	\$193.08	\$7,320.80	\$24,560.99	15.8%	\$131,810.93
Police	15	\$1,708,419.00	\$67,138.84	\$60,119.72	\$138,735.85	\$205,874.69	15.6%	\$1,442,424.59
Fire	16	\$238,277.00	\$11,096.40	\$5,518.47	\$3,510.19	\$14,606.59	8.4%	\$218,151.94
Planning & Inspection	17	\$99,975.00	\$3,744.13		\$7,439.14	\$11,183.27	11.2%	\$88,791.73
Civil Defense	18	\$39,672.00	\$1,076.80		\$2,304.27	\$3,381.07	8.5%	\$36,290.93
Engineering	19	\$222,249.00	\$8,332.11	\$4.47	\$16,223.51	\$24,555.62	11.1%	\$197,688.91
Street	20	\$475,296.00	\$24,514.26	\$4,614.82	\$35,891.26	\$60,405.52	13.7%	\$410,275.66
Park Maintenance	21	\$484,270.00	\$2,491.03	\$13,387.26	\$30,540.92	\$33,031.95	9.6%	\$437,850.79
Recycling	22	\$83,923.00	\$0.00			\$0.00	0.0%	\$83,923.00
Recreation	25	\$477,877.00	\$17,534.64	\$3,408.54	\$35,659.55	\$53,194.19	11.8%	\$421,274.27
Health	26	\$131,697.00	\$5,536.13	\$139.50	\$9,670.52	\$15,206.65	11.7%	\$116,350.85
Civil Service	27	\$10,750.00	\$979.57		\$3,718.47	\$4,698.04	43.7%	\$6,051.96
Legal	28	\$110,000.00	\$16,000.00		\$19,012.86	\$35,012.86	31.8%	\$74,987.14
Elections	29	\$19,150.00	\$182.80	\$230.00	\$84.38	\$267.18	2.6%	\$18,652.82
Misc Commissions	30	\$1,925.00	\$0.00	\$8.20		\$0.00	0.4%	\$1,916.80
Swimming Pool	31	\$76,505.00	\$0.00		\$356.43	\$356.43	0.5%	\$76,148.57
Non-Departmental	32	\$912,750.00	\$25,032.82		\$24,473.45	\$49,506.27	5.4%	\$863,243.73
Tree Disease	34	\$52,160.00	\$0.00		\$21.15	\$21.15	0.0%	\$52,138.85
TOTALS		\$5,986,927.00	\$268,373.56	\$88,651.84	\$380,620.37	\$648,993.93	12.3%	\$5,249,281.23
Recycling Fund #80		\$1,180,725.00	(\$90.95)		\$12,634.62	\$12,543.67	1.1%	\$1,168,181.33
Utility Fund-#81								
Water	23	\$848,955.00	(\$63,297.38)	\$14,264.78	\$89,708.86	\$26,411.48	4.8%	\$808,278.74
Sewer	24	\$1,120,505.00	\$142,552.58	\$2,644.36	\$80,814.18	\$223,366.76	20.2%	\$894,493.88
TOTALS		\$1,969,460.00	\$0.00	\$16,909.14	\$170,523.04	\$249,778.24	13.5%	\$1,702,772.62

