



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

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Stearns

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COUNCIL AGENDA

January 23, 1990

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on January 23, 1990, at 7:00 P.M., at 4141 Douglas Drive, Crystal, Minnesota.

The Secretary of the Council called the roll and the following were present:

Councilmembers

A Carlson
P Moravec
P Irving
P Grimes
P Herbes
P Langsdorf
P Joselyn

Staff

P Dulgar
P Olson
P Kennedy
P Monk
P Barber
P George

P Branden
P Johnson
P Massey
P Thomsett
P Reno

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

1. The City Council considered the minutes of the Regular City Council meeting of January 9, 1990.

Moved by Councilmember G and seconded by Councilmember I to
(approve) (approve, making the following exceptions: _____)

to) the minutes of the Regular City Council meeting of January 9, 1990.

Motion Carried.

1. Consideration of authorizing acquisition of property at 2951 Vera Cruz as addition to Bassett Creek Park and allocate funds from PIR Fund.
2. Consideration of a one day temporary on-sale liquor license for Knights of Columbus #3656, 4947 West Broadway, on February 21, 1990, with request for a waiver of the fee.
3. Consideration of the Mayor's reappointment of Arthur Cunningham, 7720 - 36th Avenue North, to the Civil Service Commission for a term expiring 12-31-92.
4. Consideration of an agreement with Corcoran Pet Care Center, 7569 County Road 116, Corcoran, for an animal pound.
5. Set 7:00 p.m., March ¹³~~6~~, 1990 as the date and time for a Public Hearing on the question of increases in license fees for vending machines.

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

Motion Carried.

Moved by Councilmember L and seconded by Councilmember M to approve the Consent Agenda.

Motion Carried.

REGULAR AGENDA

1. The City Council considered the First Reading of an Ordinance rezoning a portion of a lot at 6000 Lakeland Avenue from R-1 (Single Family Residential), to B-3 (Auto Oriented Commercial), to allow construction of a motel, and the issuance of a building permit.

Mr. Shakta, applicant appeared and was heard

- A. Moved by Councilmember G and seconded by Councilmember L to adopt the following ordinance:

ORDINANCE NO. 90-

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

and further, that the second and final reading be held on February 6, 1990.

Motion Carried.

- B. Moved by Councilmember L and seconded by Councilmember G to (approve) (deny) (continue until _____ the discussion of) the authorization to issue a building permit to Larson Associates, Inc. for a 37 unit motel located at 6000 Lakeland Avenue North, subject to standard procedure.

Motion Carried.

2. The City Council considered award of a bid for a sanitary sewer jet cleaner.

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

RESOLUTION NO. 90-5

RESOLUTION AWARDING BID FOR
SEWER JET CLEANER

to *Flexible Pipe Tool Co.*

By roll call and voting aye: M, I, G, H, L,
J, _____; voting no: _____; absent, not
voting: C, _____.

Motion carried, resolution declared adopted.

3. The City Council considered salaries for non-union employees for 1990.

I/G to approve City Manager's salary recommendation ^{retro-active to Jan 1, 1990} for non-union employees for 1990, to include the adjustment made in the proposal this evening regarding the ^{position of} building inspector, and because employees holding the positions of Assessor, Finance Director and Park and Recreation Director requested the Council not take action on their salaries tonight, defer them and eliminate them from the recommendation.

Motion Carried.

4. The City Council discussed potential funding from Contingency/Emergency Allowance Fund regarding Domestic Abuse Program and membership to the Suburban Rate Authority.

Cynthia Cook, Home Free Domestic Abuse Intervention Project and an unidentified user of the program appeared and were heard.

J/L to approve funding of the Domestic Abuse Intervention Project in the amount of \$22,925 to be taken from the Contingency Fund or other sources at the City Manager's discretion.

Motion Carried.

Recess - 8:18 PM

Reconvened - 8:30 P.M.

5. The City Council discussed the proposed sale of equipment certificates.

M/I to approve the proposed sale of equipment certificates not to exceed \$803,090.

Motion Carried.

6. The City Council considered the First Reading of an Ordinance Relating to Certain Licenses; Amending Crystal City Code, Section 1000 by adding a subsection.

Moved by Councilmember I and seconded by Councilmember L to adopt the following ordinance:

ORDINANCE NO. 90-

AN ORDINANCE RELATING TO CERTAIN LICENSES:
AMENDING CRYSTAL CITY CODE, SECTION 1000 BY
ADDING A SUBSECTION

and further, that the second and final reading be held on February 6, 1990.

Motion Carried.

7. The City Council reviewed the Municipal State Aid Street System and designation of excess mileage.

8. The City Council reviewed the status of 36th Avenue in terms of reconstruction project between Louisiana and Welcome Avenues.

9. The City Council reviewed the committee report on City Hall space needs.

I/M to direct staff to ^{obtain} ~~bring~~ names of firms ^{and ~~the~~ ~~city~~ ~~has~~ ~~costs~~ ~~the~~ ~~city~~ ~~would~~ ~~incur~~ ~~to~~} survey space needs as proposed by the committee and bring back to the Council.

motion carried

Consensus of the Council directed staff to arrange a tour of City Hall facilities for the Council at 4 p.m. on February 6, 1990. ~~if possible~~.

10. The City Council reviewed the construction status of Crystal Community Center.

11. The City Council discussed the Employee of the Month Award.

OPEN FORUMINFORMAL DISCUSSION AND ANNOUNCEMENTS

- Mayor - Inquired of Homestead, 6427-41st Ave. No. (Assessor's letter in packet)
- Mayor - Card of thanks commending Fire Dept. from Crystal Resident
(copy of card in packet)
- Irving - P & R Advisory Commission request to hold the June 5th
Council meeting at the Community Center (alert staff)
- City Mgr. - Funding of Grand Opening week at Community Center -
letter going out requesting donations.
- Grimes - North Metro Tourism Bureau - should City belong -
place on Feb. 6th Council Agenda.
- Morawec - Star Tribune Article re: financing for house purchases
and rehabilitation - staff get more info - has already
been brought to Comm. Dev. Coordinator's attention -
will follow through.

Moved by Councilmember M and seconded by Councilmember I to approve the list of license applications.

Motion Carried.

Moved by Councilmember I and seconded by Councilmember L to adjourn the meeting.

Motion Carried.

Meeting adjourned at 10:20 p.m.

APPLICATIONS FOR LICENSE
JANUARY 23, 1990

FOOD ESTABLISHMENT - Restaurant (\$275.00 w/o QA Plan)

Beek's Pizza, 6408 56th Avenue North

FOOD ESTABLISHMENT - Restaurant (\$150.00 with QA Plan)

Burger King, 3526 Lilac Drive
Crystal Care Center, 3245 Vera Cruz Ave.No.
LaGondola Restaurant, 6023 42nd Avenue No.

FOOD ESTABLISHMENT - Special Food Handling (\$35.00)

Big Top Balloons, 5444 Douglas Drive
Paper Warehouse, Inc., 101 Willow Bend
Pier I Imports, 5590 West Broadway
United Liquor #3, 3530 Douglas Drive

KENNEL - Private (\$50.00)

Melvin Bauck, 3236 Edgewood Ave. North

VENDING - Nonperishable (Exempt)

Firemen's Relief Association, 4101 Douglas Drive

FOOD ESTABLISHMENT - Itinerant (Exempt)

Boy Scout Pack #163 from St. Raphael's Church at
Knights of Columbus Hall, 4947 West Broadway,
One Day Only, February 25, 1990, pancake breakfast

CIGARETTES - \$30.00 each machine and/or over sales

Crystal Liquors, 5924 West Broadway

GASOLINE STATIONS - \$50.00 station + \$7.25 each hose connection

Crystal Skyways, 5800 Airport Road
Northland Aircraft Services, Crystal Airport

NEW LICENSES

CIGARETTES - \$30.00 each machine and/or over counter sales

Bro-Midwest Vending dba K Wong Chow Mein Restaurant, 5430
Lakeland Ave. N.

APPLICATIONS FOR LICENSE

January 23, 1990

GAS FITTER'S LICENSE - \$30.25 - Renewals

Ray Welter Heating, 4637 Chicago Ave., Minneapolis, MN 55407

Clark Plumbing, 1206 Mainstreet, Hopkins, MN 55343

Gadtke Plumbing, 3510 N. Kilmer Lane, Plymouth, MN 55441

Midwestern Mechanical, 9103 Davenport St. NE., Blaine, MN 55434

Northern Plumbing & Heating, 15685 Medina Road, Plymouth, MN 55447

Air Conditioning Associates, 689 Pierce Butler Route, St. Paul, MN 55102

Flare Heating & Air Conditioning Inc., 9303 Plymouth Ave. N., Golden Valley, MN 55427

Rouse Mechanical, Inc., 11348 K-tel Drive, Minnetonka, MN 55343

PLUMBER'S LICENSE - \$30.25 - Renewals

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Gadtke Plumbing, 3510 N. Kilmer Lane, Plymouth, MN 55441

Crosstown Plumbing Inc., 16539 105th Ave. N., Maple Grove, MN 55369

Berghorst Plumbing & Heating Co., 10732 Hanson Blvd., Coon Rapids, MN 55433

Midwestern Mechanical, 9103 Davenport St. NE., Blaine, MN 55434

Hutton & Rowe, Inc., 2126 2nd Ave. N., Anoka, MN 55303

Voss Plumbing, 11348 K-tel Drive, Minnetonka, MN 55343

Northern Plumbing & Heating, 15685 Medina Road, Plymouth, MN 55447

TREE TRIMMER - \$55.00

The Davey Co., 14100 - 21st Ave. N. Suite B, Plymouth, MN 55441

Allstate Tree Service, 7510 Jackson St. NE, Mpls., MN 55432

Shadywood Tree Experts, 12825 S. Cedar Lake Rd., Minnetonka, MN 55343

Crystal Tree Service, 3417 Yates Ave. N., Crystal, MN 55422

SIGN LICENSE RENEWALS

Crystal Foot Clinic, 5415 West Broadway	60.00
Northwest Family Physicians, 5502 West Broadway	30.00
Lanick & Liljegren Co., 3268 Winpark Dr.	15.00
Keng's Chow Mein, 6121 42nd Ave. N.	30.00
Boyd's Custom Cabinets, 5153 Idaho Ave. N.	15.00
Alive 'n Kicking, 5550 West Broadway	15.00
McLaughlin Tax Service, 3419 Vera Cruz Ave. N.	34.50
Brunswick Methodist Church, 6122 42nd Ave. N.	Exempt
Family Dentistry, 3548 Noble Ave. N.	15.00
Lane's True Value, 3549 Douglas Dr. N.	60.00
Olivet Baptist Church, 3240 Nevada Ave. N.	Exempt
Graphco Securities, 5620 West Broadway	30.00
Burger King Corp. 3526 Lilac Dr. N.	45.00
Andy's Shoe Repair, 5434 Douglas Dr. N., Suite 1	15.00
Crystal Travel Service, 137 Willow Bend	15.00
Temp's Litho, 3542 Douglas Dr. N.	30.00
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Superamerica, 7818 36th Ave. N.	30.00
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Dana's Villa, 225 Willow Bend	15.00
First Minnesota, 5440 West Broadway	45.00
Motor Parts, 5140 West Broadway	60.00
Woodbridge Apartments, 2701 Brunswick Ave. N.	45.00
Northside Appliance, 6404 56th Ave. N.	15.00
Panto-Gravers, 5515-25 34th Ave. N.	15.00
Gold Eagel Laundry, 6924 56th Ave. N.	50.22
Twin City Vacuum, 3517 Vera Cruz Ave. N.	30.00
Great Clips Inc., 333 Willow Bend	15.00
Donato's Floral, 4701 36th Ave. N.	15.00
Chalet Liquor, 5301 36th Ave. N.	30.00
Dumarks Garage, 5240 West Broadway	60.00
Lamplighter Barber Shop, 2746 Douglas Dr. N.	15.00
Iron Horse, 5630 Lakeland Ave. N.	60.00
The Typewriter Place, 5353 West Broadway	15.00
Kentucky Fried Chicken, 6817 56th Ave. N.	45.00
G.I. Joe Surplus, 303 Willow Bend	15.00
Dr. John Gosche, 6209 42nd Ave. N.	30.00
Target, 5537 West Broadway	30.00
United Liquors, 3530 Douglas Dr. N.	30.00
CSI Electric, Inc., 5241 West Broadway	15.00
T. L. Systems, 5253 Lakeland Ave. N.	30.00
Fournier Accessory Furniture, 7301 32nd Ave. N.	15.00

Sent with Council packets on January 19, 1990:

Minutes of the Council Mtg. of 1-9-90.
Memo from City Engr. dated 1-17-90 re: Acquisition of Property fat 2951 Vera Cruz Ave. N.
Memo from K of C dated 1-9-90 re: one-day liquor license on February 21, 1990.
Memo from Supervising Sanitarian dated 1-18-90 re: Animal Impound Contract & contract.
Memo from City Engr. dated 11-7-90 re: Rezoning at 6000 Lakeland Ave. No.
Memo from Bldg. Inspector dated 1-18-90 re: 6000 Lakeland Ave. N. (Royal Crown Motel).
Memo from City Engr. dated 1-17-90 re: Award of Bid for sewer jet cleaner.
Memo from Admin. Asst. dated 1-18-90 re: 1990 Pay Plan.
Memo from Dinance Director/Treasurer dated 1-11-90 re: Potential funding from contingency/emergency allowance fund.
Letter from Home Free dated 1-17-90 re: funding.
Memo from Miles Johnson dated 1-17-90 re: Proposed Sale of Equipment Certificates.
Memo from City Clerk dated 1-18-90 re: notice of public hearing/ordinance change-license fee increases.
Memo from City Engr. dated 1-12-90 re: State Aid Street System.
Memo from City Engr. dated 3-22-90 re: 36th Ave. Reconstruction (also correspondence prior to 3-22-90).
Analysis of City Hall Space Needs (prepared by the committee).
Memo from William Monk dated 6-29-90 re: Crystal Community Center.
Action Needed Memo from the January 9, 1990 City Council Meeting.
Crystal Planning Commission Minutes of 1-8-90.
Letter from City of Robbinsdale dated 1-9-90 to Henn. Cty. Regional R.R. Authority re: draft environmental impact study for Light Rail Transit.
Letter from Mayor dated 1-12-90 to Director, LRT.
Memo from City Assessor dated 1-10-90 re: Homestead Brent Gissler, 6427 - 41st Ave. N.
The Springsted Letter, Series MN 1989 - December 1.
"Thank You" from Ginny & Theresa Thom.

Memo from LMC dated 1-12-90 re: Travel arrangements - 1990 NLC Congressional-City Conference.
News Digest from IIMC (Article "Community Choice").
Memo from Police Dept. Planning Committee dated 1-18-90 re: Sgt. Roger Halverson. (retirement).

Included in packet on January 23, 1990:

Memo from City Assessor, Park & Rec. Director and Finance Director dated 1-22-90 re: Deferrment of Proposed 1990 Wage Increase.
Memo from City Clerk dated 1-22-90 re: Airfares NLC Conference, Washington, D.C. (March 3-6, 1990). Code Pages.
Card from The Raea family re: fire at 5717 - 29th Ave. No. on October 17, 1989.

Marlene

Memorandum

DATE: January 19, 1990
TO: Mayor and Council
FROM: Jerry Dulgar, City Manager
SUBJECT: Preliminary Agenda for the January 23, 1990 Council Meeting

Consent Agenda:

Item 1: Consideration of authorizing acquisition of property at 2951 Vera Cruz as addition to Bassett Creek Park and allocate funds from PIR Fund. A few weeks ago we approached the Council about the possibility of acquiring this property from the Jordan family. At that time we discussed the possibility of swapping some property with one of the Jordans who lives next to Bassett Creek Park. After exploring that avenue, they've indicated that they are no longer interested in the swap but they are still willing to sell the property to the City. Based on other property that we have acquired in that area and appraisals we have, we estimate that the property is worth somewhere between \$15,000 and \$20,000. The Jordans are willing to sell it to the City for \$14,500 and we are giving them a letter indicating that they are donating \$3,500 worth of property to the City. I think that is a fair deal for the City and for the property owner and I would recommend that we go ahead. I'd just as soon not discuss the price in the meeting but if you have questions please call me. The reason I say I would rather not discuss the price in the meeting is that we could have somebody try to outbid us for it hoping to get more money out of the Highway Department when the highway project is done along that area or something similar.

Item 5: Set 7:00 p.m., March 6, 1990 as the date and time for a Public Hearing on the question of increases in license fees for vending machines. When we increased the license fees sometime back, we were not aware of a state statute passed four/five years ago that requires you to have a public hearing on increasing license fees for vending machines. We are going back and doing that at this point and time. This will set the hearing date and time and we will have more information for you at that time.

Regular Agenda:

Item 1: Consideration of the First Reading of an Ordinance rezoning a portion of lot at 6000 Lakeland Avenue from R-1, Single Family Residential, to B-3, Auto Oriented Commercial, to allow construction of a motel; and issuance of a building permit. Action: recommend approval. I think this is a good addition to

the tax base of the City and will clean up property that is in need of redevelopment.

Item 2: Consideration of award of bid for a sanitary sewer jet cleaner. I'd recommend that we award the bid. It's well within budget and meets with specifications.

Item 3: Consideration of the salaries for non-union employees for 1990. Attached please find a memo from Nancy Gohman to myself relative to the pay plan/comp worth increases for 1990. You will note that there are some increases that are smaller than the norm of approximately 4 percent and some that are larger than that. The people who are under 4 percent typically are over the midpoint or even out of the range for their position based on the points established for that position through the time-spent profile. These recommended increases do keep us consistent with the mandates of the state law for comparable worth and we would recommend that they be approved. We do have four/five people who have requested that they be allowed to retake the time-spent profile. Upon their taking those and these being rechecked, there could be some changes for those people, but in the past that has not happened very frequently.

Item 4: Discussion of potential funding from Contingency/Emergency Allowance Fund regarding Domestic Abuse Program and membership to the Suburban Rate Authority. You have a memo from Miles Johnson, Finance Director, attached. I would recommend that we not at this time rejoin the Suburban Rate Authority or reinstitute the Domestic Abuse Program. It's something we might look at the last quarter of the year but I don't think we should spend our contingency at this point in time. One never knows when we could have a flood, tornado, fire or other disaster or emergency and need that funding. I should mention also that NSP has approved the electric utility franchise for the City with the 5 percent as adopted and without our joining the Suburban Rate Authority.

Item 5: Discussion of proposed sale of equipment certificates. As you recall when we adopted the budget, we did not have any capital equipment in the budget and we indicated that we would be coming back with a list of equipment with the intention of selling certificates of indebtedness to purchase that equipment and also equipment from the 1991 5-year capital budget. Approval has already been granted for the two pieces of fire equipment but the other equipment we wanted to bring back a list to show you the prices of it and the total for the certificates. At this time we would like the Council to approve the list of equipment. The prices are just estimates at this point and time. We will proceed with the bond sale and going out for bids or proposals on the equipment. Please call if you have any questions. We do have some urgency on a couple pieces of this equipment, that being in order to get into the county bid, we have to let them know this week that we do plan to go along. Miles can tell you which items those are.

Item 6: Consideration of the First Reading of an Ordinance Relating to Certain Licenses. This would be a First Reading of the Ordinance that the public hearing is being set for on item 5 of the Consent Agenda. We will do the First Reading at this point in time and have the public hearing as scheduled earlier. Depending on what fees Council sets, etcetera, we will go ahead and adopt that ordinance at that time. It puts us a little bit ahead of the game.

Items 7 through 11 are all work session type items. These are all items that Bill Monk and I will go over for the Council. Bill will primarily cover 7 through 10 and I'll cover item 11 along with Bill. We hope to, on the next few agendas when we have time, put a few work session items like this on to try to bring the Council up to speed on where some of these items are at or to make you aware of issues, whatever the case might be. It seems like we might have some fairly slack agendas where we can do this.

Have a good weekend. See you on Tuesday if not before.