17-Mar-89

CITY OF CRYSTAL
C.ROBBESUMMARY OF REVENUES AS OF FEBRUARY 28, 1989
NORMAL PERCENT=

16.67%

GENERAL FUND 01	ESTIMATED REVENUE	PRIOR MONTH YEAR TO DATE	RECEIPTS CURRENT MO	RECEIPTS YEAR TO DATE	PERCENTAGE RECEIVED
ACCT # TAXES					
3011 Current Ad Valorem Taxes	\$2,096,538.00	\$0.00	\$0.00	\$0.00	0.0%
3012 Delinq Ad Valorem Taxes	\$0.00	\$0.00	\$0.00	\$0.00	
3013 Penalties & Interest	\$10,000.00	\$0.00	\$0.00	\$0.00	0.0%
3014 Forfeited Tax Sale	\$0.00	\$0.00	\$0.00	\$0.00	
3015 Prepaid Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total	\$2,106,538.00	\$0.00	\$0.00	\$0.00	0.0%
LICENSES & PERMITS					
3111 Liquor License On Sale 06/30	\$49,500.00	\$0.00		\$0.00	0.0%
3112 Liquor Licenses Off Sale 06/30	\$1,600.00	\$0.00	(\$16.67)	(\$16.67)	-1.0%
3113 Beer & Tavern Licenses 06/30	\$5,000.00	\$2,750.00	\$42.00	\$2,792.00	55.8%
3114 Club Licenses 06/30	\$2,000.00	\$0.00	\$0.00	\$0.00	0.0%
3115 Garbage & Refuse License 06/30	\$1,600.00	\$0.00	\$0.00	\$0.00	0.0%
3116 Taxi Cab Licenses	\$75.00	\$0.00	\$0.00	\$0.00	0.0%
3117 Music Box-Misc Amusements	\$9,000.00	\$3,822.00	\$0.00	\$3,822.00	42.5%
3118 Food Handling Licenses	\$19,000.00	\$3,752.13	\$220.00	\$3,972.13	20.9%
3119 Gas Pump & Station Licenses	\$1,700.00	\$271.51	\$50.75	\$322.26	19.0%
3121 Bowling Alley Licenses	\$600.00	\$336.00	\$0.00	\$336.00	56.0%
3123 Cigarette Licenses	\$850.00	\$135.00	\$0.00	\$135.00	15.9%
3124 Misc Licenses	\$1,500.00	\$243.32	\$36.50	\$279.82	18.7%
3125 Billboard-Sign Hangers License	\$1,000.00	\$132.00	\$0.00	\$132.00	13.2%
3126 Plumbing-Gas Licenses & Cards	\$5,000.00	\$1,001.25	\$312.75	\$1,314.00	26.3%
3127 Sign Licenses 05/15	\$9,500.00	\$5,388.43	\$1,388.95	\$6,777.38	71.3%
3128 Tree Trim Licenses	\$600.00	\$0.00	\$55.00	\$55.00	9.2%
3150 Dog Licenses & Impound Fees	\$6,300.00	\$223.00	\$226.00	\$449.00	7.1%
3151 Building Permits	\$60,000.00	\$1,029.90	\$573.20	\$1,603.10	2.7%
3153 Plumbing Permits	\$4,000.00	\$343.00	\$105.00	\$448.00	11.2%
3154 Sewer Permits	\$500.00	\$17.50	\$17.50	\$35.00	7.0%
3155 Water Permits	\$700.00	\$17.50	\$55.00	\$72.50	10.4%
3157 Driveway Permits	\$450.00	\$0.00	\$0.00	\$0.00	0.0%
3158 Street Excavation Permits	\$600.00	\$0.00	\$0.00	\$0.00	0.0%
3159 Misc Permits	\$0.00	\$0.00	\$0.00	\$0.00	
3161 Gas Permits	\$3,000.00	\$415.00	\$291.50	\$706.50	23.6%
3162 Burglar Alarm Permits 05/15	\$1,000.00	\$0.00	\$0.00	\$0.00	0.0%
3163 Mechanical Permits	\$10,000.00	\$460.00	\$489.02	\$949.02	9.5%
3164 Sign Permits	\$2,800.00	\$226.60	\$245.60	\$472.20	16.9%
3165 Parking Permits	\$0.00	\$0.00	\$0.00	\$0.00	
3166 Restaurant Hoods	\$1,300.00	\$200.00	\$50.00	\$250.00	19.2%
Sub Total	\$199,175.00	\$20,764.14	\$4,142.10	\$24,906.24	12.5%