JD/js

COUNCIL AGENDA - SUMMARY

COUNCIL MEETING OF
JANUARY 23, 1990

Call to order

Roll call

Pledge of Allegiance to the Flag

Approval of the minutes of the regular meeting of January 9, 1990.

Consent Agenda

1. Consideration of authorizing acquisition of property at 2951 Vera Cruz as addition to Bassett Creek Park and allocate funds from PIR Fund.
2. Consideration of a one day temporary on-sale liquor license for Knights of Columbus #3656, 4947 West Broadway, on February 21, 1990, with request for a waiver of the fee.
3. Consideration of the Mayor's reappointment of Arthur Cunningham, 7720 - 36th Avenue North, to the Civil Service Commission for a term expiring 12-31-92.
4. Consideration of an agreement with Corcoran Pet Care Center, 7569 County Road 116, Corcoran, for an animal pound.
5. Set 7:00 p.m., March 6, 1990 as the date and time for a Public Hearing on the question of increases in license fees for vending machines.

Regular Agenda Items

1. Consideration of the First Reading of an Ordinance rezoning a portion of lot at 6000 Lakeland Avenue from R-1, Single Family Residential, to B-3, Auto Oriented Commercial, to allow construction of a motel; and issuance of a building permit.
2. Consideration of award of bid for a sanitary sewer jet cleaner.
3. Consideration of the salaries for non-union employees for 1990.
4. Discussion of potential funding from Contingency/Emergency Allowance Fund regarding

Domestic Abuse Program and membership to the Suburban Rate Authority.

5. Discussion of proposed sale of equipment certificates.
6. Consideration of the First Reading of an Ordinance Relating to Certain Licenses; Amending Crystal City Code, Section 1000 by adding a subsection.
7. Review of Municipal State Aid Street System and designation of excess mileage.
8. Review status of 36th Avenue in terms of reconstruction project between Louisiana and Welcome Avenues.
9. Review committee report on City Hall space needs.
10. Review construction status of Crystal Community Center.
11. Discussion of the Employee of the Month Award to be presented to Dave Fennern.

Open Forum

Informal Discussion and Announcements

Licenses

Adjournment

APPLICATIONS FOR LICENSE
JANUARY 23, 1990

FOOD ESTABLISHMENT - Restaurant (\$275.00 w/o QA Plan)

Beek's Pizza, 6408 56th Avenue North

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Crystal Care Center, 3245 Vera Cruz Ave.No.
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Paper Warehouse, Inc., 101 Willow Bend
Pier I Imports, 5590 West Broadway
United Liquor #3, 3530 Douglas Drive

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McLaughlin Tax Service, 3419 Vera Cruz Ave. N.	34.50
Brunswick Methodist Church, 6122 42nd Ave. N.	Exempt
Family Dentistry, 3548 Noble Ave. N.	15.00
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Target, 5537 West Broadway	30.00
United Liquors, 3530 Douglas Dr. N.	30.00
CSI Electric, Inc., 5241 West Broadway	15.00
T. L. Systems, 5253 Lakeland Ave. N.	30.00
Fournier Accessory Furniture, 7301 32nd Ave. N.	15.00

January 9, 1990

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Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on January 9, 1990 at 7:00 P.M., at 4141 Douglas Drive, Crystal, Minnesota.

The Secretary of the Council called the roll and the following were present: Carlson, Moravec, Irving, Grimes, Herbes, Langsdorf, Joselyn. Also in attendance were the following staff members: Jerry Dular, City Manager; John Olson, Assistant City Manager; David Kennedy, City Attorney; William Monk, Public Works Director; William Barber, Building Inspector; Darlene George, City Clerk.

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

The City Council considered the minutes of the Regular City Council meeting of December 19, 1989 and the Organizational meeting of January 2, 1990.

Moved by Councilmember Langsdorf and seconded by Councilmember Moravec to approve the minutes of the Regular City Council meeting of December 19, 1989 and the Organizational meeting of January 2, 1990.

Motion Carried.

The City Council considered the following Public Hearings:

1. It being 7:00 p.m., or as soon thereafter as the matter may be heard, Mayor Herbes declared this was the date and time as advertised for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a variance request for a second principal structure (telephone tower) on Johnson Equipment site at 5141 Lakeland Avenue North. The Mayor asked those present to voice their opinions or to ask questions concerning the matter. Those present and heard were: John Shardlow of Dahlgren, Shardlow and Uban, Inc.; Norbert Johnson, owner of property at 5141 Lakeland Avenue North.

The Mayor closed the Public Hearing.

Moved by Councilmember Grimes and seconded by Councilmember Joselyn to approve as recommended by and based on the findings of fact of the Planning Commission the authorization pursuant to Section 515.55 of the Crystal City Code, to vary or modify the strict application of Section 515.07, Subdivision 3, granting a variance to allow a second principal building on the northwest corner of the lot at 5141 Lakeland Avenue North (Johnson Equipment Company) as requested in application #89-45.

January 9, 1990

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By roll call and voting aye: Moravec, Irving, Grimes, Herbes, Langsdorf, Joselyn; voting no: Carlson.

Motion Carried.

2. It being 7:00 p.m., or as soon thereafter as the matter may be heard, Mayor Herbes declared this was the date and time as advertised for a public hearing at which time the City Council will sit as a Board of Adjustments and Appeals to consider a request from Diane H. Schipper for a variance for an over 4 ft. tall privacy fence in the front and side yard and parking in the front yard at 3425 Winnetka Avenue North. The Mayor asked those present to voice their opinions or to ask questions concerning the matter. Those present and heard were: Diane Schipper.

The Mayor closed the Public Hearing.

Moved by Councilmember Langsdorf and seconded by Councilmember Grimes to grant as recommended by and based on the findings of fact of the Planning Commission the authorization pursuant to Section 515.55 of the Crystal City Code to vary or modify the strict application of Section 515.07, Subdivision 8 c), to grant a variance of 1' 9" in the allowed 4' high fence in the front and side yard and parking in the front yard at 3425 Winnetka Avenue North as requested in application #89-43.

Motion Carried.

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

1. The City Council considered the issuance of a building permit for U.S. West tower at 5141 Lakeland Avenue North.

Moved by Councilmember Grimes and seconded by Councilmember Irving to approve as recommended by the Planning Commission authorization to issue a building permit for U.S. West New Vector Group for a prefabricated building and a 100' tower located on the northwest corner at 5141 Lakeland Avenue North, subject to standard procedure.

Motion Carried.

2. The City Council considered a 49 sq. ft. variance request to the Sign Ordinance, Section 406.17., Subdivision 2(c) to the allowable area of 83 sq. ft. for a total sign size of 132 sq. ft. at LaGondola & Spaghetti House, 6023 - 42nd Avenue North.

Moved by Councilmember Irving and seconded by Councilmember Carlson to approve issuance of a variance of 13 sq. ft. to the Sign Ordinance, Section 406.17., Subdivision 2(c) to the allowable area of 83 sq. ft. for a total sign size of 132 sq. ft. as a trade-off for a second sign at LaGondola & Spaghetti House, 6023 - 42nd Avenue North.

Motion Carried.

January 9, 1990

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3. The City Council considered a conditional use permit to allow an amusement center (billiards) in a B-4 (Community Commercial) District at Anthony Shopping Center, 5311 - 36th Avenue North; and the First Reading of an Ordinance Amendment Regarding Amusement Center Conditions in Section 515.37 of the Zoning Code.
- A. Moved by Councilmember Carlson and seconded by Councilmember Moravec to approve as recommended by and based on the findings of fact of the Planning Commission issuance of a conditional use permit to allow an amusement center (billiards) in a B-4 (Community Commercial) District at 5311 - 36th Avenue North, as requested in application #89-42, conditioned upon an ordinance amendment.

Motion Carried.
- B. Moved by Councilmember Carlson and seconded by Councilmember Grimes to adopt the following ordinance:

ORDINANCE NO. 90-

AN ORDINANCE AMENDING THE ZONING CODE;
SECTION 515.37, SUBDIVISION 4 H)

and further, that the second and final reading be held on January 23, 1990.

Motion Carried.

4. The City Council reviewed the status of two parcels of tax forfeited property at 3200 Brunswick Avenue North and 3500 Brunswick Avenue North.

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

RESOLUTION NO. 90-3

CONVEYANCE OF TAX FORFEITED LANDS

By roll call and voting aye: Carlson, Moravec, Irving, Grimes, Herbes, Langsdorf, Joselyn. Motion carried, resolution declared adopted.

5. The City Council considered the First Reading of an Ordinance Amendment Designating the Planning Commission as the Board of Adjustments & Appeals.

Moved by Councilmember Irving and seconded by Councilmember Joselyn to return the ordinance to staff to incorporate the ideas of Council regarding Council review into the ordinance.

Motion Carried.

6. The City Council considered the Second Reading of an Ordinance relating to Second Hand Goods Dealers Licensing.

January 9, 1990

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Moved by Councilmember Langsdorf and seconded by Councilmember Grimes to adopt the following ordinance:

ORDINANCE NO. 90-1

AN ORDINANCE RELATING TO
SECONDHAND GOODS DEALERS: AMENDING
CRYSTAL CITY CODE, SUBSECTION
1175.03 BY ADDING A CLAUSE

and further that this be the second and final reading.

Motion Carried.

7. The City Council considered a gambling license renewal application for Elks Lodge #44, 5410 Lakeland Avenue North.

Moved by Councilmember Moravec and seconded by Councilmember Grimes to approve a gambling license renewal application for Elks Lodge #44, 5410 Lakeland Avenue North.

Motion Carried.

8. The City Council discussed the League of Minnesota Insurance Trust dividend check to the City in the amount of \$40,924 and to the Hennepin County Recycling Group in the amount of \$222.
9. The City Council considered changing the December 4, 1990 City Council meeting date.

Moved by Councilmember Moravec and seconded by Councilmember Irving to change the December 4, 1990 City Council meeting date to December 10, 1990.

Motion Carried.

10. The City Council considered an agreement with Brooklyn Park, Maple Grove, and Osseo relating to a circulation bus route.

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

RESOLUTION NO. 90-4

RESOLUTION RELATING TO REGIONAL TRANSIT BOARD
COMMUNITY TRANSIT PLANNING GRANT AGREEMENT

By roll call and voting aye: Carlson, Moravec, Irving, Grimes, Herbes, Langsdorf, Joselyn. Motion carried, resolution declared adopted.

11. The City Council discussed a draft of an Environmental Impact Statement for Light Rail Transit. Staff was directed to bring back the original resolution regarding Light Rail Transit to Council for the benefit of the new Councilmembers.

January 9, 1990

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12. The City Council considered the resignation of Mark Hoffmann from the Crystal Park and Recreation Advisory Commission.

Moved by Councilmember Langsdorf and seconded by Councilmember Grimes to accept the resignation of Mark Hoffmann from the Crystal Park and Recreation Advisory Commission.

Motion Carried.

Moved by Councilmember Moravec and seconded by Councilmember Langsdorf to approve the list of license applications as submitted by the City Clerk to the City Council, with the addition of an auctioneer's license for Clair Wilson at the Knights of Columbus Hall on January 22, 1990, February 26, 1990 and March 26, 1990, a list of which is on file in the office of the City Clerk, and further, that such list be incorporated into and made a part of this motion as though set forth in full herein.

Motion Carried.

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

Motion Carried.

Meeting adjourned at 8:50 p.m.

Mayor

ATTEST:

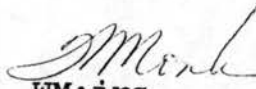
City Clerk

DATE: January 17, 1990
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: Acquisition of Property at 2951 Vera Cruz Ave. N.

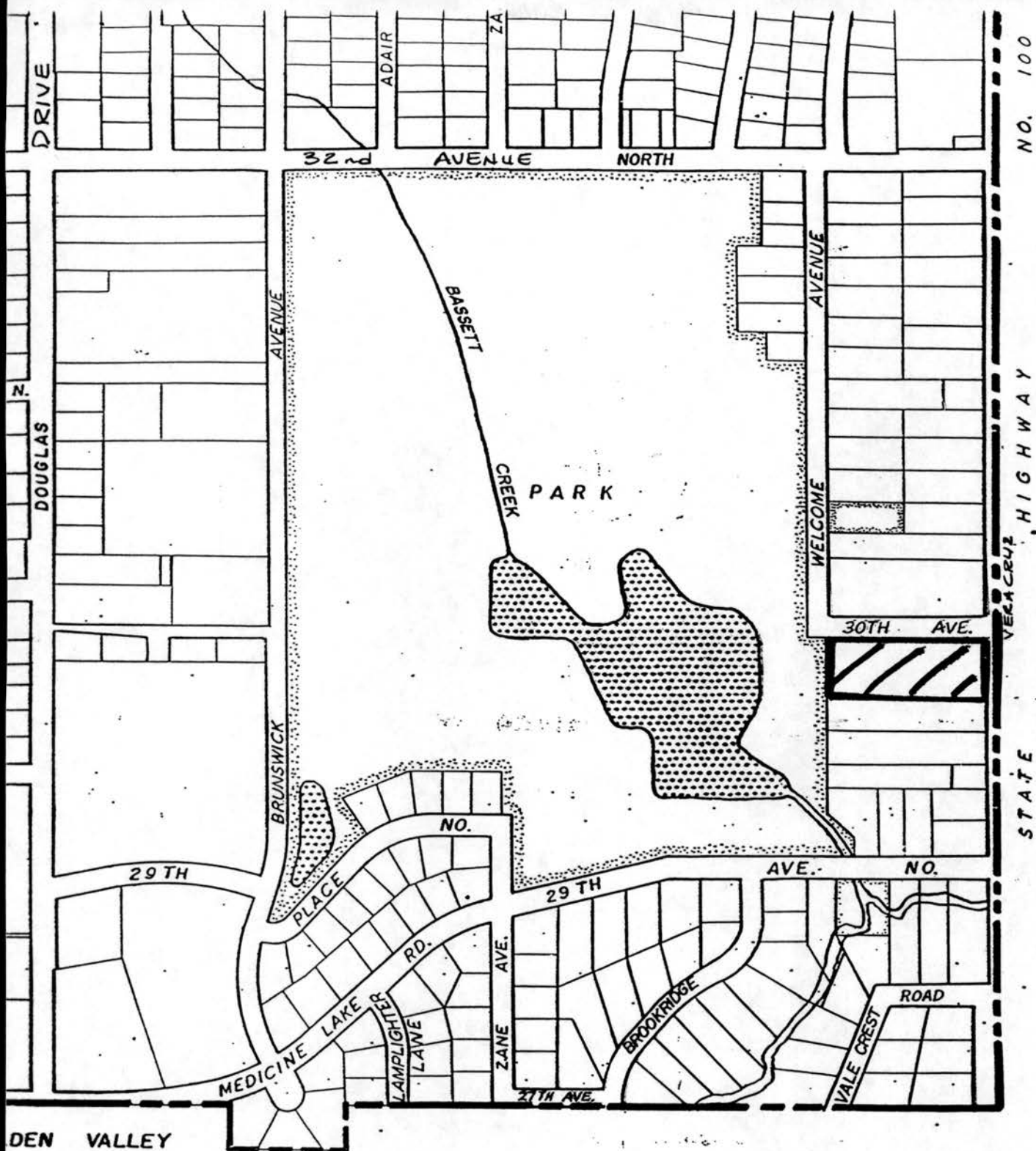
As you are aware, this office was contacted by Richard Jordan some time ago about Crystal's interest in acquiring a 1.6 acre parcel adjacent to Bassett Creek Park. The property is within the flood plain and is not usable as a buildable site. Based on an appraisal commissioned by the City, the value of the property has been determined to be \$17,500.

Consistent with our discussions, I continue to believe the site should be acquired prior to the planning process being initiated on the MnDOT TH 100 upgrade project. Especially in light of the owner's intent to donate a portion of the lot's value to the City.

I recommend the Council authorize an appropriation of up to \$15,000 from the PIR Fund for acquisition of the property at 2951 Vera Cruz Ave. N. as an addition to Bassett Creek Park. Further, that staff be authorized to conclude the acquisition process within this budgetary limit.


WM:jrs

Encl



SITE DATA

Address: 2951 Vera Cruz

PID : 21-118-21-34-0001

Owner: Ray Jordan

Area: 158' x 450' (1.63 Acres)

Desc: Wooded lot in Flood plain



Knights of Columbus

FATHER WILLIAM BLUM COUNCIL, No. 3656

4947 West Broadway

Crystal, Minnesota 55429

January 9, 1990

MEMO TO CRYSTAL CITY COUNCIL:

This organization is hereby requesting a one-day liquor license to be used in conjunction with our annual Cadillac dinner.

We would appreciate your approval of this request and also your approval of a waiver of any fee involved.

Thank you.

Sincerely yours,

KNIGHTS OF COLUMBUS

A handwritten signature in cursive script, appearing to read "Richard Risvold".

Richard Risvold, Mgr.

Enc.

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
LIQUOR CONTROL DIVISION
333 SIBLEY • ST. PAUL, MN 55101**



**APPLICATION AND PERMIT
FOR A 1 to 3 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION KNIGHTS OF COLUMBUS #3656		DATE ORGANIZED 1953	NO. OF MEMBERS 1700	TAX EXEMPT NUMBER 41-0969839	
STREET ADDRESS 4947 West Broadway		CITY Crystal		STATE MN	ZIP CODE 55429
NAME OF PERSON MAKING APPLICATION Richard Risvold		BUSINESS PHONE (612) 537-1492		HOME PHONE (612) 537-2084	
DATES LIQUOR WILL BE SOLD? (1 TO 3 DAYS) 1 day -- February 21, 1990		DOES ORGANIZATION HAVE A CHARTER <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		GENERAL PURPOSE OF ORGANIZATION Fraternal	
ORGANIZATION OFFICER'S NAME Thomas Tophen		ADDRESS 8707 Northbrook Avenue North Minneapolis, MN 55422			
ORGANIZATION OFFICER'S NAME Donald Churilla		ADDRESS 5620 - 42nd Ave. N. Minneapolis, MN 55422			
ORGANIZATION OFFICER'S NAME Robert Abrahamson		ADDRESS 4031 Glen Haven Lane St. Paul, MN 55112			

Location where license will be used. If an outdoor area, describe.

4947 West Broadway, Crystal, MN 55429

Will the applicant contract for intoxicating liquor services? If so, give the name and address of the Liquor licensee providing the services.

NOWill the applicant carry liquor liability insurance? If so, the carrier's name and amount of coverage.
(Note: Insurance is not mandatory)Yes -- CNA Insurance Company, CNA Plaza, Chicago, Illinois---60685 -- \$100,000.00

APPROVAL

CITY OF _____

CITY FEE AMOUNT _____

DATE FEE PAID _____

SIGNATURE CITY CLERK _____

DATE APPROVED _____

LICENSE DATES _____

APPROVED LIQUOR CONTROL DIRECTOR _____

NOTE: Do not separate these two parts, send both parts to the address above and the original signed by this division will be returned as the license. Submit to the City Clerk at least 30 days before the event.

MEMORANDUM

DATE: January 18, 1990
TO: Jerry Dulgar, City Manager
FROM: Tom Heenan, Supervising Sanitarian *TH*
SUBJECT: Animal Impound Contract

The attached contract with Corcoran Pet Care Center is the City's contract for animal impound services. We have been operating under the contract Corcoran Pet Care Center had with New Hope.

It was decided that a separate contract identical to New Hopes should be executed with Corcoran Pet Care Center. Dr. Drummond has signed the contract and we now need authorization for the City to sign. This contract represents no change in our current operations.

TLH:jt

ANIMAL POUND CONTRACT

This agreement made by and between the City of Crystal, a municipal corporation (hereinafter referred to as the "City"), and the Corcoran Pet Care Center, 7569 County Road 116, Corcoran, Minnesota, 55340, a sole proprietorship (hereinafter referred to as the "Poundkeeper"), entered into this _____ day of _____, ____.

For and in consideration of the covenants and agreements herein contained, the parties agree as follows:

1. That the Poundkeeper shall receive from the agents or officials of the City and shall keep, feed, board and shelter all dogs and cats entrusted to the Poundkeeper by the City in a humane manner and pursuant to the ordinances of the City and/or any applicable statutes of the State of Minnesota relating to animals.
2. Any dog or cat not reclaimed by the owner within five regular business days, as defined in Minnesota State Statute 35.71, the City shall have no right or interest in such animal and the Poundkeeper may dispose of such animal in a proper and humane manner in accordance with Minnesota State Statute 35.71, Subdivision 3. In the event that the Poundkeeper has knowledge of a party, other than the owner, who is willing to give the animal a new home, the animal may be released after the above-mentioned five days or before the five day period has ended if agreement has been reached with the owner and the City concerning the owner's wish not to reclaim the animal and the City has been satisfied in terms of boarding fees. This provision shall also apply to all animals quarantined under Crystal Ordinance 910 that are not reclaimed by the owner within five regular business days after the end of the quarantine. If the Poundkeeper has received specific instructions from the City to continue to hold an animal for a longer period of time, the City shall be responsible for the continuing charges until the hold has been released by the City. In the event that the animal is delivered to the Poundkeeper dead on arrival, the Poundkeeper should dispose of the carcass of said animal. In the event that the animal is disposed of by euthanasia, the Poundkeeper shall likewise dispose of the carcass of said animal.

3. The Poundkeeper shall keep accurate records of all transactions involving animals he receives that have originated through the City pursuant to this agreement and shall furnish monthly statements and accounts, including setting forth the disposition of the animals he has received from the City.
4. The collection of fees in connection with the licensing, impounding, board, care, keep or shelter of any animal brought to the Poundkeeper by the City shall be the sole responsibility of the City. Fees shall be collected during the normal business hours of the City Hall by the City Clerk's office.
5. All charges made pursuant to the obligations of the Poundkeeper pursuant to this agreement shall be paid by the City directly to the Poundkeeper after the Poundkeeper has billed and furnished the necessary monthly statements to the City.
6. The Poundkeeper shall not release any impounded animal until the proper proof has been shown that the necessary fees have been paid to the City. For any unlicensed animal brought into the custody of the Poundkeeper, such animal shall not be released until any required license for the animal has been obtained by the owner, nor shall any animal be released until proof of current rabies vaccination is shown or until vaccine for rabies has been administered to the animal.
7. The Poundkeeper shall be paid based on the following fee schedule, the amount of said fees to be established by Council resolution:
 - a. The Poundkeeper shall be paid \$6.00 per day for each day, or part of a day, the Poundkeeper keeps an animal, not to exceed six days on an unclaimed animal except by direct request from the City.
 - b. The Poundkeeper shall be paid \$12.50 for the disposal of the carcass of each animal that he receives in a dead-on-arrival condition.

- c. The Poundkeeper shall be paid \$12.50 for each animal he destroys by euthanasia to the terms of this agreement.
 - d. The Poundkeeper shall make emergency medical service available after hours at the Affiliated Emergency Veterinarian Service, on Turners Crossroads in Golden Valley, at a \$45.00 flat rate per call.
 - e. The Poundkeeper shall not assess the City any administrative fees, other than those fees described in clauses a, b, c, and d of this section, throughout the duration of this agreement.
-
- 8. The Poundkeeper shall keep the pound open during regular business hours which shall coincide with the hours of the City offices. Animals may be discharged at hours other than the above by obtaining a release through the police department as stated in a specific procedure.
 - 9. The pound shall be open at all reasonable times for inspection by the City through its agents or employees.
 - 10. The Poundkeeper shall be responsible for all damages or harm suffered by an animal under its care and in its custody which may be due to the negligence or deliberate acts of the Poundkeeper. The Poundkeeper shall save the City harmless for any damages, costs, actions or cause of actions, or claims made against the City for any harm, losses, damages or expenses on account of bodily injury, disease or death, and property damage resulting from the Poundkeeper's operation. To accomplish this, the Poundkeeper shall keep in full force and effect comprehensive general liability insurance in the amount of not less than \$100,000.00 for each incident and \$300,000.00 for the combination of incidents to safeguard and indemnify the City for any of the occurrences mentioned aforesaid. The Poundkeeper shall also procure and keep in force Workers Compensation insurance as required by State Statute. Proof of such insurance policy must be filed with the City Clerk.

11. It is agreed and understood that the Poundkeeper shall abide by all the laws of the State of Minnesota and the City of Crystal and, if for some reason said laws become in conflict with each other or the terms of this agreement, the Poundkeeper shall, in writing, notify the City of said conflict so that this agreement can be modified to conform with said laws.
12. This agreement shall be in full force and effect from and after its execution and for one year following, provided, however, that the same may be terminated by the agreement of the parties hereto or by either party upon giving sixty days written notice of its intention to terminate the agreement.

Dated this ____ day of _____, ____.

Witnesses:

by the City of Crystal:

_____, Mayor

_____, City Manager

by Corcoran Pet Care Center:

Date:

DATE: November 7, 1989
TO: Planning Commission
FROM: Bill Monk, City Engineer
SUBJECT: Rezoning at 6000 Lakeland Avenue North

An application has been received to expand the existing motel at 6000 Lakeland Avenue. The new owner proposes to construct an additional 22 units in a two-story building along the north edge of the property while remodeling the nine units and manager's quarters in the existing structure.

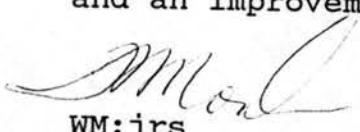
To accommodate the proposal, the east corner of the lot must be rezoned from R-1, Single Family Residential, to B-3, Auto-Oriented Commercial in which a motel is a permitted use. As noted on the attached maps, the property to the northeast and east is all developed as single family residential, to the south is the Crystal Airport and to the north is commercial.

While the proposal meets all dimensional, setback and parking provisions of City Code for commercial property, the proximity of the use to residential lots is a concern. It should be noted that the previous owner of the motel recently replatted the land to the east for development as three single family residences. This replat left essentially no land to be utilized as a buffer to separate uses.

This office is very supportive of any upgrade of the commercial use on this site. However, the expansion of the motel highlights the land use conflicts between the commercial and residential properties. This issue must be resolved as a part of the rezoning.

1/12/90 UPDATE

At their meeting on January 8 the Planning Commission recommended approval of the proposed rezoning for a revised site plan that includes removal of the existing motel and construction of a 43-unit motel as noted on the attached site plan. The Commission found the plan to be a reasonable use and an improvement to the entire area.


WM:jrs

Encls

18. R. 21

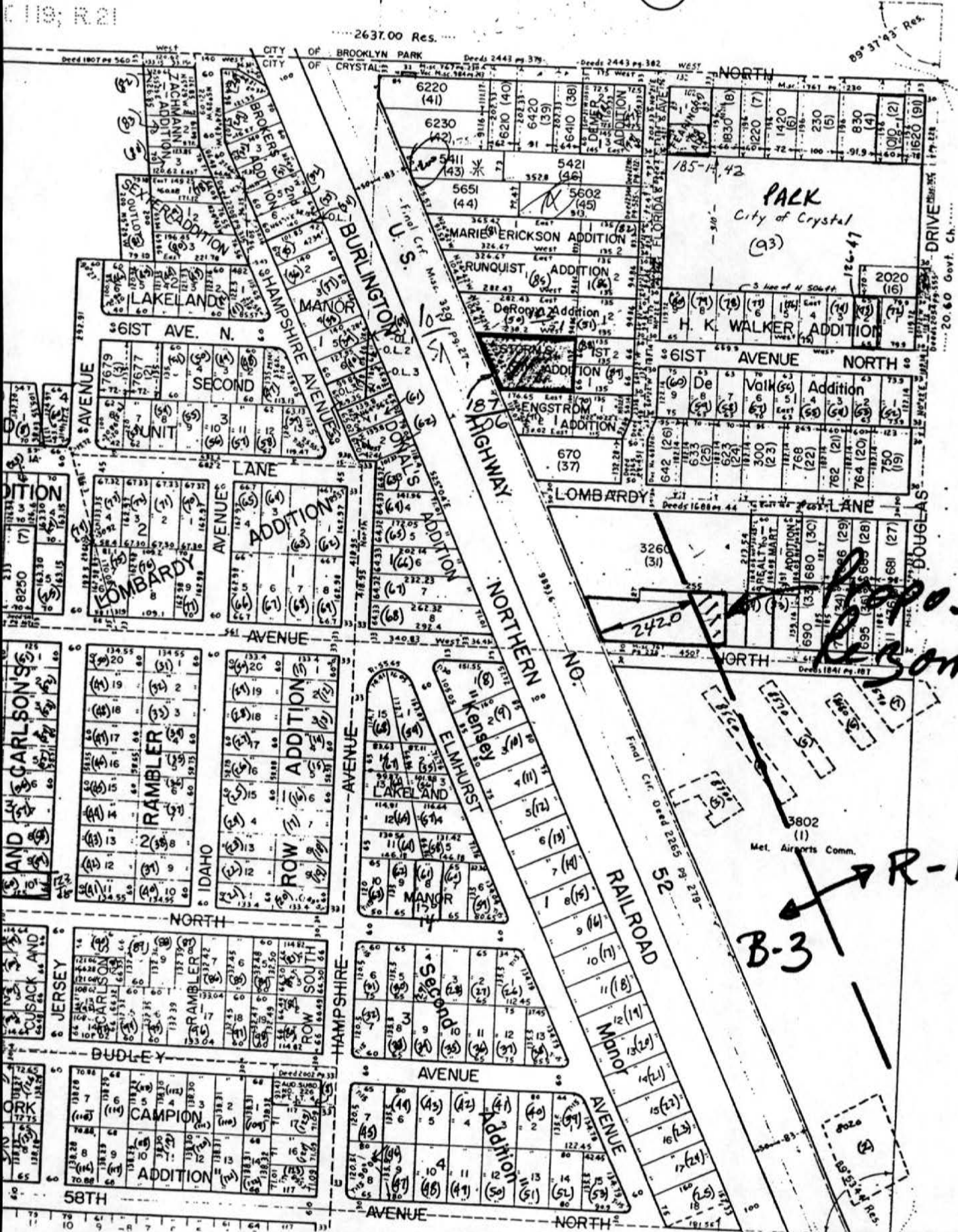
12



CRYSTAL—54
NEW HOPE—86

11

C 119; R 21



Proposed
Rezoning
R-1
B-3

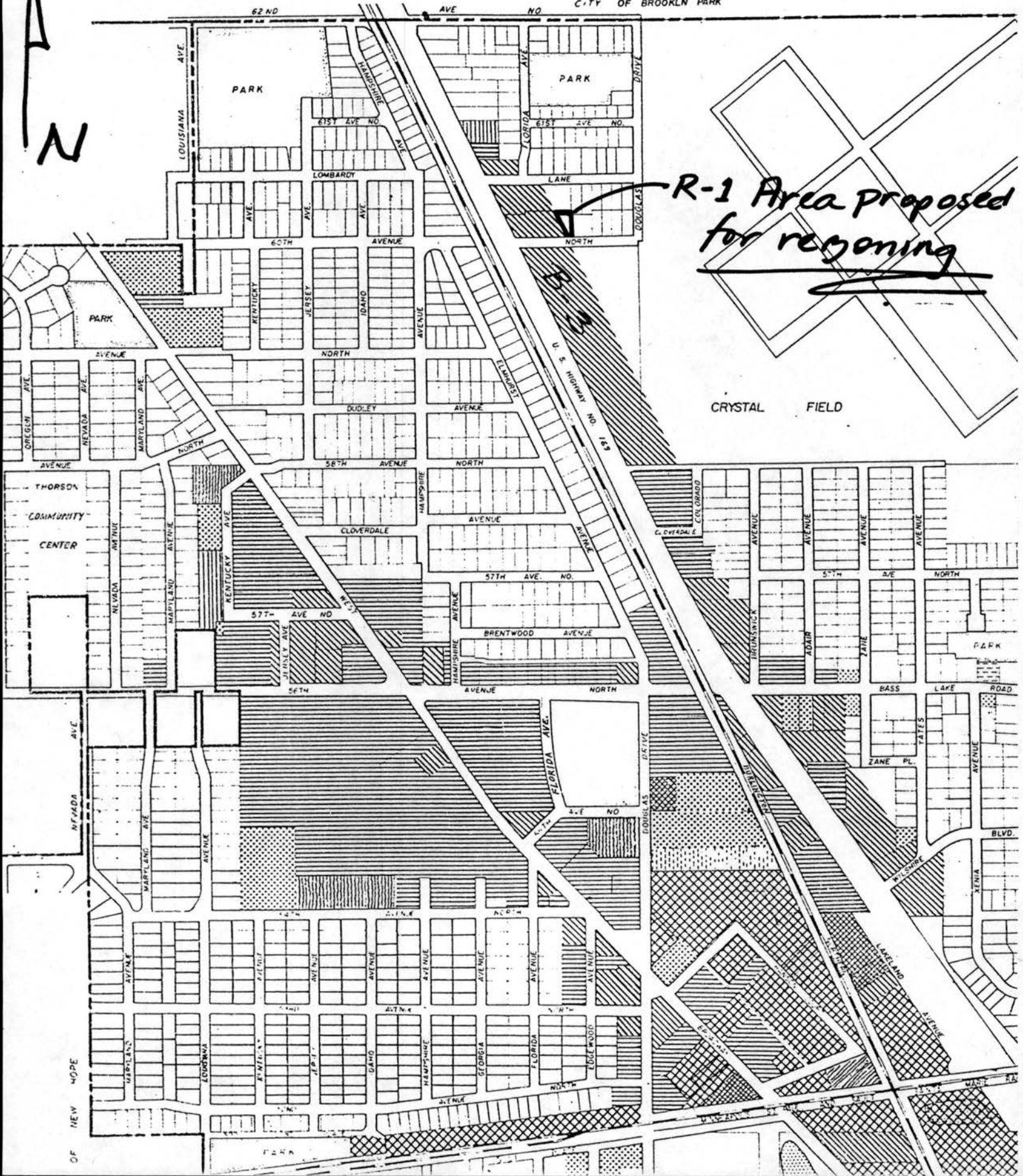
SEC 4 T119 R 21

CITY OF BROOKLYN PARK

N

R-1 Area proposed for rezoning

CRYSTAL FIELD



NO. 89-34

CITY OF CRYSTAL

4141 DOUGLAS DRIVE NORTH
Crystal, MN 55422
Phone: 537-8421

Date: 9-18-89

TYPE OF REQUEST: ☒ Rezoning ☐ Conditional Use Permit
☐ ☐ Plat Approval
☐ Sign Variance ☐ Other

Street Location of Property: 6000 LAKELAND NO. CRYSTAL MN 55428

Legal Description of Property: Lot 1 Blk 1 Liberty Estates.

Property Identification Number: _____

Owner: PRANIN M. BHAKTA (NEW OWNER)
(Print Name)

3431 HWY 100 NO CRYSTAL MN 55422
(Address)

537-3696
(Phone No.)

Applicant: Same as above
(Print Name)

"
(Address)

(Phone No.)

DESCRIPTION OF REQUEST: REZONING portion of existing Lot
to conform to the majority of Lot which is B-3.

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

NOTE: Attach plan or survey of proposal.

THIS PROPERTY IS:

TORRENS / ABSTRACT
(Circle one)

(Applicant's Signature)

Pranin M. Bhakta
(Owner's Signature)

(Office Use Only)

FEE: \$ 75.00 DATE RECEIVED: 9/27/89 RECEIPT # 47303

(Approved) (Denied) - Planning Commission

(Date)

(Approved) (Denied) - City Council

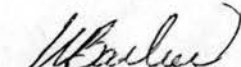
(Date)

DATE: January 18, 1990
TO: Jerry Dulgar, City Manager
FROM: Bill Barber, Building Inspector
SUBJECT: 6000 Lakeland Ave. North
Royal Crown Motel

I have received a request for a building permit from David A. Larson, Architects, to build a 37-unit motel at the above noted location. The plans which we just received are the exact footprint that was before Planning Commission on January 8, 1990. This proposal shows 10 of the units will have kitchenettes.

The Planning Commission on January 8, 1990, recommended to the Council to authorize issuance of a building permit. Their findings of fact were that the proposal redevelopment was: 1) reasonable use of the property, 2) great improvement to the area and 3) an adequate buffer had been provided for the residential property to the east.

Kevin McGinty and I have reviewed the present proposal and find it a great improvement over what is existing and would recommend approval.


WB/mb

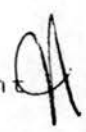
DATE: January 17, 1990
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: Award of Bid for Sewer Jet Cleaner

The 1990 Budget included replacement of the City's 1979 sewer jet cleaner at an estimated cost of \$75,000. As noted in the memo from John Hill, Crystal's Utility Superintendent, staff is recommending the bid of Flexible Pipe Tool Company be accepted in the amount of \$67,965.00 which includes the trade-in of our existing unit.



WM:jrs

Encl

To: Bill Monk, Public Works Director
From: John E. Hill, Jr., Utilities Superintendent 
Subj: Sewer Jet Bid

Date: January 17, 1990

On Tuesday, January 16, 1990 at 2:00 pm bids were opened for a new truck mounted sewer jet.

Because only one bid was received it was immediately reviewed to determine whether or not the equipment met specifications.

Flexible Pipe Tool Company was found to comply with the specifications.

After further review with other municipalities it was determined that the company has a excellent service record on equipment that has been previously sold and has a established reputation in the state of Minnesota. It was also noted that only one other company (ABM) had previously been bidding their jet but was always \$2000 to \$3000 higher and therefore chose not to enter a bid.

Also, their baffles are welded to tank interior where specifications called for baffles to be bolted to flanges. (pg. 4 last paragraph.)

On pg.7, para 4 their equipment did not have a 3 position detent. Last item: Hose level winder. Theirs was not a hands free type and required a toggle switch.

The equipment bid is a very special type of sewer cleaning equipment used to clean sand, grit and grease from the sanitary sewer mains by using a high pressure water system. It is powered by a front driven PTO unit rather than the conventional gasoline engine mounted in the rear.

The manufacture (SRECO of Lima, Ohio) was also questioned and found to be a very reputable company that builds (to your specifications) various types of sewer cleaning equipment. The old unit (#431) which will be traded in has served the city well over the last 10 years but is becoming more costly due to outdated and obsolete service parts.

I am therefore recommending that the city accept the single bid from Flexible Pipe Tool Company for the following price:

SRECO/FLEXIBLE MODEL HV2000-TM/H	\$44,726.60
1990 FORD F800 TRUCK 33,000 GVW	\$34,238.40
TRADE-IN OF UNIT #431	- \$11,000.00

NET COST TO CITY OF CRYSTAL	<hr/> \$67,965.00
-----------------------------	-------------------

RESOLUTION NO. 90-

RESOLUTION AWARDING BID FOR
SEWER JET CLEANER

WHEREAS, the City of Crystal did advertise for bids for the truck mounted sewer jet cleaner and

WHEREAS, such bid was received and publicly opened on January 16, 1990, and tabulated as follows:

Flexible Pipe Tool Company	
One, Sreco/Flexible Model HV2000- TM/H	\$44,726.60
1990 Ford F800 Truck 33,000 GVW	34,238.40
Trade-in of Unit #431	-11,000.00
New Cost to City of Crystal	<u>\$67,965.00</u>

NOW, THEREFORE, BE IT RESOLVED that the City of Crystal awards the contract for the truck mounted sewer jet cleaner to Flexible Pipe Tool Company in the amount of \$67,965.00, and

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

Adopted by the Crystal City Council this 23rd day of January, 1990.

Mayor

ATTEST:

City Clerk

Memorandum

DATE: January 18, 1990
TO: Jerry Dulgar, City Manager
FROM: Nancy Gohman, Administrative Assistant
SUBJECT: 1990 Pay Plan

Attached to this memo is a chart of suggested salary for 1990 based on our pay plan and comparable worth program. Average increases are set at 4 percent, additional increases, in order to comply with the comparable worth plan, are noted in the schedule.