17-Mar-89

	ESTIMATED REVENUE	PRIOR MONTH YEAR TO DATE	RECEIPTS CURRENT MO	RECEIPTS YEAR TO DATE	PERCENTAGE RECEIVED
STATE SHARED TAXES					
3350 Local Government Aid	\$2,232,614.00	\$0.00	\$0.00	\$0.00	0.0%
3351 State Aid Streets	\$9,206.00	\$0.00	\$113,141.50	\$113,141.50	1229.0%
3352 Machinery Tax Replacements	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total	\$2,241,820.00	\$0.00	\$113,141.50	\$113,141.50	5.0%
OTHER SERVICES					
3500 Misc Receipts	\$5,000.00	\$109.23	\$169.80	\$279.03	5.6%
3501 NWSCC and CAC	\$3,000.00	\$874.61	(\$272.48)	\$602.13	20.1%
3503 Bicycle License	0	\$3.00	\$1.00	\$4.00	
3504 Northern Mayors Assn			\$856.87		
3511 Spec Rezoning App Charge	\$4,500.00	\$167.60	\$0.00	\$1,024.47	22.8%
3512 Sale of Maps-Documents etc	\$200.00	\$450.00	\$25.45	\$450.00	225.0%
3513 Engineering & Clerical Fees	\$55,000.00	\$31.35	\$0.00	\$56.80	0.1%
3514 Weed Cutting Charges	\$1,500.00	\$0.00	\$0.00	\$0.00	0.0%
3515 Filing Fees	\$0.00	\$0.00	\$0.00	\$0.00	
3516 License Investigations	\$500.00	\$0.00	\$0.00	\$0.00	0.0%
3517 Jail & Breathalyzer Tests	\$4,000.00	\$0.00	\$3,750.00	\$0.00	0.0%
3568 Accident Reports	\$1,500.00	\$129.50	\$147.00	\$276.50	18.4%
3569 Special Assessment Searches	\$6,000.00	\$190.00	\$130.00	\$320.00	5.3%
3570 Sanitarian Costs & Reimburse	\$83,097.00	(\$37,086.47)	\$15,468.70	(\$21,617.77)	-26.0%
3571 Confiscated Funds	\$0.00	\$0.00	\$0.00	\$0.00	
3580 Recreation Program Receipts	\$137,407.00	\$6,227.91	\$3,694.14	\$9,922.05	7.2%
3581 Crystal Facilities Used	\$200.00	\$0.00	\$0.00	\$0.00	0.0%
3582 Non-Budget Account	\$0.00	\$1,280.00	(\$947.00)	\$333.00	
3586 Water Tests	\$500.00	(\$20.00)	\$20.00	\$0.00	
3587 Swimming Pool Receipts	\$42,490.00	\$0.00	\$0.00	\$0.00	0.0%
3590 Refunds & Reimbursements	\$73,000.00	\$0.00	\$0.00	\$0.00	0.0%
3591 Insurance Refunds	\$25,000.00	\$0.00	\$0.00	\$0.00	
3592 Misc Land & Equip Sales	\$25,000.00	\$0.00	\$0.00	\$0.00	0.0%
3593 Misc Transfers	\$0.00	\$0.00	\$0.00	\$0.00	
3594 Building Sub-Rental	\$0.00	\$0.00	\$0.00	\$0.00	
3595 Waste Oil Revenues	\$1,500.00	\$60.80	\$38.00	\$98.80	6.6%
3596 Leased Properties			\$5,500.00		
3599 Interest Earned	\$140,000.00	\$0.00	\$0.00	\$0.00	0.0%
3610 Court Fines	\$230,000.00	(\$16,522.90)	\$31,352.40	\$14,829.50	6.4%
3611 Alarm Charges	\$0.00	(\$234.34)	\$300.00	\$65.66	
3612 Alarm Penalties	\$0.00	\$0.50	\$0.00	\$0.50	
3630 Forfeited Bail	\$0.00	\$0.00	\$0.00	\$0.00	
3772 Donations		\$377.05	(\$173.45)	\$203.60	
Previous Yr Fund Balance	\$600,000.00	\$600,000.00		\$600,000.00	100.0%
Sub Total	\$1,439,394.00	\$556,037.84	\$60,060.43	\$606,848.27	42.2%
TOTAL	\$5,986,927.00	\$1,929,693.14	\$177,344.03	\$744,896.01	12.4%