The intent of the 1990 salary pay plan and comparable worth plan is to bring employees to their midpoint or above to comply with the comparable worth law.

I recommend that the 1990 percent average increase and the 1990 percent comparable worth increase take effect retroactive to January 1, 1990. The only exception to this are the employees which are still on probation would receive their increases after they satisfactorily complete their probationary period.

Permanent part-time employees are not considered at this time and will be considered in the near future.

NG/js

1/17/90

1990 PAY PLAN

PAY GROUP	Position	1989 Salary	% Average Increase	% Comp. Worth	1990 % Avg. Increase	1990 % Comp. Worth	Pay Group 1990 Midpoint	1990 Pay Group Salary Range
II	Switchboard Operator	\$18,265	4.00%	5.50%	\$18,996	\$20,040	\$19,036	\$18,048 - \$20,988
	Park Secretary	\$19,268	4.00%		\$20,039			
III	Parkkeeper (8)	\$25,110	UNION CONTRACT NOT SETTLED					
	Building Dept. Clerk	\$21,620	4.00%	1.00%	\$22,485	\$22,710		
	Health Dept. Sec.	\$21,665	4.80%		\$22,705		\$22,714	\$21,578 - \$23,850
	Light Equip. Oper. (6)	\$25,110	UNION CONTRACT NOT SETTLED					
IV	*Bldg. Maint.	\$22,379	4.00%		\$23,274			
	Police Secretary	\$24,798	4.00%		\$25,790			
	W & S Maintenance (6)	\$26,473	UNION CONTRACT NOT SETTLED					
	Utility Billing Clerk	\$24,190	4.00%	2.00%	\$25,158	\$25,661		
	* Payroll Clerk	\$24,147	4.00%	2.20%	\$25,113	\$25,665		\$24,404 - \$26,972
	Communications Ck. (5)	\$25,248	UNION CONTRACT NOT SETTLED				\$25,688	
	Administration Clerk	\$22,162	7.00%	8.40%	\$23,713	\$25,705		
	Engrg. Dept. Secretary	\$24,611	4.50%		\$25,718			
	Assessing Dept. Clerk	\$23,600	4.00%	4.50%	\$24,544	\$25,648		
V	Admin. Secretary	\$26,364	4.00%	2.50%	\$27,419	\$28,104		
	Heavy Equip. Oper. (2)	\$28,331	UNION CONTRACT NOT SETTLED					
	Mechanic (2)	\$28,331	UNION CONTRACT NOT SETTLED				\$28,122	\$26,716 - \$29,529
	Special Assess. Clerk	\$25,875	4.00%	4.50%	\$26,910	\$28,121		
	Engrg. Aide II	\$26,944	4.30%		\$28,103			
VI	* Accounting Clerk	\$29,147	4.00%	5.20%	\$30,313	\$31,889	\$31,915	\$30,319 - \$33,511
	*Police Secretary II	\$28,531	5.50%	6.00%	\$30,100	\$31,906		
VII	Asst. Finance Dir.	\$34,700	4.40%		\$36,227			
	Juvenile Specialist	\$35,917	4.00%		\$37,354			
	Appraiser	\$34,688	4.40%		\$36,214			
	Engrg. Aide IV	\$34,615	4.60%		\$36,207		\$36,234	\$34,422 - \$38,046
	Recreation Supervisor	\$34,794	4.10%		\$36,221			
	Police Officer (22)	\$34,740	UNION CONTRACT NOT SETTLED					
	Sanitarian II (2)	\$34,420	4.00%	1.20%	\$35,797	\$36,226		
VIII	*Bldg. Inspector	\$35,524	5.00%	5.00%	\$37,300	\$38,419		
	Police Supervisor (5)	\$39,636	UNION CONTRACT NOT SETTLED					
	*Comm. Develop. Coord.	\$34,014	7.00%	7.50%	\$36,395	\$39,125	\$39,262	\$37,299 - \$41,225
	Park Superintendent	\$37,290	4.00%	1.20%	\$38,782	\$39,247		
	City Assessor	\$39,524	2.00%		\$40,314			
	Asst. Park & Rec. Dir.	\$37,714	4.10%		\$39,260			

PAY GROUP	Position	1989 Salary	% Average Increase	% Comp. Worth	1990 % Avg. Increase	1990 % Comp. Worth	Pay Group 1990 Midpoint	1990 Pay Group Salary Range
IX	*Fire Chief/Mar. **	\$40,600	4.00%		\$42,224			
	Sanitarian III	\$40,200	4.90%		\$42,170		\$42,182	\$40,073 - \$44,291
	Street Superintendent	\$40,248	4.80%		\$42,180			
	City Clerk	\$40,171	5.20%		\$42,260			
X	W & S Sup. **	\$40,500	4.00%	5.00%	\$42,120	\$44,226		
	Park & Rec Director	\$46,800	2.00%		\$47,736			
	Asst. Manager	\$44,150	4.25%	4.30%	\$46,026	\$48,006	\$46,509	\$44,184 - \$48,834
	Asst. City Engineer	\$43,868	4.00%		\$45,623			
	Police Manager (2)	\$44,148	UNION CONTRACT NOT SETTLED					
XI	City Treas./Fin. Dir.	\$49,608	2.50%		\$50,848		\$50,835	\$48,293 - \$53,377
	Dir.Com.Dev./Asst.City Mgr.	\$47,840	4.50%		\$49,993			
XII	Public Works Director	\$50,868	4.00%	1.20%	\$52,903	\$53,538	\$53,539	\$50,862 - \$56,216
	Chief of Police	\$55,992	2.00%		\$57,112			

* Change in pay group

** New hire, increase effective upon completion of probation

DATE: January 22, 1990

TO: Jerry Dulgar, City Manager

FROM: Kenneth Bjorn, City Assessor *KCB*
Edward Brandeen, Park & Recreation Director *E.C.B.*
Miles Johnson, Finance Director *MJ*

SUBJECT: Deferment of Proposed 1990 Wage Increase

Kindly defer any action relevant to salary adjustment for the following non-union personnel until the February 6, 1990 council meeting: . . .

Kenneth, Bjorn, City Assessor
Edward Brandeen, Park & Recreation Director
Miles Johnson, Finance Director

This request is sought to allow sufficient time to prepare an appeal to the Crystal City Council on the above date relative to the proposed increases for 1990.

cc: Betty Herbes, Mayor

MEMORANDUM

TO: Jerry Dulgar, City Manager
FROM: Miles Johnson, Finance Director/Treasurer
DATE: January 11, 1990
SUBJECT: Potential Funding From Contingency/Emergency Allowance Fund

The contingency reserve for 1989 was budgeted at a total of \$70,500. This total was made up of the following components:

Computer Contingency	\$10,000
Misc Refunds and Transfers	500
Emergency Allowance	<u>60,000</u>
Total 1989 Budget	<u>\$70,500</u>

There are a number of areas that the emergency allowance was needed to cover excess expenditures during 1989. These areas consisted of the following departments/accounts:

	<u>Budget</u>	<u>Actual</u>	<u>Needed From Contingency</u>
Legal Costs	\$110,000	\$138,000	\$ 28,000
Civil Service-			
Professional Fees	-0-	12,000	12,000
Advertising	3,500	7,000	3,500
Police Department-			
Overtime*	67,500	91,297	<u>23,797</u>
Total Dollars Needed From Contingency Reserve			<u>\$ 67,297</u>

* Does not include Task Force Overtime

As stated before, the contingency reserve had a 1989 budget of \$70,500. During 1989, the following expenditures were made out of the contingency reserve:

Frolics - Parade	\$ 4,770
Barricades	250
Computer Costs	10,009
Donations - Old Tyme Fair	100
Lions Eye Bank	<u>100</u>
Total Expended 1989	<u>\$ 15,229</u>

After the above expenditures were made during 1989 directly out of the contingency reserve account, there was a balance of \$55,271. This balance was needed to cover the funds overexpended in legal, civil service and police overtime, leaving nothing to be carried forward into fund balance.

It should also be noted that although the City received an insurance rebate of \$40,924 during 1989, \$25,000 of this rebate had been anticipated and included as a revenue source in the 1989 budget and the remainder was used to cover an additional worker's comp premium in excess of \$23,000 from a previous year. This amount was not anticipated and had not been budgeted.

Based on this analysis of the contingency reserve and the insurance rebate, there are not funds available from these sources to cover the cost of reinstating an outside agency to handle the referrals of the Domestic Abuse Project or money available out of these funds for Suburban Rate Authority costs.



Home
Free

Domestic Assault
Intervention Project

3730 Toledo Ave. N.
Robbinsdale, MN 55422

Telephone
Business (612) 521-1185
Crisis Line (612) 559-4945

January 17, 1990

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

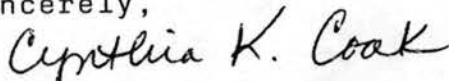
Dear Mr. Dulgar,

I am writing to request some time on the Crystal City Council meeting agenda for January 23, 1990. Bonnie Jetty, Home Free Shelter Co-Director, and I would like the opportunity to talk with the Council about the decision to cut the Home Free Domestic Assault Intervention Project from the 1990 Crystal City Budget.

It has been brought to our attention that the City of Crystal was affected greatly by the changes in the state tax and revenue process. Chief Mossey has explained that he had no choice but to recommend to the Council that the Intervention Project be cut from the Police Department budget along with two police officers. He has assured us, however, that he fully supports the work of the Intervention Project and would welcome the return of our services if other City funding could be secured.

We are approaching the City of Crystal at this time because it is our understanding that the Council will be considering the use of contingency fund money for 1990. We would like to present the Council with information on the Home Free Domestic Assault Intervention Project and ask that the Crystal City Council consider allocation from the contingency fund or any other City funds to return our much needed services to the victims of domestic violence in the City of Crystal.

Sincerely,



Cynthia K. Cook
Intervention Project Coordinator

City of Crystal
Memorandum

DATE: January 17, 1990
TO: Jerry Dulgar
FROM: Miles D. Johnson
SUBJECT: Proposed Sale of Equipment Certificates

The original attached memo which was part of the fall budget process has been refined and the bond sale amount for the listed items is now proposed as follows:

1-1250 G.P.M. Pumper (ordered 2-25-89) (Fire)	\$168,965.00	
1-1250 G.P.M. Pumper (ordered 6-27-89) (Fire)	167,965.00	
1-1990 Street Sweeper w/ Trade In (Street)	80,000.00	
1-1990 Front End Loader w/ Trade In (Street)	80,000.00	
4-1990 Ford Mid-sized Unmarked (Police)	50,000.00	
1-1989 35,000 GVW Tanker Truck w/ Tank (Park)	60,000.00	
8-Mobile Data Term (Police)	63,160.00	
1-1990 74 HP Articulating Front End Loader w/ Trade (Park)	35,000.00	
1-1990 1 Ton 4x4 w/ Plow Dump Box (Park)	21,000.00	
1-1990 1 Ton 4x4 w/ Plow (Park)	16,500.00	
Legal Opinion on Issue	}	15,000.00
Financial Consultant (Bond Sale)		
Bond Discount		5,500.00
Capitalized Interest from Proposed Sale Date to First Interest Payment (8-91)		40,000.00
		<hr/>
Proposed Amount of Issue		\$803,090.00

This will be reviewed with Bob Thistle of Springsted Inc. prior to setting of sale date and the official notice. Mr. Thistle has proposed a sale date of March 20, 1990.

The bond redemption schedule as proposed by Springsted Inc. is attached.

jm

CITY OF CRYSTAL, MINNESOTA
\$800,000 GENERAL OBLIGATION
 EQUIPMENT CERTIFICATES

Prepared January 12, 1990
 By SPRINGSTED Incorporated

Dated: 4- 1-1990

Mature: 2- 1

Year of Levy (1)	Year of Mat. (2)	Principal (3)	Rates (4)	Interest (5)	Total Principal & Interest (6)	Capital- ized Interest (7)	Net Levy Required (8)	105% of Total (9)
1989	1991	0	0.00%	41,054	41,054	41,054	0	0
1990	1992	180,000	6.00%	49,265	229,265	0	229,265	240,728
1991	1993	195,000	6.10%	38,465	233,465	0	233,465	245,138
1992	1994	205,000	6.20%	26,570	231,570	0	231,570	243,149
1993	1995	220,000	6.30%	13,860	233,860	0	233,860	245,553
TOTALS:		800,000		169,214	969,214	41,054	928,160	974,568

Bond Years:	2,731.67	Annual Interest:	169,214
Avg. Maturity:	3.41	Plus Discount:	6,000
Avg. Annual Rate:	6.195%	Net Interest:	175,214
N.I.C. Rate:	6.414%		

Interest rates are estimates; changes may cause significant alterations of this schedule.
 The actual underwriter's discount bid may also vary.

January 18, 1990

TO: Jerry Dulgar, City Manager
FROM: Darlene George, City Clerk *Darlene*
RE: Notice of Public Hearing/ordinance change
License Fee Increases

Last week it was brought to my attention that a public hearing should have been conducted before increasing the vending machine licenses. In investigating it was found that Minnesota Statute had a public hearing requirement but our ordinance did not reflect same.

Dave Kennedy was notified and prepared the attached Notice Of Public Hearing and ordinance amendment for Council action. At the same time, Mr. Kennedy was asked to amend the ordinance to include a public hearing before changing liquor license fees which became effective June 30, 1989, which he has done. The public hearing requirement for vending license fee increases became effective in 1984.

Both setting the public hearing and the first reading of the ordinance amendment are added to the January 23 Council Agenda. Dave's letter, which is self-explanatory, will also be included in the Council packets.

HOLMES & GRAVEN

CHARTERED

470 Pillsbury Center, Minneapolis, Minnesota 55402

(612) 337-9300

DAVID J. KENNEDY

Attorney at Law

Direct Dial (612) 337-9232

January 17, 1990

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

Re: Vending Machine License Fees

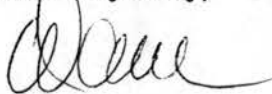
Dear Darlene:

Enclosed you will find for first reading a draft ordinance amending City Code to recognize the public hearing requirements on license fee increases for vending machines and liquor and beer licenses.

Also enclosed is a draft notice of hearing for the vending machine licensees. The Council should authorize you to send the notice on Tuesday night. The date for the hearing is the first meeting after the expiration of 30 days, assuming the notices are mailed during the week of the 22nd. I think a single mailing of the notice to licensees of record is adequate. My inclination at the present is to conduct the hearing as scheduled and make the increases previously adopted retroactive to the date of their original adoption, unless, of course, the Council wishes to reconsider the previous increases after the public hearing.

You might want to use the form of the notice for the beer and liquor licensees as well.

Yours very truly,



David J. Kennedy

DJK:caw

Enclosures

cc: Jerry Dular

TO: Holders of City of Crystal Vending Machine Licenses

NOTICE OF PUBLIC HEARING
ON LICENSE FEE INCREASE

Please take notice that the City Council of the City of Crystal will conduct a public hearing on the question of increases in license fees for vending machines on

TUESDAY, MARCH 6, 1990

at 7:30 p.m. in the Council Chambers at City Hall, 4141 Douglas Drive North, Crystal, Minnesota. Present vending machine licensees and any other member of the public will be heard orally or in writing at the public hearing.

BY ORDER OF THE CITY COUNCIL

/s/ Darlene George
City Clerk

CR205-7

ORDINANCE NO. 90-_____

AN ORDINANCE RELATING TO
CERTAIN LICENSES: AMENDING CRYSTAL
CITY CODE, SECTION 1000 BY
ADDING A SUBSECTION

THE CITY OF CRYSTAL ORDAINS:

Section 1. Crystal City Code, Section 1000 is amended, by adding a subsection to read:

1000.05. Notice and Hearing. Subdivision 1. Vending Machines. Prior to the increase of a license fee for vending machines as defined in Minnesota Statutes, Section 471.707, the Council must hold a public hearing on the question of the increase. The Clerk must mail written notice of the time and date of the hearing to vending machine licensees at least 30 days prior to the hearing.

Subd. 2. Liquor and Beer. Prior to the increase of the license fees for intoxicating liquor and non-intoxicating liquor both on sale and off sale, the Council must hold a public hearing on the question of the increase. The Clerk must mail written notice of the time and date of the hearing to holders of such licenses at least 30 days prior to the hearing.

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

Mayor

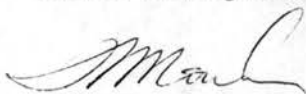
Attest:

Clerk

ORD5:CR205-7

DATE: January 12, 1990
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: State Aid Street System

In completing the Certification of Mileage process for 1989, it was discovered that Crystal has a half mile of excess mileage that can be added to its State Aid Street System. As time allows on a future agenda, I would like to review the general operation and allocation elements of the Municipal State Aid (MSA) Street System and discuss possible segment designations.

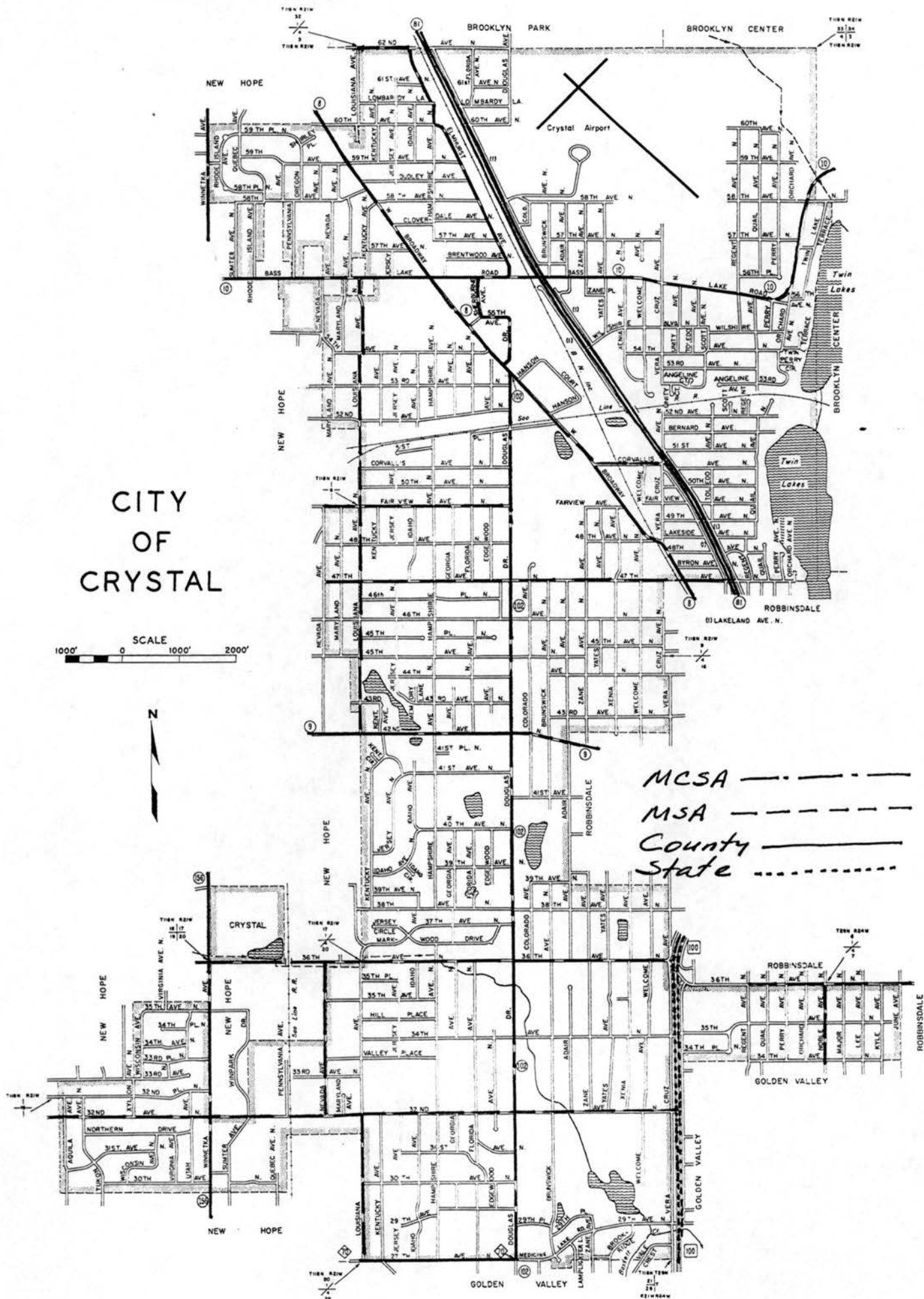


WM:jrs

Encls

CITY OF CRYSTAL

SCALE
1000' 0 1000' 2000'



TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
DATE: March 22, 1988
RE: 36th Avenue Reconstruction

The importance of 36th Avenue to Crystal's roadway system is painfully evident. The deteriorated condition of the 20-year old, 44-foot wide street section represents a serious drain on the City's street maintenance operation as continual repairs are performed to keep the surface driveable. Permanent resolution of the street section problems, along with drainage and pedestrian safety issues, is in order.