17-Mar-89

FUND #80 RECYCLING	ESTIMATED REVENUE	PRIOR MONTH YEAR TO DATE	RECEIPTS CURRENT MO	RECEIPTS YEAR TO DATE	PERCENTAGE RECEIVED
		\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
		\$0.00		\$0.00	
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	

FUND #81 UTILITY FUND

3500	Miscellaneous Receipts				
3599	Interest Earned				
3739	Misc Income-Water	\$124.30		\$124.30	
3740	Water Sales	\$43,936.92	\$62,333.22	\$106,270.14	
3741	Penalties Earned-Water	\$1,095.00	\$999.81	\$2,094.81	
3742	Sales of Meters-Horns	\$12.30	\$0.00	\$12.30	
3743	Joint Water Comm Reimb	\$0.00	\$2,305.10	\$2,305.10	
3744	Metro Waste Reimburse	\$0.00	\$0.00	\$0.00	
3759	Misc Income-Sewer	(\$628.10)	\$0.00	(\$628.10)	
3760	Sewer Service Revenue	\$60,139.57	\$97,851.96	\$157,991.53	
3761	Penalties Earned-Sewer	\$1,710.94	\$1,366.83	\$3,077.77	
TOTAL	\$0.00	\$106,390.93	\$164,856.92	\$271,247.85	

FUND #82 STREET LIGHTING

3764	Street Lighting Revenue	\$102,560.00	\$73,304.42	\$10,312.17	\$83,616.59	81.5%
3765	Penalties Earned	\$2,000.00	\$169.60	\$164.53	\$334.13	16.7%
TOTAL		\$104,560.00	\$73,474.02	\$10,476.70	\$83,950.72	80.3%

Aaron Real Estate Group, Inc.

1306 West County Road F
Arden Hills, Minnesota 55112

Daniel J. Stephens, MAI

Chief Executive Officer

Aaron Real Estate Group, Inc.

SUITE 206
1306 WEST COUNTY ROAD F
ARDEN HILLS, MINNESOTA 55112
TELEPHONE: 612 633-7217

March 15, 1989

Mr. Jerry Dulgar
City Manager
4141 Douglas Drive
Crystal, MN 55422

RE: Commercial & Residential
Appraisal Assignments

Dear Mr. Dulgar:

I have contacted you several times in the past to acquaint you with my firm. If you refer to my client reference list, my clients know we do quality work and deliver on time.

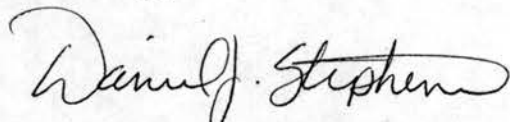
I understand you have no appraisal assignments available at this time. However, I am enclosing a few more business cards and only request you keep our name on your approved list as a source for timely appraisals.

In closing, we will provide prompt service on commercial and residential appraisals. Quality is another factor our appraisals contain as I spent ten years with New York Life Insurance Company, one of the industry standard leaders.

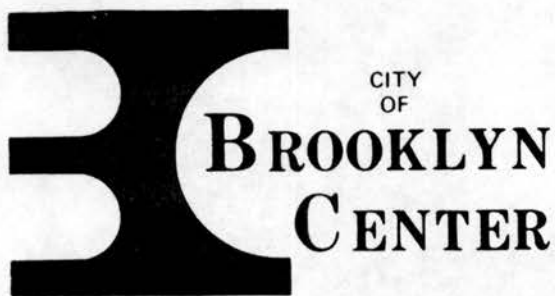
On commercial appraisal assignments, we will guarantee thirty day delivery or we will include a \$100.00 per day penalty clause stated in the contract letter. On residential FNMA 1004 form appraisals, we will guarantee ten business days delivery or you do not pay us for the report.

I look forward to working with you.

Sincerely,



Daniel J. Stephens, MAI



6301 SHINGLE CREEK PARKWAY
BROOKLYN CENTER, MINNESOTA 55430

TELEPHONE 561-5440

EMERGENCY - POLICE - FIRE

911

March 15, 1989

Mr. Jerry Dulgar
City Manager
City of Crystal
4141 Douglas Drive North
Crystal, MN 55421

Dear Jerry:

I am enclosing the letters to Crystal local representatives regarding the request for special legislation to eliminate the sales tax charge on recycling containers.

Please let me know if you need any changes in these letters.

Sincerely,

Tom Bublitz
HRG Administrator

TB:sk

enc.



HENNEPIN RECYCLING GROUP

March 15, 1989

Senator Ember Reichgott
G-9 State Capitol
St. Paul, MN 55155

Dear Ember:

I am asking your assistance in preparing special legislation to assist us in our curbside recycling program. Specifically, the special legislation would allow the cities of Brooklyn Center, Crystal, and New Hope to eliminate the sales tax now required on the recycling container cost we charge to residents included in our curbside recycling program. The remainder of this letter contains a more detailed explanation of our request.

Through a Joint Powers Agreement between the cities of Brooklyn Center, Crystal, and New Hope, the Hennepin Recycling Group (HRG) was formed to start a curbside recycling program in the three member cities. The curbside program will begin this spring.

The HRG cities believe a curbside program is the most effective way to meet recycling goals and the most convenient in terms of participation by citizens. Hennepin County will be funding 50 to 80 percent of the program costs for the curbside recycling program. The level of county funding is tied directly to the amount of materials recycled. The curbside program will include all single family through fourplex units including town houses.

The amount of the curbside program not funded by Hennepin County will be billed to residents receiving the recycling collection service. The HRG cities have established a policy of funding the curbside program through a service fee rather than subsidizing the program through the use of local tax dollars.

The HRG cities believe residents are prepared to accept a portion of the cost of recycling, and we believe it is our obligation to establish efficient and cost-effective recycling services.

One of the recycling program costs we are currently required to include in our total program is state sales tax on the amount of the recycling container cost we bill to residents participating

Ms. Ember Reichgott
Page 2
March 14, 1989

in the curbside program. The amount we are billing to residents for the recycling containers is \$3.40. This amount reflects a total container cost of \$8.40 less a \$5.00 per household reimbursement from Hennepin County for a \$3.40 net cost per household. With sales tax the charge to residents would be \$3.60.

The HRG cities are trying to encourage recycling to meet our mandates of organizing recycling programs and are attempting to keep the program costs low and apart from the general tax levy. We believe eliminating the sales tax charge for recycling containers would help us improve the overall acceptance of the recycling program to residents and thereby improving our chances for a maximum participation level in the curbside program.

We are requesting your assistance in seeking authority from the legislature to remove the sales tax charge currently required on recycling containers when they are billed to the end user. This would result in a 20 cent per household reduction in the amount billed for a recycling container.

We believe this would require special legislation for the HRG member cities of Brooklyn Center, Crystal, and New Hope. We also realize we are approaching the end of the session and the time for introducing new bills. Any assistance you could offer in this matter will be greatly appreciated.

Sincerely,

Jerry Dulgar
City Manager
CITY OF CRYSTAL

**MINUTES OF THE LONG-RANGE PLANNING COMMISSION
FEBRUARY 28, 1989**

The regular meeting of the Crystal Long-Range Planning Commission was called to order by Mayor Betty Herbes at 7:10 p.m.

Those members present were: Adrian Rygg, Mayor Herbes, Paulette Magnuson, Jane Elsen, Vince Kieffer, David Anderson, and Mark Hoffman.

Staff member present was: John Olson, Assistant City Manager.

Mayor Herbes asked Mr. Olson to explain the material to be presented to the Long-Range Planning Commission. Mr. Olson distributed the revised five-year capital improvements program and explained how the material is presented. Following discussion on the plan, Mr. Olson suggested that department heads be asked to appear before the commission to discuss their requests for the next five years.