In terms of functional classification, 36th Avenue has been designated as an east-west collector street. Not only does 36th Avenue carry a significant portion of the through traffic for the area suburbs, but it also acts as a connector between major north-south roadways such as TH 100, Douglas Drive and Winnetka Avenue. In 1985, 36th Avenue carried an average daily traffic load of 10,900 vehicles on the section west of Douglas Drive and 14,900 vehicles on the segment east of Douglas Drive.

The traffic carrying capacity of 36th Avenue has prompted the street's designation as part of Crystal's Municipal State Aid System (MSA). As a street with MSA designation, the City can apply special funding allocations from State gas/vehicle tax revenues towards specific roadway improvements. It is important to note, however, that the City does not receive these allocations until the improvements are constructed, and if the allocations are not used within set time frames, penalties are incurred.

Additionally, there are strings attached to use of state-aid funds. Based on the projected ADT, certain street width and depth (strength) standards must be met. In the case of 36th Avenue, those standards would include construction of a 52-foot wide street to a 9-ton load capacity. The restriction prohibiting truck traffic would also have to be rescinded as it discriminates against a segment of users that contribute to the MSA funding pool. A variance to this truck policy will not be entertained according to State Aid personnel in St. Paul.

In reviewing the truck access issue, it is important the City consider the overall truck route system as it services the industrial and commercial sectors. This office believes the truck access section of the City's Comprehensive Plan, a copy of which is attached, remains a viable and acceptable layout for trucks to access the heavy use portions of the City. As noted on said

Re: 36th Avenue Reconstruction
March 22, 1988
Page 2

plan, 36th Avenue is included as a truck route but only after completion of a major upgrading. It is estimated that truck and bus traffic on 36th could account for up to 5 to 10 percent of the total ADT.

As I have stated previously, engineering projections for 36th Avenue have long been based on a 48-foot wide street section lined with concrete curb and gutter and sidewalk on both sides. It is believed that a narrower street width would not be considered by the State-Aid Variance Committee given the existing and projected traffic volumes and the fact that the existing 66-foot wide right-of-way accommodates the vehicular and pedestrian features that State-Aid views as standard. This street section would also be consistent with MnDOT plans for 36th Avenue over TH 100 and New Hope projections for widening of the railroad bridge between Louisiana and Winnetka Avenues.

Should the City decide not to construct the street to MSA standards nor secure a variance, project financing becomes a major issue. To construct a 48-foot wide street to MSA standards, the estimated cost is \$1,000,000 of which approximately \$200,000 would be assessed to abutting property. The balance would be covered using MSA funds. For the City to build a two-lane road without MSA participation, the estimated project cost is \$750,000. Major construction items such as storm sewer, curb and gutter and sidewalk remain unchanged regardless of street width. Alternate funding sources for the project would include increased assessments, PIR Fund, Infrastructure Fund and/or G.O. Funds.

Due to the importance of the funding issue, this office has reviewed numerous funding combinations using the above-mentioned funds that would cover the estimated project costs should State-Aid not be used. A major increase in the assessable portion of the project is not seen as feasible in terms of achieving a palatable overall assessment rate. Instead, use of Infrastructure and/or PIR Funds could combine to cover a significant portion of the project costs. The present balance of the Infrastructure Fund is \$330,000 with anticipated revenues of approximately \$220,000 a year if the 1-1/2 mill levy continues to be approved on an annual basis as a part of the Budget. The PIR Fund on the other hand has a sizeable balance as the Council recently reviewed as a part of the space needs process.

There is no question a funding package could be assembled using the above-mentioned financial alternatives. However, this office continues to view State-Aid funds as the most viable economic

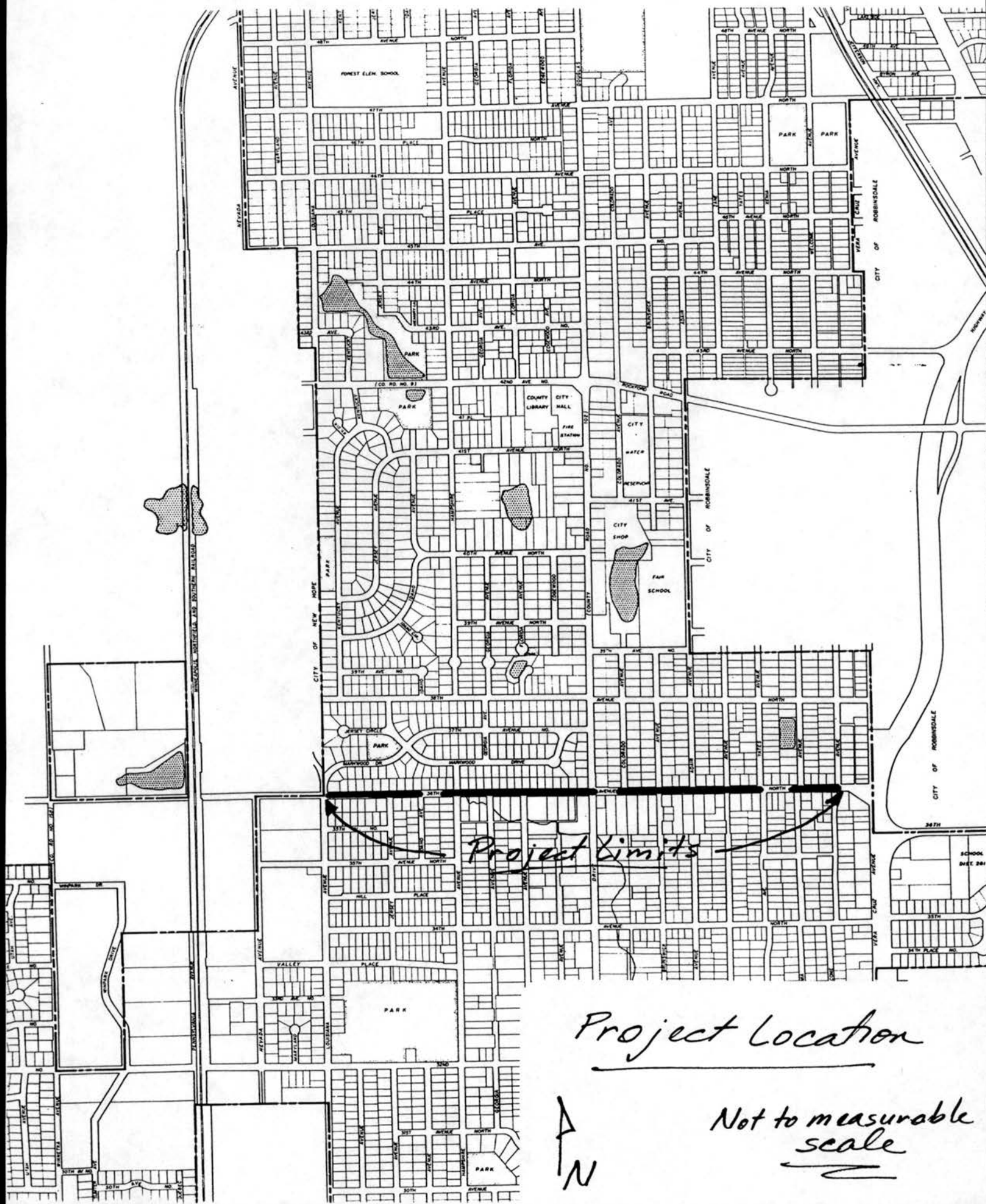
Re: 36th Avenue Reconstruction
March 22, 1988
Page 3

tool for a reconstruction project of this magnitude. All other alternatives redirect funds readily usable for other City projects where State Aid cannot be applied and therefore seem counterproductive.

Unless the truck access issue is viewed as an insurmountable obstacle, it is recommended the City Council consider submission of a specific variance request to State-Aid relating to street width. Whether such a request is for a 48-foot wide street the entire length or a 48-foot wide section east of Douglas Drive and a 36-foot wide section west of Douglas Drive, a submittal should be prepared. The results of such a variance request would assist in determining future action. According to State-Aid personnel, consideration of a variance request could be scheduled for July if the City can submit the necessary paperwork within the next thirty days. Should the Council feel public input should be solicited prior to acting on this item, I would suggest the Engineering Department be directed to hold an informal hearing at which the issues noted above can be reviewed by impacted residents and businesses.



WM:jrs



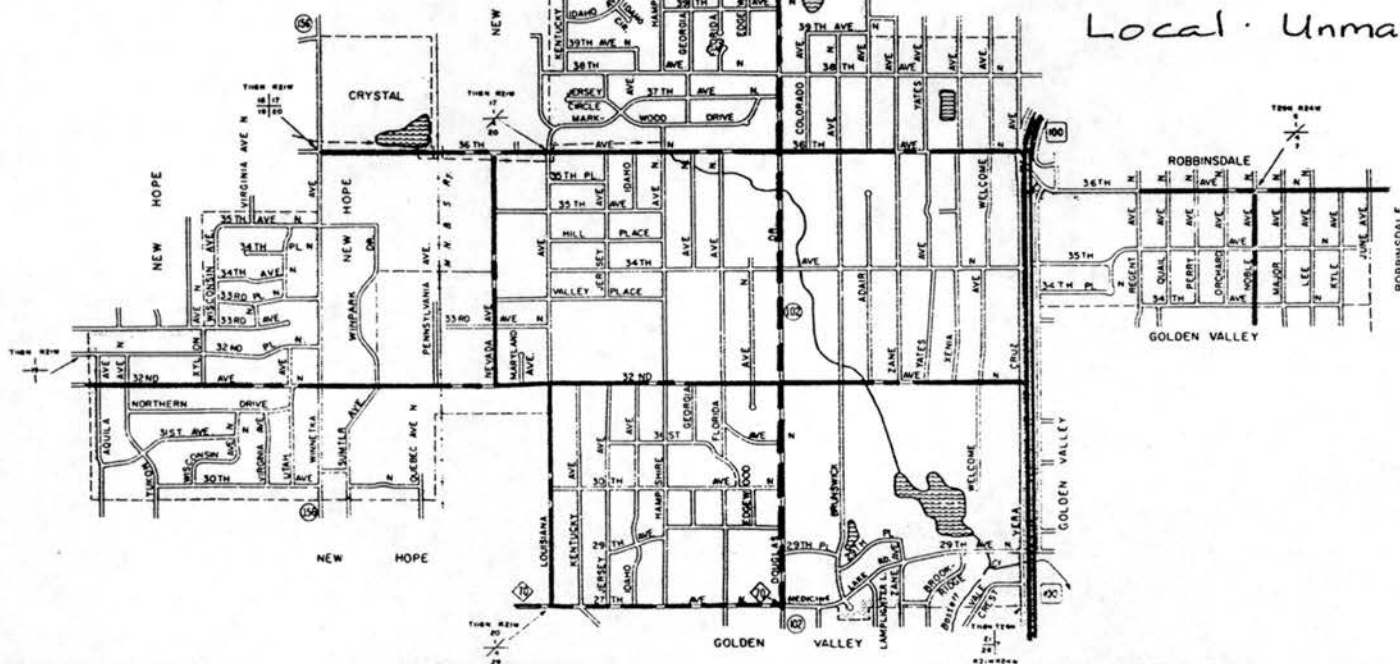
CITY OF CRYSTAL

SCALE
1000' 0 1000' 2000'



Street Jurisdictional
Classifications

State ==
County - - - - -
(State Aid)
Municipal - - - - -
(State Aid)
Local - Unmarked

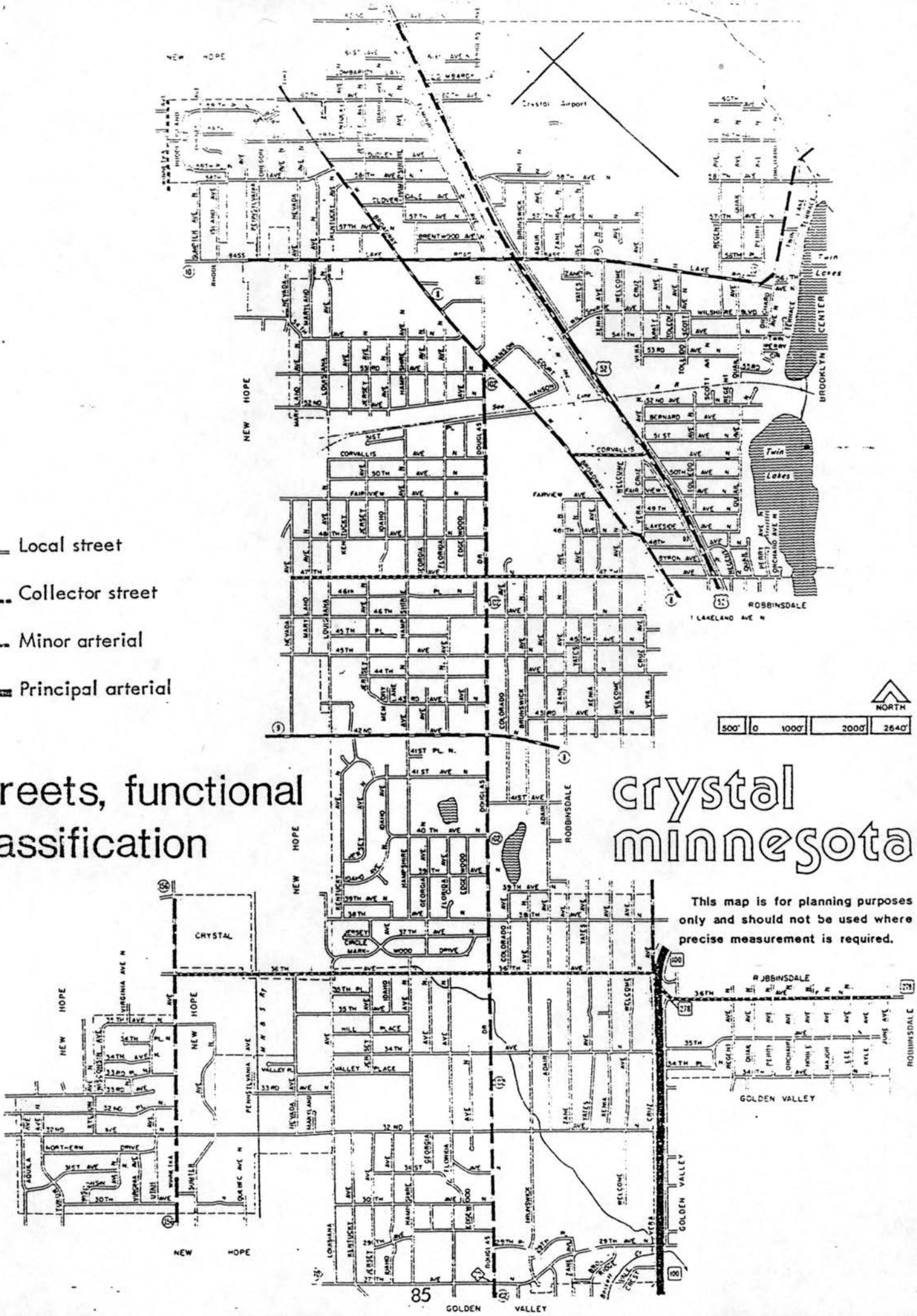


- Local street
- Collector street
- (---) Minor arterial
- == Principal arterial

streets, functional
classification

crystal
minnesota

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



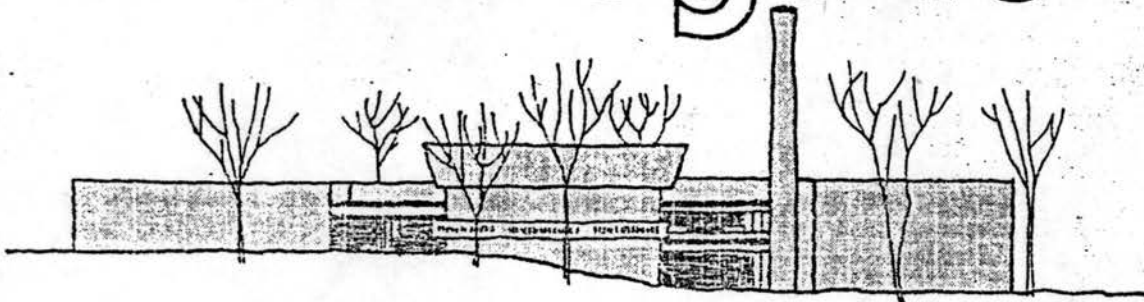
6/12/89

STATE AID DATA SHEET
(Costs Relate to 48-Foot Wide Street Section)

<u>Description</u>	<u>East of Douglas Drive</u>	<u>West of Douglas Drive</u>
Length	.5 Miles	.5 Miles
1985 ADT	14,900	10,900
Projected ADT (20 Year)	22,350	16,350
Street Prep. & Details	\$ 53,220	\$ 71,320
Concrete Curb & Gutter	31,680	31,680
Storm Sewer	98,000	98,000
Street Reconstruction	200,000	200,000
Sidewalk	68,500	68,500
Engineering & Administration	<u>38,300</u>	<u>40,100</u>
Subtotal	\$489,700	\$509,600

Note: Above costs do not include rehabilitation of sanitary sewer or water main, if needed.

crystal minnesota



comprehensive
plan
update

policy plan/
development framework

june 1980

TRUCK ACCESS

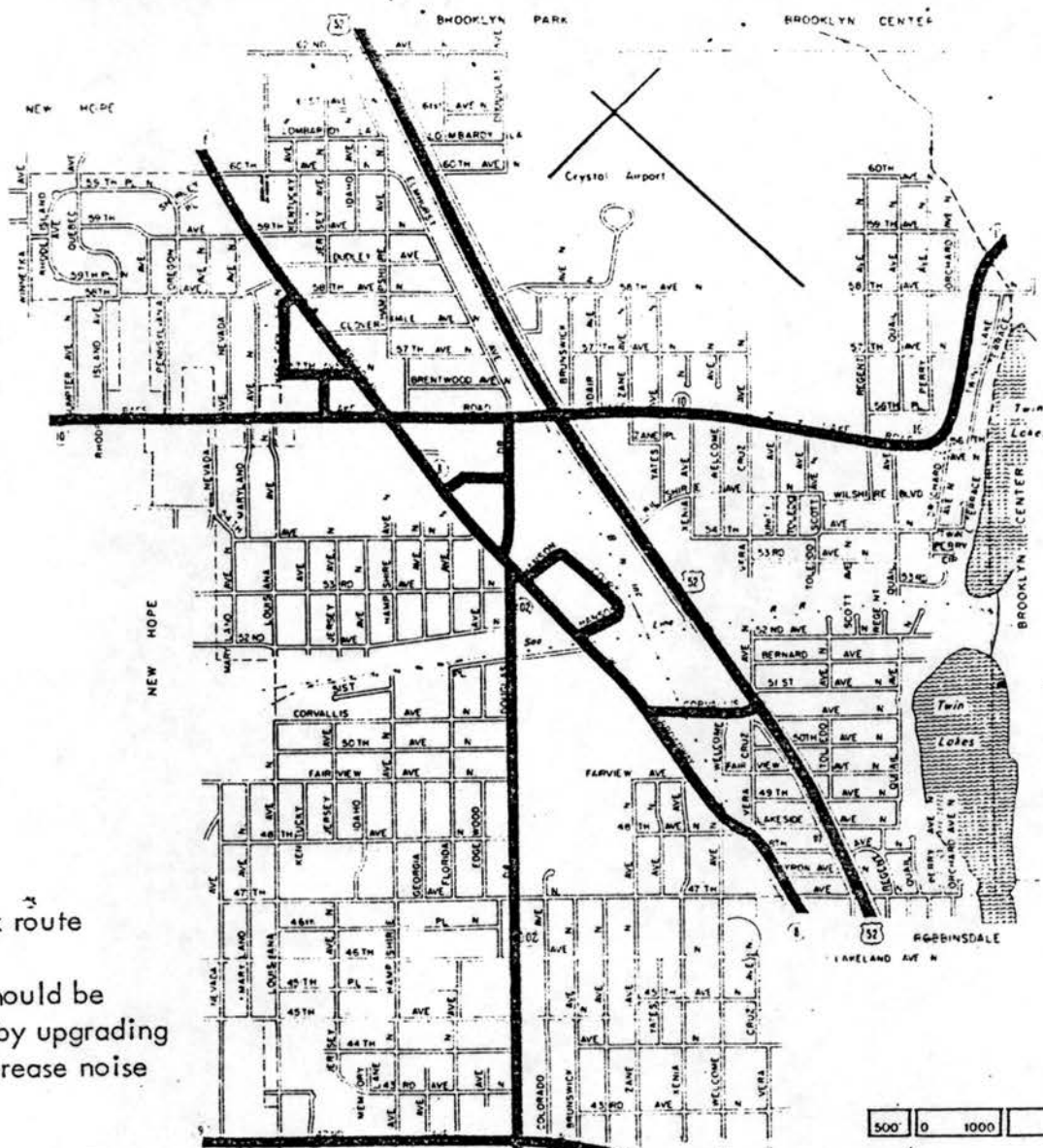
Because noise caused by trucks has presented a problem in residential neighborhoods in Crystal, the City Council has retained BRW, Inc. to develop a city-wide truck route plan, and has acted to prohibit trucks from the following streets:

- 36th Avenue between Highway 100 and Nevada Avenue.
- 32nd Avenue between Highway 100 and Louisiana Avenue.
- Fairview Avenue between Douglas Drive and the M.N. & S. Railroad.

The primary difficulty in establishing an appropriate truck route was meeting the needs and concerns of residents while providing adequate access to industrial areas. Truck routes had to be designated on roads with a proper bearing capacity, and they had to be coordinated with truck routes in adjacent communities. The proposed route, as illustrated on the following map, should reduce violations of truck traffic using residential streets, maintain continuity in roadway systems, and meet the needs of industries in the area. Although some complaints were made about noise generated by truck traffic using 36th Avenue North, it was felt that some roadway improvements could be implemented which would reduce the impact of this noise. According to the BRW report, actions which could be implemented to reduce truck traffic on 36th Avenue include the following:

- Complete the interchange at Highway 100 and 42nd Avenue. This would divert traffic from 36th Avenue.
- Reconstruct 36th Avenue with design features to reduce noise and vibration impacts. This could include the following measures:
 1. Reduce roadway grades.
 2. Provide firm and smooth roadway surface.
 3. Provide smooth traffic flow.
 4. Control vehicle speeds within the 30 mph limit.

A land use issue which should be considered in relation to truck traffic is the existence of some undeveloped industrial land south of 36th Avenue, at 33rd Avenue and Nevada. Although efforts have been made to rezone this land to multi-family uses, this has not taken place. In view of the fact that increased industrial development in this area would generate additional truck traffic, rezoning of this land should be considered seriously.



Proposed truck route

Designation should be accompanied by upgrading of road to decrease noise

proposed
truck routes

crystal
minnesota

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

NAC

prepared by:
NORTHWEST
ASSOCIATED
CONSULTANTS INC.

May 5, 1988 Meeting
36TH AVENUE RECONSTRUCTION

Bill Monk, City Engineer, stated the Council is reviewing options for improvement of 36th Avenue although no decisions have been formalized. 36th Avenue North was originally improved in the mid-1950's to a 44-foot width between Louisiana and Welcome Avenues. The street currently functions as an area collector carrying between 11,000 and 16,000 vehicles per day. Street is also classified as a Municipal State Aid street which provides for special funding allocations if certain construction standards are met. Additionally, use of State-Aid funds will not allow for continuing the truck prohibition as it discriminates against a group of fund contributors. Various State-Aid and local improvement options were discussed involving the need for two or four lanes, curb and gutter, storm sewer and sidewalk. The effect on residential property was reviewed. Significant impact was noted for local funding if City proceeds with project without State-Aid participation. Costs for a four-lane improvement are estimated at \$1,000,000 while a two-lane alternate is estimated to exceed \$700,000. Past assessment practice for State-Aid and local projects was reviewed in general.

Following questions or comments were presented by owners of property in the area with answers by staff as provided at the meeting noted:

- What size trucks if street built to State Aid specifications? Any size.
- Who sets State-Aid specifications? MnDOT.
- It would be establishing a through truck route from Robbinsdale to New Hope if built street to State-Aid specifications.
- City of Robbinsdale has restrictions on truck size using Regent, built with State-Aid funds.
- Is there a time limit to State-Aid rules about truck access following construction? No.
- Would intersections have to be widened? No.
- Would railroad overpass have to be redone? Reviewed New Hope's plan and timetable.
- How much would it cost if not using State Aid funds? 48' wide street \$1,000,000 and 36' wide street over \$700,000.
- Questioned method of assessing streets. Residential equivalent assessed over 10-20-year period to abutting properties.

- How much is spent on road repair on 36th? \$6,000 was spent one week and questioned continuing to do that given the condition of the base.
- Would there be parking on 36th? Probably not.
- What about the hill on 36th? Minimal grade change, if any, due to impact on existing homes.
- Can't get in and out of driveway on 36th now because of traffic.
- Suggested traffic lights or signs to slow traffic or more policemen to enforce 30 mph speed limits.
- Felt property would be devalued.
- What about Highway 100 project? Probably have another meeting when get details from the State this summer. Improvements will include bridge on 36th over highway, widening highway between 29th & 39th and relocation of frontage road.
- What would be the repercussions of using all of Infrastructure funds on 36th? Use about three years' balance and back-up scheduled projects.
- Can State force Crystal to upgrade a street? Force, no. Pressure, yes.
- Why can't just re-pave street and not put in curb and gutter and storm sewer? Too costly with such a bad base and does not address pedestrian traffic and bike riders.
- Can put sidewalks on one side only? Could be done, but increases number of people crossing street.
- Near Ridgedale believe the County restricts size of trucks because of noise and quality of air.
- If house is condemned for Highway 100, will have to pay special assessment and also pay before can sell property to State? Details on highway project due this summer well in advance of final work on 36th Avenue by City.
- How long will street be worked on? Depends on phasing but could be completed in one construction season.
- Wants sidewalk on 36th and Adair to protect children going to school catching the bus.
- Would walks be plowed? City has equipment to plow sidewalks and assists residents on major pedestrian routes.

- Why does City plow 36th so often? Traffic volumes, narrow width and ice build-up on hills.
- When will City Council decide? Feels too many "soft answers" before proposal can be made to Council. Staff hoping to move to construction stage in 1989.
- Was 36th a county or state road about 6 years ago? Not in last 20 years.
- Believes assessment unfair when takes part of property and does not use street any more than rest of City.
- Believe there are signs posted coming off Highway 100 that no trucks are allowed on 42nd.
- Could a citizen committee be formed to assist in the decision-making process? Names were collected for such a committee although establishment not set.

Review of major issues discussed included truck access, width of final design, need to retain residential identity, assessments, noise and air quality and project financing.

THE FOLLOWING ATTENDED THE INFORMATIONAL MEETING
RE 36TH AVENUE RECONSTRUCTION MAY 5, 1988

<u>Name</u>	<u>Address</u>
Greg Lundeen	6125 - 36th Ave N, 55422
David Laughlin	6115 - " " "
Margaret Westphal	5910 - " " "
Jerry P. Smith	5910 - " " "
Lars P. and Anne M. Lodoen	3541 Idaho Ave N, 55427
Max Leary	7018 - 36th Ave N, "
Richard Lund	6403 - " " "
Dorothy Norton	6402 - " " "
Leona Jay	5608 - " " 55422
Alvin Schempp	6326 - " " "
Jim Price (Canadian Products)	3600 Douglas Drive, 55422
Janet Lane	3631 Welcome Ave N, "
Diane Christopher	3506 Zane Ave N, "
Phylis Wright	3513 Yates Ave N, "
Mr. & Mrs. Dennis Albers	6810 - 36th Ave N, 55427
Tom Shiek	4856 Jersey Ave N, 55428
(Owner of	6000-6002 - 36th Ave N)
H. Gamec	5723 - 36th Ave N, 55422
Carol Newman	6003 - " " "
Craig Schendel	6610 - " " 55427
Hope T. Rother	3560 Welcome Ave N #203, 55422
Ade Rygg	3701 Adair Ave N, 55422
Jeri Woodfill	3613 Xenia Ave N, "
Ruth Yanko	7002 - 36th Ave N, 55427
W. R. Haupt	3525 Hampshire Ave N, "
Jonathan Stiegler	6726 - 36th Ave N, "
Larry & Bonnie Menshek	5607 - " " 55422
Agnes R. Miller (Williams)	5617 - " " "
Mr. & Mrs. Richard Revell	5812 - " " "
Raymond Nelson	5700 - " " "
Douglas J. Perkins	6701 - " " 55427
Mary Jo Nalezny	6918 - " " "
Angela Martin	6426 - " " "
Harry N. & Ann Trullinger	6410 - " " "
Casimir Remiarz	3617 Colorado Ave N, 55422
Russell G. Blixt	5816 - 36th Ave N, "
Minerva H. Blixt	5816 - " " "
Richard Leaf	6310 - " " 55427
Arley Erikson	3637 Welcome Ave N, 55422
Barry & Shirley Kline	5905 - 36th Ave N, "
Linda & Durwin Ward	3356 Welcome Ave N, "
M. A. Thornton	3551 " " "
Janet Rudd	6507 - 36th Ave N, 55427
Pattie Murphy	6507 - " " "
Allen J. Franz	3550 Hampshire Ave N, "
Rita Nystrom	3618 Adair Ave N, 55422
Pat & Carol Casey	5716 - 36th Ave N, "
John Moravec	6801 - 35th Ave N, 55427
Mary & John Egan	3555 Brunswick Ave N, 55422



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

ADMINISTRATIVE OFFICE

October 3, 1988

Mr. Gordon Fay
MnDOT Director of State Aid
Transportation Building
John Ireland Blvd.
St. Paul, MN 55155

Dear Mr. Fay:

In a recent meeting to review improvements to 36th Avenue between Louisiana and Welcome Avenues (MSAS 313-012 and 020), the Crystal City Council voiced many concerns related to truck traffic and street section issues. While the street section questions can be addressed through the established variance process, the truck traffic issues are not as easily answered.

At present, truck traffic is prohibited on the 30-year old street section because of safety concerns related to condition and width. These issues will undoubtedly be resolved as the street is improved to state-aid standards. However, recent concerns related to truck traffic and resultant noise levels have surfaced.

As you may be aware, single family residences along 36th Avenue are presently located approximately 63 feet from the street's center line. Based on recent noise level readings performed by the MN PCA, the L10 and L50 readings match maximum allowable levels for residential areas. By allowing truck traffic through this area, there is no question that PCA noise standards will be exceeded especially on the steep slopes near Douglas Drive.

Crystal's question at this point involves whether noise levels or other criteria will be considered by the State-Aid Office in restricting truck traffic on an MSAS street. Further, the City Council is interested in whether other State-Aid streets are subject to truck traffic restrictions and the established justifications in any such cases.

Mr. Gordon Fay
October 3, 1988
Page 2

Please be aware Crystal is not interested in unilaterally .
banning truck traffic on State-Aid streets but is very con-
cerned with the issue in this particular situation. Your
attention and response to the issues raised are appreciated.

Should you have further questions regarding this request,
please let me know.

Sincerely,



William Monk
City Engineer

WM:jrs

Encl

NOISE SURVEY FORM

A. General Information

Date: 5-17-88Investigator: Rebecca NickolskiNoise Source: traffic - 36th Ave NoTemperature: 58° F. clear/sunnyLocation: A = 36th Ave N @ Georgia AveWind Speed/Dirctn: 0-5mph/west

Crystal

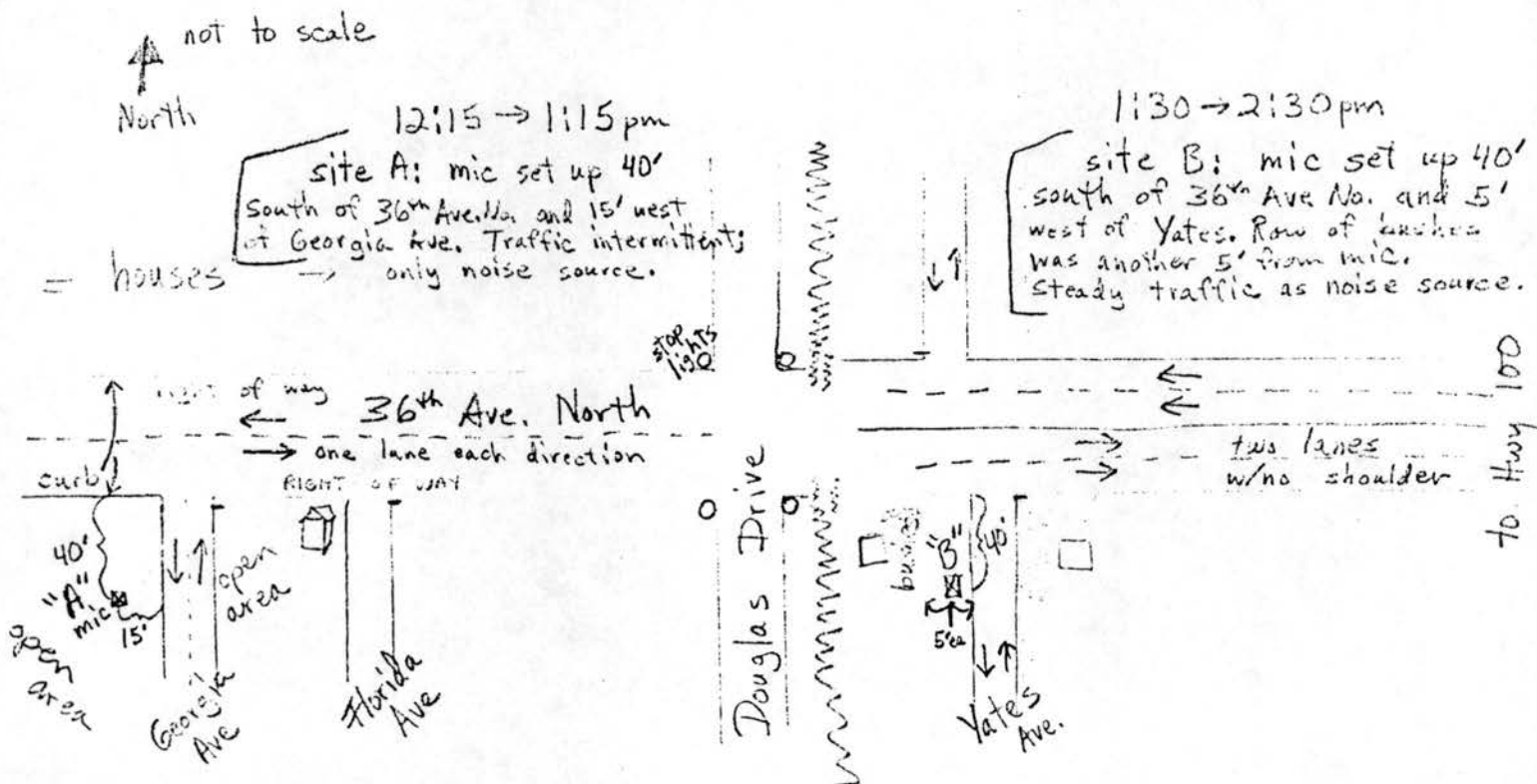
B = 36th Ave N @ Yates AveRel. Humidity: okTime Start: 12:15^{am} Stop: 2:30^{am}Barom. Pressure: ok

B. Instrumentation

Manufacturer	Model	Serial #	Calib #	Rate#	Cal Before	Cal After
Larson-Davis	700	B0 753	LD-CA250-0451	114.0 dBC	✓114.0 dBC	✓114.0

C. Diagram- Indicate:

microphone location, noise source, distances, direction, and obstructions



D. Observations/ Comments:

E. Results - Metrosonics (dBA) (Attach printouts to form)

	MAX	L0	L1	L5	L10	L20	L30	L40	L50	L60	L70	L80	L90	Background MIN	M/N
12:15-hr.	79.0				63.5				56.0				45.5		37.0
13:30-hr.	82.0				65.0				58.0				49.0		40.5

Standard = 55.0 dBA

Standard = 60.0 dBA



Minnesota Department of Transportation

Transportation Building, St. Paul, MN 55155

October 17, 1988

Phone 612-296-9872

William Monk
Crystal City Engineer
4141 Douglas Drive North
Crystal, Minnesota 55422-1696

In reply refer to:
Truck Traffic & Street Section Issues
CITY OF CRYSTAL

Dear Mr. Monk:

This is in response to your letter of October 3, 1988 relating to the restrictions of truck traffic on your proposed street project. The question of restricting truck traffic from using streets constructed with road users funds has been raised on many occasions. We have discussed this with the Attorney General's office and to-date have not come up with any method of doing anything about restricted truck traffic.

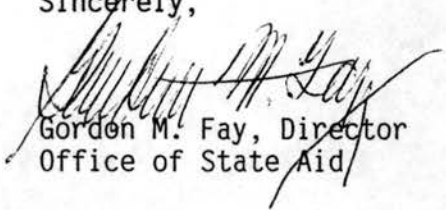
As you are well aware, the revenues for building these streets come from the gasoline taxes and license fees on trucks as well as automobiles so it becomes very difficult to restrict them from using roadways that have been built with funds derived from costs imposed upon them.

Minnesota Statutes Chapter 162.09: says "the Municipal State-Aid System shall be established, located, constructed, reconstructed, improved, and maintained as public highway"

The above law would preclude us from designating streets that don't provide for the use of all vehicles. In addition, it appears that this route is a direct link between two trunk highways.

This is the best I can do in response to your request. If you have additional questions, please feel free to call me.

Sincerely,


Gordon M. Fay, Director
Office of State Aid

cc:
C. E. Weichselbaum, DSAE, Dist. 5
File - 420

GMF:jmm

ANALYSIS OF CITY HALL
SPACE NEEDS

Prepared by Committee of:

Nancy Gohman
Miles Johnson
William Monk
James Mossey

December 6, 1989

Although some of Crystal's overall space needs were addressed as a part of the community center referendum, City Hall was only minimally impacted. The relocation of the Park and Recreation Department offices opens up 1,400 square feet of usable space on the lower level but does little to offset the space and layout problems currently being experienced throughout the City Hall complex. It was because of these problems that this committee was formed and directed to review space needs options.

There are essentially four major space deficiencies that need to be addressed:

- 1) The serious overcrowding of all police functions including administration, patrol, investigation, booking and holding within a 4,400-square foot wing of the building.
- 2) Tight quarters being experienced by numerous administrative departments including the Manager's Office, Finance and Engineering.
- 3) Layout problems that separate related administrative functions and disrupt the conduct of City business with the public and between departments.
- 4) A lack of functional storage space for records and mandatory data retention in locations reasonably close to departments in need of record access.

Even with the relocation of the Park and Recreation offices to the Community Center, the space problems listed above cannot be adequately addressed in the existing City Hall building. Not only must additional space be provided, the space must be located in areas that allow expansion of the functionally deficient departments. The focus of this report is directed towards providing the space needed by modifying and expanding the City Hall facility. New construction at a different location was not seriously reviewed.