By common consent, the commission indicated they wished to listen to the Fire Department and Police Department at the next meeting. Mr. Olson indicated that Councilmembers would be out of town on the fourteenth which is scheduled to be the normal meeting night. Following discussion, it was decided that March 15 would be the night of the next Long-Range Planning Commission.

Commissioner Kieffer asked that prior to the appearances before the commission that the departmental requests be sent to the commission members so that they may more easily understand the presentations by department heads.

Having no further business the meeting was adjourned at 8:15 p.m. The next regular meeting of the Long-Range Planning Commission is March 15, 1989.

**MINUTES OF THE LONG-RANGE PLANNING COMMISSION
JANUARY 10, 1989**

The regular meeting of the Crystal Long-Range Planning Commission was called to order by Mayor Betty Herbes at 7:09 p.m.

Those members present were: Councilmember Adrian Rygg, Mayor Herbes, Paulette Magnuson, Jane Elsen, Vince Kieffer, Michael Culhane, and David Anderson.

Staff members present were: Jerry Dulgar, City Manager and John Olson, Assistant City Manager.

Mr. Olson reviewed the revised five-year plan request from departments and answered questions from commission members. Mr. Olson indicated that he would be requesting detail sheets from the departments on the new items and asking the department heads for requests for 1993.

Having no further business the meeting was adjourned at 8:09 p.m. The next regular meeting of the Long-Range Planning Commission is February 14, 1989.



minnesota department of health

717 s.e. delaware st.

p.o. box 9441

minneapolis 55440

(612) 623-5000

March 14, 1989

Crystal City Council
c/o Ms. Darlene George, Clerk
City Hall
4141 Douglas Drive North
Crystal, Minnesota 55422

Dear Council Members:

We are enclosing a copy of the report of our district office covering an investigation of your municipal water supply.

If you have any questions concerning the information contained in this report, please contact Mr. Michael Piechowski, Public Health Engineer, at 612/623-5361.

Sincerely yours,

Richard D. Clark, P.E., Supervisor
Public Water Supply Unit
Section of Water Supply
and Engineering

RDC:MP:bs

Enclosure

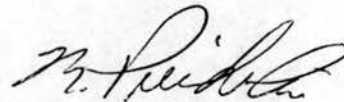
cc: Leonard Zuehl, Water Superintendent
Hennepin County Community Health Service

Crystal Municipal Water Supply

November 23, 1988

Recommendations:

1. The City of Minneapolis should be contacted whenever fluoride or chlorine levels are not at recommended levels.
2. All underwater crossings should be eliminated as soon as practical by constructing an above-water crossing. An alternate method would be to install a manhole on one side of the crossing, having valves and appurtenances such that the crossing can be pressure tested.
3. The opportunity for additional training in water supply work should be made available to the operator(s). Attendance at the annual waterworks operators seminar, held in the area, is a valuable experience for anyone engaged in this field.



Michael Piechowski
Public Health Engineer
Section of Water Supply
and Engineering

REPORT ON INVESTIGATION OF PUBLIC WATER SUPPLY

HE-00842-02

ANALYTICAL DATA

Collected By Michael Piechowski Report To Metro

[illegible]

Memorandum

DATE: March 21, 1989
TO: City Council
FROM: Jerry Dulgar, City Manager
SUBJECT: On-Street Parking Regulations

This information will be appearing in the next newsletter to provide the homeowners with the benefits of the on-street parking regulations.

ON-STREET PARKING REGULATIONS

In April of 1984 the Crystal City Council concluded an extensive review of on-street parking regulations and approved an ordinance that prohibits parking on City streets between 3 and 6 a.m. While this action was taken in response to numerous parking problems throughout the City, no one questioned the inconvenience and frustration many residents would encounter as they struggled to comply with the regulation.

The ordinance has been in effect for five years, and resident compliance has been excellent. However, a restating of the program benefits may be in order as justification for any continuing inconvenience.