In reviewing expansion options, providing adequate departmental space in a functional layout was only part of the process. Given the structural integrity of interior walls, it is important to minimize internal reconstruction as existing space is reused. Maintaining outside parking is also important given past problems, although relocating Park and Recreation will improve the parking situation. Additionally, disruption of municipal services during expansion is a significant factor as part of any construction process.

Based on a lengthy review of the issues previously noted, two major additions to City Hall are proposed to satisfy the long term space needs of all municipal administrative functions excluding park and recreation. A two-story addition at the northwest corner for police use and a single-story southward expansion for general administration are detailed in the appendix. The appendix materials also provide a space analysis by work area and an estimated cost for remodeling and expansion in addition to a preliminary site layout.

Some of the items included in the remodeling/expansion proposal are as follows:

- The Manager's Office is relocated to the south wing with other administrative departments while the center section of the building is to be reused for more multi-purpose functions.
- The Police Department will function on a two-floor arrangement with Administration on the lower level and Patrol/Investigation on the upper level. No changes are required or proposed to the holding cell or dispatch areas.
- The Community Room remains unchanged except for providing for movable partitions and can continue to serve a wide variety of purposes.
- Fire Department offices (Fire Marshall and Fire Prevention Officer) are moved to the south wing of City Hall as a consolidation of City services. This relocation will also eliminate the need for an extensive remodeling to provide bedrooms in the South Station.
- To meet Building Code requirements, a sprinkler system will be installed throughout the lower level. Also, an elevator is being included to meet more stringent code requirements for the handicapped.
- Separate break rooms will be provided for smokers and non-smokers to comply with State indoor air regulations.

- Removal and replacement of asbestos products, namely ceiling spray and tiles, floor tiles and pipe insulation.
- An upgrade of the building's mechanical system as well as the Council Chambers audio system are included.
- Outside improvements have been limited to the lower lot which is impacted by the Police expansion. An upgrade to the outside lighting system is included.

The economic impact of this project on the PIR Fund is viewed as an essential part of the overall proposal. For that reason, a cost estimate noting a \$1.3 to \$1.5 million expenditure for the expansion project, along with a recap of expenditure and revenue projections for the PIR Fund through 1992 is included in the appendix. The expenditure levels noted represent the maximum drawdown recommended in order to maintain the economic vitality of the PIR Fund for future years while permitting the City to address its long term space needs in the Community Center and City Hall.

A more detailed layout plan has been prepared to insure that basic space requirements of all departments can be adequately met in terms of long term needs. However, these sketch plans should be reviewed by a knowledgeable space needs consultant prior to general release.

In finding that City Hall space needs can be adequately addressed as part of a remodeling/expansion project, this Committee recommends a space needs consultant be hired to review the preliminary layouts in hand and formulate a final conceptual design along with an estimate of cost. This plan can then be used to determine the base level and cost effectiveness of improvements required to house the operations of City Hall at this location.

It is important to note that numerous basic work items are included in this space needs proposal that will need to be completed whether the facility is expanded or not. If a space needs plan is not adopted, building improvements, including the upgrade of the mechanical system, asbestos removal, code compliance items and remodeling of the Park and Recreation area will have to be added to upcoming budgets as some level of work will be required.

A P P E N D I X

WORK AREAS

	<u>Existing Space</u>	<u>Proposed Space</u>
Administration		
Manager's Office	1,400 SF	9,000 SF
General Administration	5,000 SF	
Fire Department	550 SF	
	(in South Station)	
Police		
Administration		2,600 SF
Patrol	4,400 SF	4,600 SF
Investigation		1,600 SF
Vehicle Storage	2,000 SF	2,000 SF
Evidence Storage	350 SF	700 SF
Park & Recreation		
Administration	1,400 SF	2,000 SF
		(in Comm. Ctr)

Public areas such as lobby, restrooms, community room,
Council Chambers are not included in
above areas as no change is proposed.

Basement storage areas also are not included.

REMODELING/EXPANSION ESTIMATED COSTS

New Construction	
3,600 SF @ \$75/SF	\$270,000
1,600 SF @ \$130/SF	\$208,000
Elevator @ L.S.	\$ 50,000
Outside Improve. @ L.S.	\$ 50,000
Remodeling & Upgrade	
10,000 SF @ \$35/SF	\$350,000
Additional Furnishings	\$ 60,000
Mechanical Upgrade @ L.S.	\$125,000
Sprinkler System in Basement	\$ 30,000
	<hr/>
	\$1,143,000
Architectural & Engineering Fees	\$160,000
	<hr/>
	\$1,303,000

RECAP OF PIR FUND

Projected Revenue as of 12/1992

Fund A -	\$ 600,000 as a rotating assessment fund
Fund B -	\$1,000,000 for miscellaneous Council projects
Fund C -	\$5,900,000 Balance
Total	\$7,500,000

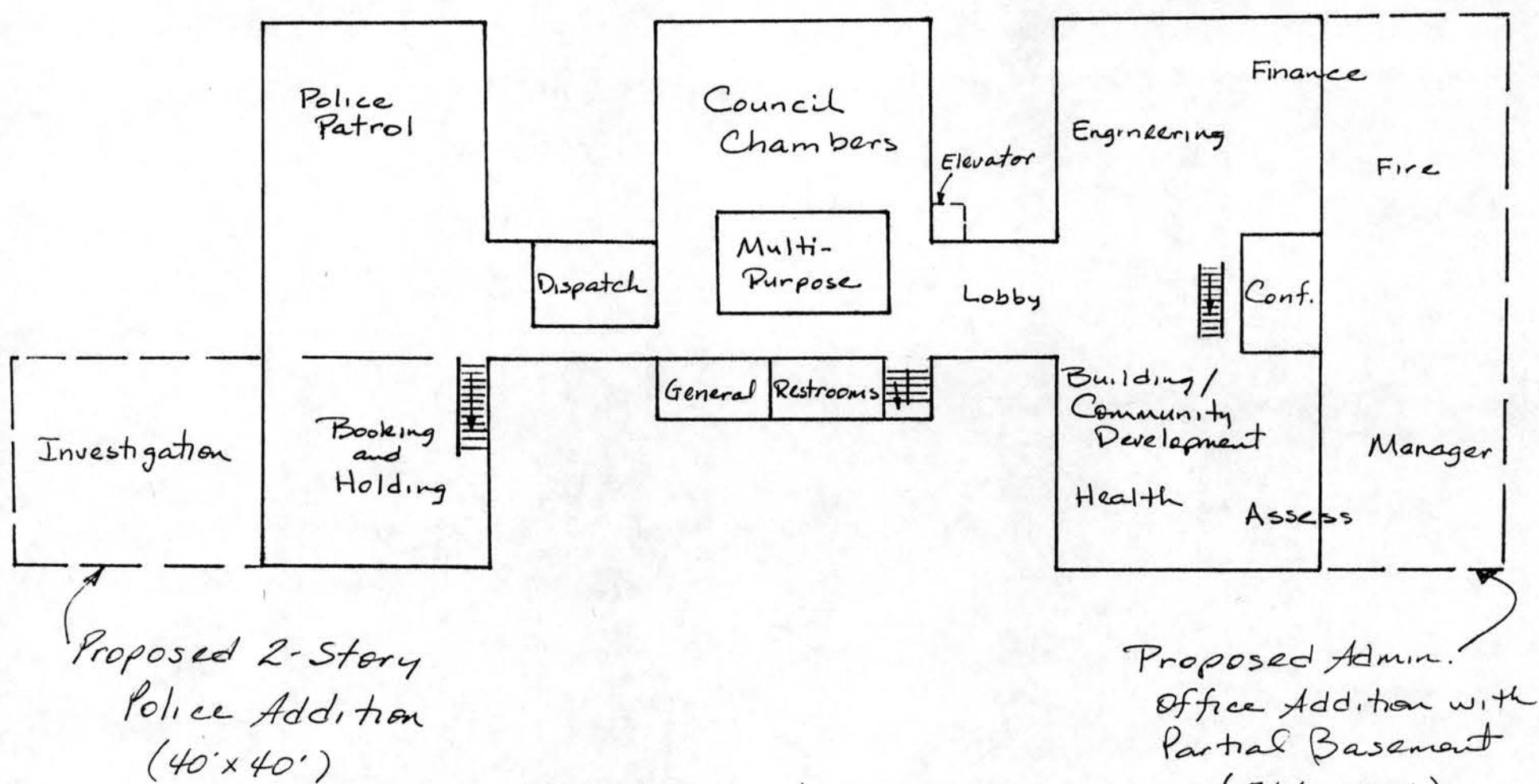
Estimated Expenditures

Community Center -	\$1,750,000
City Hall Remodeling -	\$1,300,000
Total	\$3,050,000

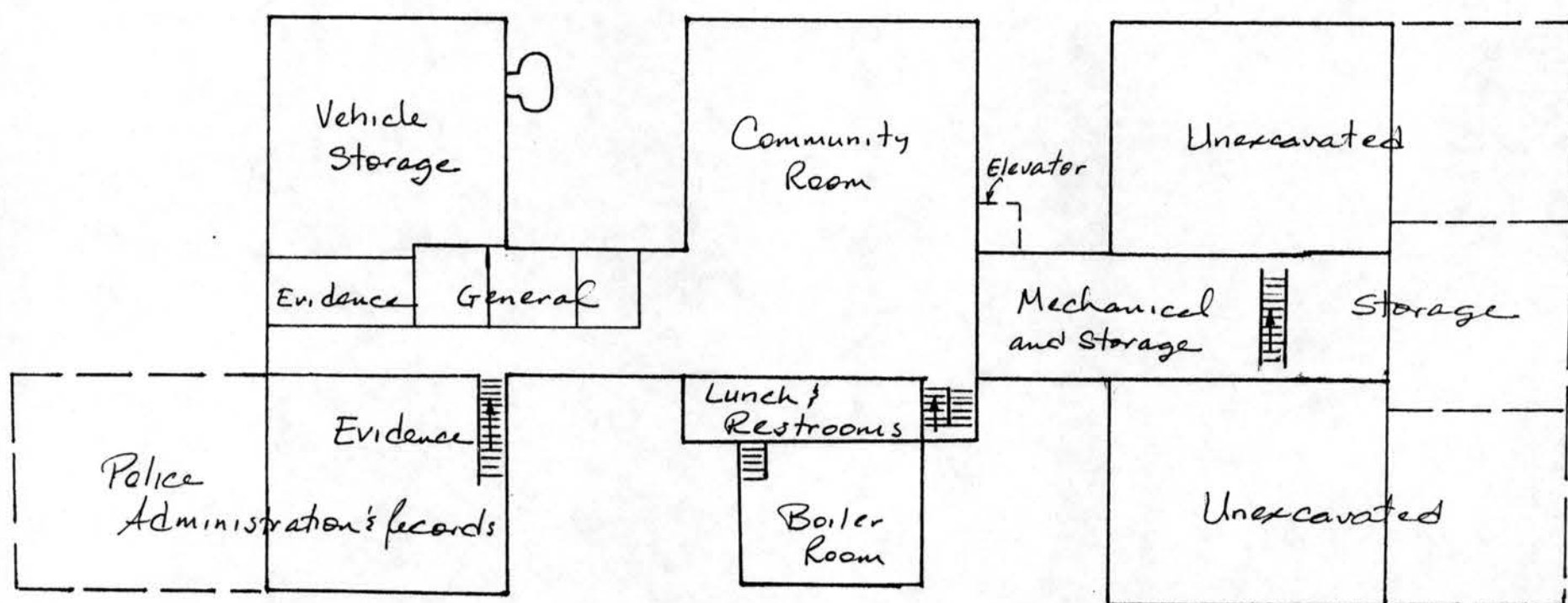
Balance

Fund A -	\$ 600,000
Fund B -	1,000,000
Fund C -	2,850,000
Total	\$4,450,000

Note: Waterslide short-term funding is not included in above figures.



UPPER LEVEL
CRYSTAL CITY HALL



LOWER LEVEL

PROPOSED SPACE NEEDS LAYOUT

TO: Jerry Dulgar
FROM: William Monk
DATE: June 29, 1989
SUBJECT: Crystal Community Center

In considering the architect's recommendation to award the Community Center construction contract to Donler Construction Company in the amount of \$3,245,050 (detailed in separate memo), it is first necessary to review the complete project package in terms of overall cost. Based on the construction bid along with other costs, the following financial breakdown is projected:

... Construction Contract	\$3,245,050
... Design & Administration (Architect)	175,000
... Construction Inspection (Supplemental Agreement w/Architect)	38,500
... Surveying & Plat	2,500
... Legal & Bonding	27,500
... Permit Fees to Other Agencies	8,000
... Construction Testing	25,000
... House Demolition	6,000
... Marquee (Sign)	10,000
... Telephone System & Computer Hookup	25,000
... Ballfield Reconstruction and Perimeter Fence	9,000
... Furniture Allowance	60,000
... Move Park & Recreation Office	3,000
... Construction Contingency	115,450

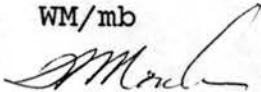
Total Project Cost	\$3,750,000
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As you are aware, the approved \$3.5 million budget involved a \$2.0 million bond issue and a \$1.5 million appropriation from the PIR Fund. Based on the above estimate of total costs, either the project must be downscaled or the PIR Fund appropriation increased. It should be noted that donations from civic organizations or any other source are not included in the above projections.

Based on my involvement in the design process to date, I believe significant downscaling of the budget noted above would prove detrimental to the project as a whole. After review of the present status of the PIR Fund (see attached) with Miles Johnson, staff recommends the project proceed as currently designed and detailed above. Further, that the PIR Fund (Part C) appropriation for the Community Center be increased to \$1.75 million.

As a final note, the involvement of Ed Brandeen (and his entire staff), Miles Johnson, Bill Barber and John Olson as well as yourself in the design and review process has been critical in preparing an excellent construction package.

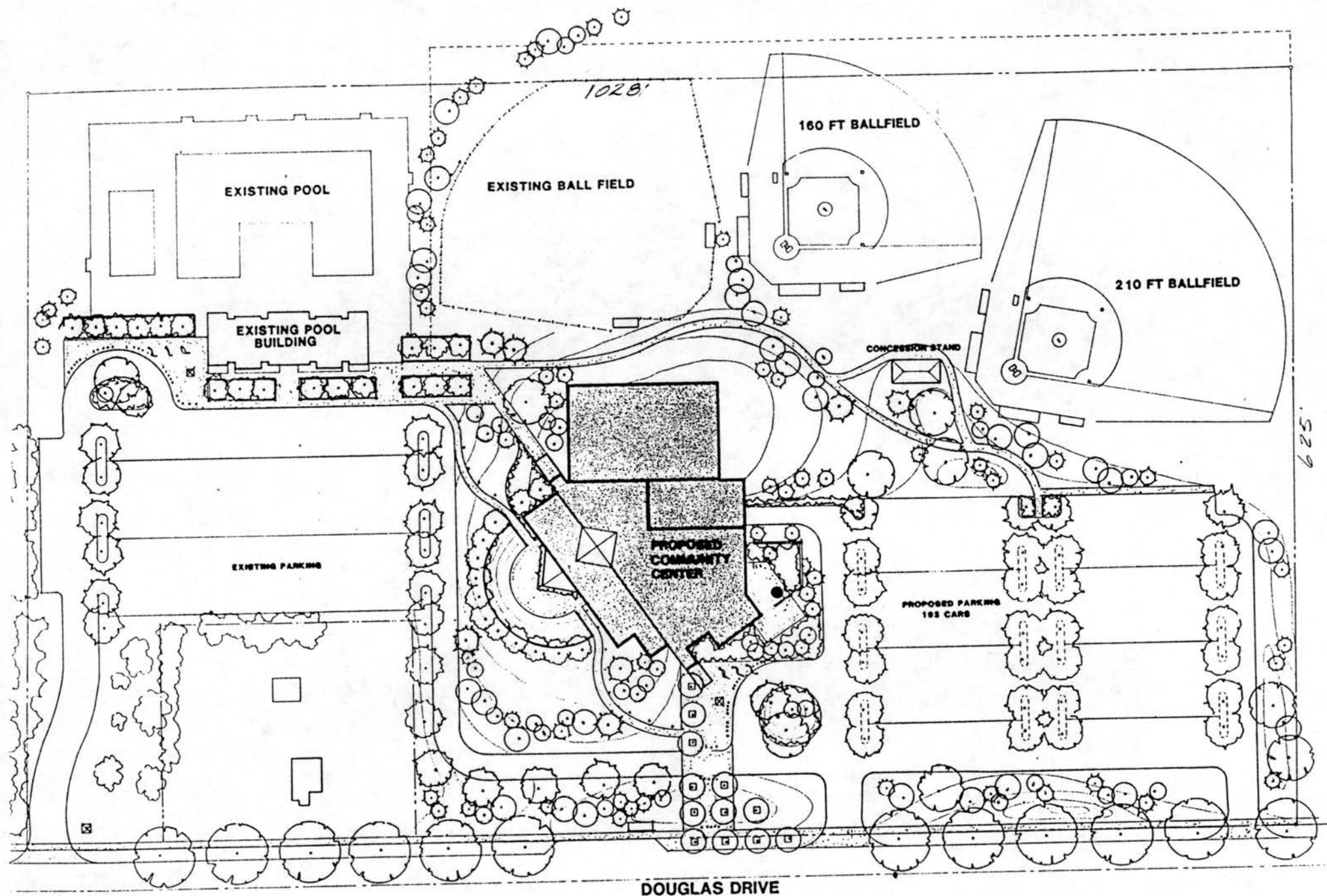
WM/mb

A handwritten signature in cursive script, appearing to be 'WM/mb', written in dark ink.