- 1) The early morning parking prohibition has greatly reduced on-street parking at all times of the day which assists the Crystal Police Department in the following ways:
 - Significantly reduces vehicle damage accidents as well as vandalism and theft related to parked vehicles.
 - Improves police response and officer safety in responding to in-progress crimes.
 - Allows for more efficient removal of inoperable vehicles within public right-of-way.
 - Allows police officers to more readily identify stolen or abandoned vehicles.
- 2) The Crystal Public Works Department also benefits from less on-street parking:
 - Improves snow removal operations in terms of time to complete routes and increases operator safety. Demands on police are also reduced in regards to "snow bird" situations.
 - Keeps the streets open for general maintenance operations involving street sweeping, blacktop repair and seal coating.
 - Significantly reduces pavement deterioration and improves drainage along the edge of streets where concrete curb and gutter is not in place.

On-Street Parking Regulations
Page 2

- 3) Other general benefits of our current parking regulations include:
- Improved visibility allows for better overall traffic flow and increases both vehicular and pedestrian safety.
 - Provides an improved image in terms of a more open and clean right-of-way.
 - Reduces the need for no parking zones in residential areas adjacent to apartment complexes and commercial businesses that would routinely create more all night on-street parking.

AGREEMENT

THIS AGREEMENT, entered into between the CITY OF CRYSTAL, a Minnesota municipal corporation, (the "City") and the firm of LEFEVERE, LEFLER, KENNEDY, O'BRIEN & DRAWZ, a Professional Association, (the "City Attorney"), as of this 1st day of January, 1989.

WITNESSETH:

WHEREAS, City and the City Attorney have entered into an Agreement (the "Agreement") for legal services dated April 23, 1974, and amended by Agreements dated November 21, 1978, December 15, 1981, February 1, 1983, November 1, 1984, and January 1, 1987; and January 1, 1989.

WHEREAS, the Agreement provides that it may be amended at any time by the mutual consent of the parties thereto and the parties are authorized and desire to amend the Agreement:

NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein and in the Agreement, the City and City Attorney are as follows:

1. The Agreement is modified to provide for an hourly rate of \$85 for non-retainer services, commencing as of January 1, 1989.
2. All other terms, conditions and provisions of the Agreement as amended are unchanged by this agreement.

IN WITNESS WHEREOF, the City and the City Attorney have caused this Agreement to be duly executed by their duly authorized officers and representatives as of the day and year first above written.

CITY OF CRYSTAL

By _____
Betty Herbes
Its Mayor

By _____
Jerry Dulgar
Its City Manager

LEFEVERE, LEFLER, KENNEDY,
O'BRIEN & DRAWZ
a Professional Association

By _____
David J. Kennedy

AGREEMENT

THIS AGREEMENT, entered into between the City of Crystal, a Minnesota municipal corporation, (the "City") and the Firm of LeFEVERE, LEFLER, KENNEDY, O'BRIEN & DRAWZ, a Professional Association, (the "City Attorney"), as of this 1st day of January, 1987.

WITNESSETH:

WHEREAS, City and the City Attorney have entered into an Agreement (the "Agreement") for legal services dated April 23, 1974, and amended by Agreements dated November 21, 1978, December 15, 1981, February 1, 1983, and November 1, 1984; and

WHEREAS, the Agreement provides that it may be amended at any time by the mutual consent of the parties thereto and the parties are authorized and desire to amend the Agreement:

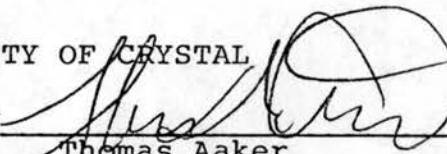
NOW, THEREFORE, in consideration of the mutual promises and conditions contained herein and in the Agreement, City and City Attorney agree as follows:

1. The Agreement is modified to provide for an hourly rate of \$75 for non-retainer services, commencing as of January 1, 1987.
2. All other terms, conditions and provisions of the Agreement as amended are unchanged by this agreement.

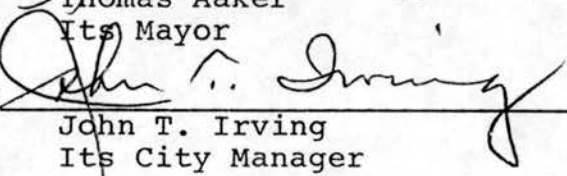
IN WITNESS WHEREOF, the City and the City Attorney have caused this Agreement to be duly executed by their duly authorized officers and representatives as of the day and year first above written.

CITY OF CRYSTAL

By


Thomas Aaker
Its Mayor

By


John T. Irving
Its City Manager

LeFEVERE, LEFLER, KENNEDY, O'BRIEN
& DRAWZ
a Professional Association

By


David J. Kennedy

DUE DATE: NOON, WEDNESDAY, MARCH 15, 1989

MEMO TO: Jerry Dulgar, City Manager

MEMO FROM: John Olson, Assistant City Manager

ACTION NEEDED MEMO: From the March 7, 1989 Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of March 7, 1989. These items should be taken care of by noon, Wednesday, preceding the next regularly scheduled Council meeting and returned to the Assistant City Manager for his review.

DEPARTMENT

ITEM

PUBLIC HEARINGS

PUBLIC WORKS
DIRECTOR

1. Public hearing to consider tentative approval of proposed plat Bedman Addition located at 7025 - 46th Avenue North.

ACTION NEEDED: Notify applicant of Council denial.

ACTION TAKEN: Applicant notified of Council action and petition on lot area referred to Planning Commission.

BUILDING
INSPECTOR

2. Public hearing to consider a request for a variance at 8017 - 33rd Avenue North.

ACTION NEEDED: Notify applicant of Council approval.

ACTION TAKEN: Applicant present at meeting.

REGULAR AGENDA

CITY CLERK

1. Consideration of applications for appointment to the Park & Recreation Advisory Commission.

ACTION NEEDED: Notify Bill Gentry of appointment to the Commission; notify Loretta Katchmark that her name will remain on the list of eligible candidates.

ACTION TAKEN: Letters written to Mr. Gentry and Ms. Katchmark 3-8-89.

CITY CLERK

2. Consideration of the appointment of John T. Irving as the representative of the HRA on the Long-Range Planning Commission.
ACTION NEEDED: Notify Mr. Irving of Council approval of appointment.
ACTION TAKEN: Letter written to Mr. Irving 3-8-89.

PARK & RECREATION
DIRECTOR

3. Consideration of tree removal and tree trimming contract for 1989.
ACTION NEEDED: Notify Outside Services of Council approval.
ACTION TAKEN: Bidder present at meeting; proceeding to secure license and complete contract.

PUBLIC WORKS
DIRECTOR

4. Consideration of conditional use permits at 6800 - 56th Avenue North.
ACTION NEEDED: Notify applicant of Council denial.
ACTION TAKEN: Applicant notified of denial and Attorney preparing findings.

PUBLIC WORKS
DIRECTOR

5. Consideration of a request from Brooklyn Center regarding Twin Lake/Ryan Lake Outlet Study.
ACTION NEEDED: Notify Brooklyn Center of Council approval.
ACTION TAKEN: Resolution referred to Water Shed Commission.

~~CITY CLERK~~*Public Works
Director*

6. Consideration of setting a public hearing for the review of the Northwest Corridor of the Light Rail Transit System.
ACTION NEEDED: Publish notice of the public hearing on Light Rail Transit.
ACTION TAKEN: Notice of public hearing to be published.

COMMUNITY
DEVELOPMENT
COORDINATOR

7. Consideration of setting public hearing on the CDBG Program.
ACTION NEEDED: Publicize March 21 public hearing.
ACTION TAKEN: Hearing published in the March 9 issue of Post News.

ADMINISTRATIVE
ASSISTANT

8. Consideration of a Resolution Regarding Workers' Compensation for Elected and Appointed Officials.
ACTION NEEDED: Notify Workers' Compensation of approval of Resolution.
ACTION TAKEN: Notification made 3-9-89.

CITY CLERK

9. Licenses.
ACTION NEEDED: Issue licenses.
ACTION TAKEN: Licenses issued.

**If you wish to speak at the City Council meeting
please put your name and address below:**

[illegible]