RECAP OF PIR FUND AS OF 12/1992

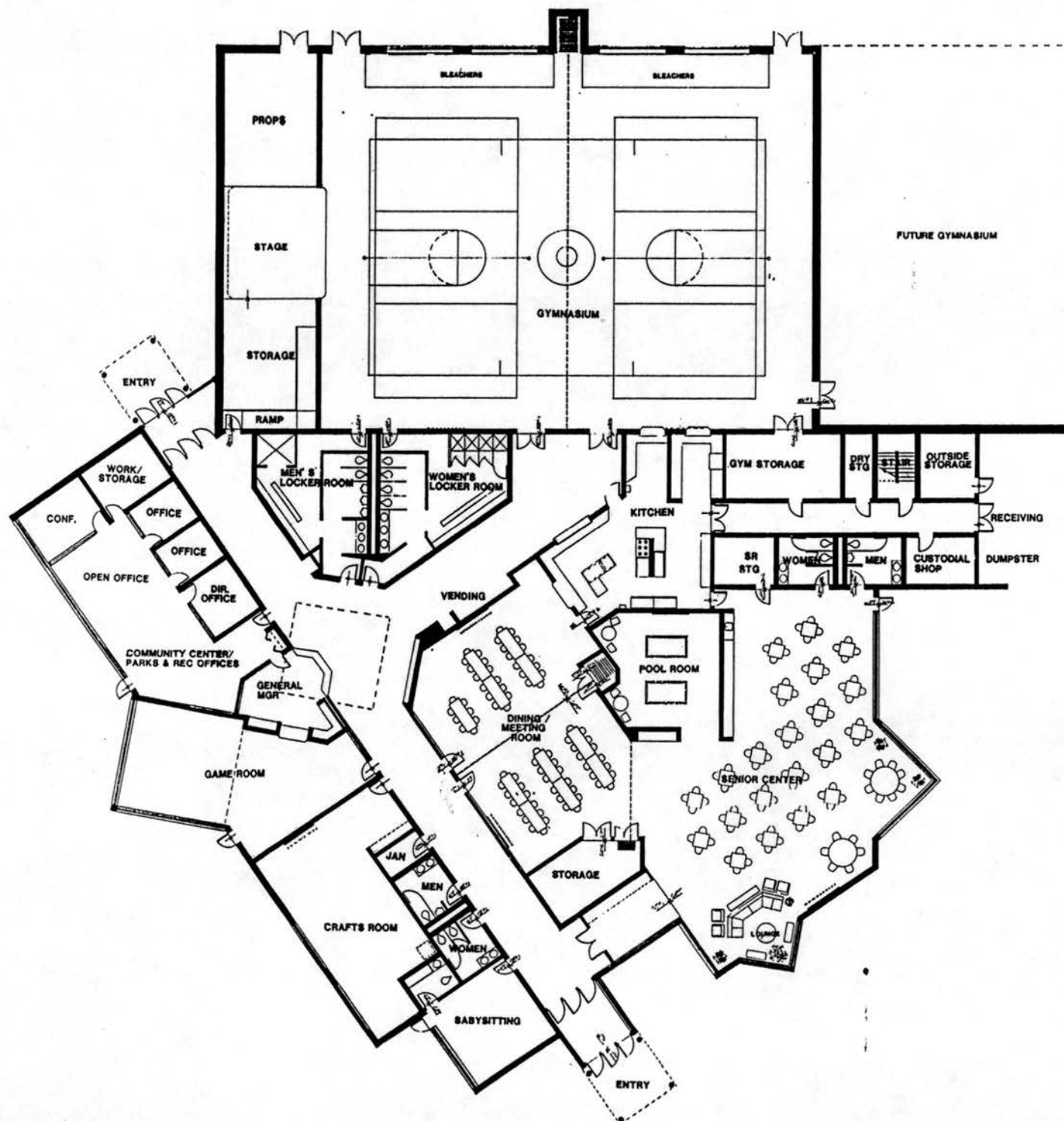
Projected Revenue

Fund A -	\$ 600,000 as a rotating assessment fund
Fund B -	\$1,000,000 for miscellaneous Council projects
Fund C -	\$5,900,000 Balance
Total	\$7,500,000

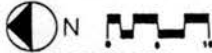


CRYSTAL COMMUNITY CENTER SITE PLAN

ANDERSON DALE ARCHITECTS
 Architecture Planning Interior Design
 2675 University Avenue
 ST. PAUL, MINNESOTA 55114



Anderson Dale Architects, Inc.
 2675 University Avenue
 St. Paul, Minnesota 55114
 612-642-9000
 Architecture Planning Interior Design

CRYSTAL
 COMMUNITY CENTER

 FLOOR PLAN

DUE DATE: NOON, WEDNESDAY, JANUARY 17, 1990

MEMO TO: Jerry Dulgar, City Manager

MEMO FROM: John Olson, Assistant City Manager

ACTION NEEDED MEMO: From the January 9, 1990 Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of January 9, 1990. 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. Consideration of a request for a variance for a telephone tower at 5141 Lakeland Avenue North.
ACTION NEEDED: Notify applicant of Council approval with conditions that it meet federal regulations for location near the airport.
ACTION TAKEN: Applicant notified of approval and conditions to obtain building permit.

BUILDING
INSPECTOR

2. Public hearing to consider a request for a variance for a fence and front yard parking at 3425 Winnetka Avenue North.
ACTION NEEDED: Notify applicant of Council approval.
ACTION TAKEN: Applicant present at meeting.

REGULAR AGENDA

BUILDING
INSPECTOR

1. Consideration of issuance of a building permit for a U.S. West telephone tower at 5141 Lakeland Avenue North.
ACTION NEEDED: Notify applicant of Council approval of tower and prefabricated building.
ACTION TAKEN: Applicant present at meeting; building permit has been applied for, waiting for necessary data.

BUILDING
INSPECTOR

2. Consideration of a variance request to the sign ordinance for a sign at 6023 42nd Avenue North (LaGondola Spaghetti House).
ACTION NEEDED: Notify applicant of Council approval.
ACTION TAKEN: Applicant present at meeting.

ADMINISTRATIVE
SECRETARY

3. Consideration of a conditional use permit for an amusement center in a B-4 District at Anthony Shopping Center, 5311 - 36th Avenue North and for the First Reading of an Ordinance Amendment to the Zoning Code.
ACTION NEEDED: Conditional use permit approved pending zoning ordinance change; place second reading on January 23 Council agenda.
ACTION TAKEN: Item to be placed on agenda after amusement center license has been applied for.

PUBLIC WORKS
DIRECTOR

4. Review the status of two parcels of tax forfeited property at 3200 Brunswick Avenue North and 3500 Brunswick Avenue North.
ACTION NEEDED: Notify County of City's intent.
ACTION TAKEN: Resolution executed and conveyance paperwork complete and forwarded to Hennepin County.

PUBLIC WORKS
DIRECTOR

5. Consideration of the First Reading of an Ordinance Amendment Designating the Planning Commission as the Board of Adjustments & Appeals.
ACTION NEEDED: Item returned to Council to incorporate items discussed by City Council at meeting.
ACTION TAKEN: Item being reviewed for revision.

CITY CLERK

6. Consideration of Second Reading of an Ordinance relating to Second Hand Goods Dealers Licensing.
ACTION NEEDED: Publish ordinance.
ACTION TAKEN: Ordinance sent for publishing 1-10-90.

CITY CLERK

7. Consideration of a gambling license renewal application for Elks Lodge #44, 5410 Lakeland Avenue North.
ACTION NEEDED: Note approval of license for records.
ACTION TAKEN: Noted and applicant notified.
8. Discussion of the League of Minnesota Insurance Trust dividend check.
ACTION NEEDED: No action needed, informational item only.

CITY CLERK

9. Consideration of changing the December 4, 1990 City Council meeting date.
ACTION NEEDED: Notify the Post and other necessary organizations and persons that the December 4, 1990 Council meeting has been changed to December 10, 1990.
ACTION TAKEN: All meeting changes for 1990 posted; will put in Post News closer to the meeting dates for public awareness.

ASSISTANT CITY
MANAGER

10. Consideration of an agreement with Brooklyn Park, Maple Grove, and Osseo relating to a circulator bus route.
ACTION NEEDED: Notify Brooklyn Park of Council approval of grant agreement.
ACTION TAKEN: ?

PUBLIC WORKS
DIRECTOR

11. Consideration of a draft of an Environmental Impact Statement for Light Rail Transit.
ACTION NEEDED: Bring back previously approved resolution to Council for review.
ACTION TAKEN: Response prepared - copy to Councilmembers with preliminary plan resolution.

ADMINISTRATIVE
SECRETARY

12. Consideration of the resignation of Mark Hoffmann from the Crystal Park and Recreation Advisory Commission.
ACTION NEEDED: Send letter of thanks and appreciation to Mr. Hoffmann.
ACTION TAKEN: Letter prepared for City Manager's signature and sent 1-10-90.

CITY MANAGER

13. Consideration of a request for status of membership in the Suburban Rate Authority.
ACTION NEEDED: Work with Finance Director to determine source of funds for membership and report back to City Council.
ACTION TAKEN: Directed the Finance Director to prepare a memo and place on the January 23 Council agenda.

CITY CLERK

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

CRYSTAL PLANNING COMMISSION MINUTES

January 8, 1990

The meeting of the Crystal Planning Commission convened at 7:00 p.m. with the following present: Anderson, Barden, Christopher, Elsen, Guertin, Kamp, Lundeen, Magnuson Nystrom and Smith; also present were Building Inspector Barber, City Engineer Monk and Recording Secretary Scofield.

On January 2, 1990, the City Council moved to re-appoint Commissioners Christopher and Nystrom and appoint Lundeen to the Planning Commission with terms expiring December 31, 1992.

Vice-Chairperson Magnuson swore in new Planning Commissioner, Gregory Lundeen.

Moved by Commissioner Elsen and seconded by Commissioner Guertin to approve the minutes of the December 11, 1989, meeting.

Motion carried.

1. Vice-Chairperson Magnuson declared that nominations were open for officers of the Planning Commission consisting of Chairperson, Vice-Chairperson and Secretary for the year ending December 31, 1990.

Commissioner Nystrom nominated and Commissioner Barden seconded the nomination of Paulette Magnuson as Chairperson of the Planning Commission for the year ending December 31, 1990.

Moved by Commissioner Barden and seconded by Commissioner Nystrom to elect Paulette Magnuson as Chairperson of the Planning Commission for the year ending December 31, 1990.
Motion carried.

Commissioner Elsen nominated and Commissioner Kamp seconded the nomination of Paul Christopher as Vice-Chairperson of the Planning Commission for the year ending December 31, 1990.

Moved by Commissioner Elsen and seconded by Commissioner Kamp to elect Paul Christopher as Vice-Chairperson of the Planning Commission for the year ending December 31, 1990.
Motion carried.

Commissioner Barden nominated and Commissioner Nystrom seconded the nomination of Jane Elsen as Secretary of the Planning Commission for the year ending December 31, 1990.

Moved by Commissioner Kamp and seconded by Commissioner Guertin to elect Jane Elsen as Secretary of the Planning Commission for the year ending December 31, 1990.

Motion carried.

2. Chairperson Magnuson declared this was the time and the place for a continuation of the public hearing to consider Application #89-34 of Pravin Bhakta for rezoning a portion of the property from R-1 (Single Family Residential) District to B-3 (Auto-Oriented Commercial) District at 6000 Lakeland Ave. N. The City Engineer stated the proposal is for 42 units plus owner's quarters, two-story building, center hall, with landscaping and drainage toward the airport. The proponents, Pravin Bhakta, owner, and David Larson, architect and contractor, stated the existing motel and garage will be demolished, a Super 8 prototype motel will be built and a redwood fence will be put up next to the R-1 housing.

No one appeared in opposition.

Moved by Commissioner Elsen and seconded by Commissioner Barden to close the public hearing.

Motion carried.

Moved by Commissioner Barden and seconded by Commissioner Kamp to recommend to the City Council to approve Application #89-34, as submitted by Pravin Bhakta, to rezone a portion of the property from R-1 (Single Family Residential) District to B-3 (Auto-Oriented Commercial) District; so entire property will be zoned B-3 at 6000 Lakeland Ave. N., legally described as Lot 1, Block 1, Liberty Estates.

The findings of fact are: Reasonable use of the property, good improvement to surrounding properties and adequate buffer being provided with redwood fence.

Motion carried.

3. Consideration of a building permit for a motel at 6000 Lakeland Ave. N. as requested by David Larson of Larson Assoc. Inc. for Pravin Bhakta.

Moved by Commissioner Kamp and seconded by Commissioner Guertin to recommend to the City Council to approve authorization to issue a building permit to Larson Assoc. Inc. for a 43-unit motel located at 6000 Lakeland Ave. N., P.I.D. #05-118-21-11-0032, subject to standard procedure.

Motion carried.

4. Julie Jones, Redevelopment Coordinator, explained the need for a Housing Maintenance Code which is made up of a segment to address rental housing and a segment to address point-of-sale owner-occupied housing. We want licensing, not just registration, with inspections annually. It has

been copied from Brooklyn Center's Code--two year license, inspection from complaint of renter or neighbor, do a percentage of units (Environmental Quality Commission recommended half the units), base charge of \$50 plus \$5 per unit. Requirements same as Uniform Housing Code. Will allow appeals and levy cost against property by Council. Problem with not being able to declare building hazardous because of lead based paint or asbestos. Inspector makes random decision as to which units are inspected--usually occupied, has manager or caretaker with and manager usually puts up notice notifying tenants their unit may be inspected that week, inspection would take about 15 min. (45 min. for a house). FHA inspector does not focus on health and safety, usually more on construction. 2,252 rental units in Crystal.

Moved by Commissioner Christopher and seconded by Commissioner Guertin to set a public hearing before the Planning Commission at 7:00 p.m., or as soon thereafter as the matter may be heard, Monday, February 12, 1990, to consider rental licensing of a Housing Maintenance Code.

Motion carried.

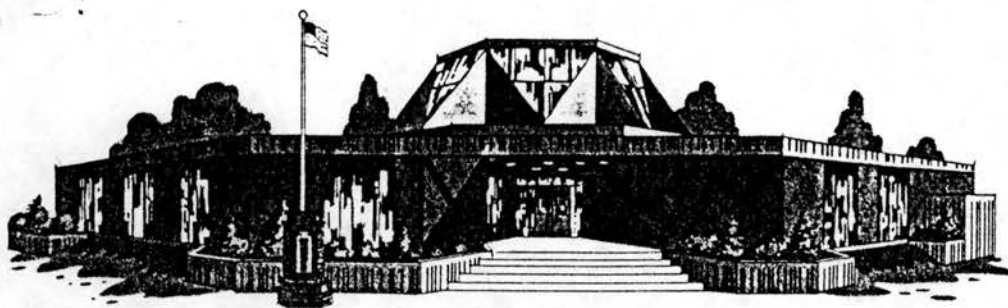
Moved by Commissioner Elsen and seconded by Commissioner Kamp to adjourn.

Motion carried.

The meeting adjourned at 8:23 p.m.

Chairperson Magnuson

Secretary Elsen



CITY OF ROBBINSDALE



4221 LAKE ROAD
ROBBINSDALE, MINNESOTA 55422
TELEPHONE: (612) 537-4534

January 9, 1990

Hennepin County Regional Railroad Authority
A-2400 Government Building
Minneapolis, MN 55487-0237

RE: Draft Environmental Impact Study for Light Rail Transit

Dear Sirs:

The City Council of the City of Robbinsdale wishes to convey our objections to certain sections of the Draft Environmental Impact Study (DEIS) for Light Rail Transit. While we do understand that the DEIS reflects the official HCRRA position as of November, 1989, we object that the HCRRA has yet to respond to the conditions set forth in the City's approval of the preliminary design plan.

First, the City Council remains unanimously opposed to the 36th Avenue Station. We remind the HCRRA that the residents of Lee Square, 4400 36th Ave. N., signed a petition against the station location. We note that the DEIS states that "further high-density multi-family residential and commercial development near the 36th Ave Station would be likely in the ten- to twenty-year range." While this is a possibility, we do not believe that this development is likely. Furthermore, we object to the traffic analysis which implies that a stop light at 36th and June would be sufficient to ensure traffic safety. We feel that the 36th Avenue bridge would have to be redesigned to allow adequate sight distance for west bound traffic.

Second, the parking lot design which was analyzed for the 42nd Avenue Station is directly in conflict with conditions of the city approval of the preliminary design plan. Therefore we question the validity of this part of the study. We wish to remind you that the City approval stated that no traffic from the LRT parking is to exit onto 41st Avenue North. Furthermore, in earlier discussions with the MTC it was agreed that bus traffic would not travel on Noble Avenue between 39th Avenue North and Hubbard Avenue North; the DEIS shows bus travel on this roadway. Finally we question whether "four- to five-story buildings would be feasible adjacent to the 42nd Avenue Station." The Robbinsdale Zoning Ordinance requires conditional use permits for buildings over three stories high and, considering that the station abuts residential zones, approval of a taller building is not certain.

The City Council is also concerned about what remedies will be used to mitigate the noise impact for those residential dwellings which will "experience noise levels exceeding APTA guidelines." We would like to assure these residents that measures will be taken to decrease the noise level to an acceptable level.

HCORRA
January 9, 1990
Page Two

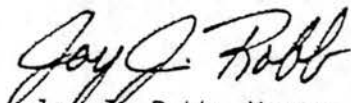
Finally there is no discussion of how the LRT would be screened to mitigate the visual impact on Triangle, Lee, South Halifax and Sochacki Parks.

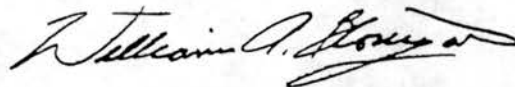
Given these concerns and the apparent lack of response on the part of the HCORRA to the City's conditions of approval for the LRT preliminary design plan, the City Council requests a formal position statement from the HCORRA indicating the following:

1. Status of the 36th Ave. N. Station. Will it be withdrawn from the Northwest Corridor plan or will it be built over the City's objection?
2. Status of the 42nd Ave. N. Station. Will the parking lot be redesigned per City requirements so that the traffic will be directed away from the residential neighborhoods?
3. If the traffic circulation at the 42nd Avenue North Station will conform to the City of Robbinsdale's conditions for the preliminary design approval, will the DEIS traffic impact for this station be reanalyzed in consideration of the different station layout?
4. What measures will be taken to mitigate the noise impact for residential dwellings which experience noise levels exceeding APTA guidelines?
5. What measures will be taken to mitigate the visual impact of LRT at Triangle, Lee, South Halifax and Sochacki Parks?
6. Will there be another station added to replace the two Golden Valley stations as recommended by the LRT IAC and required by Robbinsdale City Council Resolution No. 4246 which is enclosed with this letter?

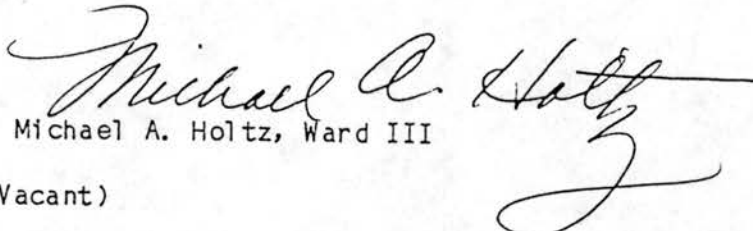
We would like to receive a response to our concerns within the next 45 days. Council resolutions related to LRT are attached for your reference.

Sincerely,


Jay J. Robb, Mayor


William A. Blonigan, Ward I


Jerome Ruffenach, Ward II


Michael A. Holtz, Ward III

(Ward IV Currently Vacant)

cc: Cities of Golden Valley, Crystal, Brooklyn Park, Minneapolis

Member Blonigan moved and Member Holtz seconded a motion that the following resolution be read and adopted this 18th day of April, 1989.

RESOLUTION NO. 4168

RESOLUTION CONDITIONALLY APPROVING PRELIMINARY DESIGN PLANS
FOR THE NORTHWEST CORRIDOR OF LIGHT RAIL TRANSIT
REQUESTED BY HENNEPIN COUNTY REGIONAL RAILROAD AUTHORITY

WHEREAS, Hennepin County Regional Railroad Authority desires to construct a light rail transit system to service the metropolitan area; and

WHEREAS, the preliminary design plan calls for the tracks to run to the east and parallel to the Burlington Northern tracks through Robbinsdale with two stations located in Robbinsdale at 36th Ave-N and 42nd Ave N; and

WHEREAS, Hennepin County Regional Railroad Authority held a public hearing regarding these design plans on March 14, 1989 each affected city must hold a public hearing to either approve or disapprove these plans.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Robbinsdale that the preliminary design plans for Hennepin County Regional Railroad Authority's light rail transit northwest corridor be approved contingent on the following issues being fully addressed prior to final engineering plans:

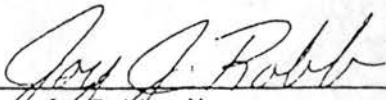
1. That there is adequate mitigation of noise and visual impact on adjacent residential property, to protect use and value of said property.
2. That security fencing be added along track as deemed necessary.
3. That wetlands be protected during the construction phase in accordance with Department of Natural Resources and Watershed requirements.
4. That a report on the funding impact on Hennepin County residents be submitted to the City.
5. That the 36th Ave Station be eliminated.
6. That an alternate station to the 36th Ave site be investigated.
7. That the 42nd Ave station be redesigned to be compatible with the City's downtown redevelopment plans including:
 - A. Future structured parking facility to serve downtown development and park & ride needs using less structured area and with Hennepin County helping to finance structured parking.
 - B. Improved rider drop-off access and circulation so that additional traffic will not impact the residential neighborhood adjacent to the station.
 - C. Improved feeder bus drop-off access and circulation so that traffic is directed via West Broadway, 42nd Ave. N. and Co. Rd. 81.

Res No 4168

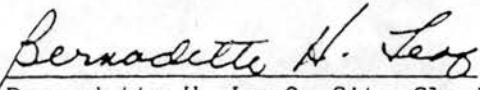
The question was on adoption of the resolution and upon a vote being taken thereon,
the following voted in favor thereof:
Blonigan, Holtz, Mayor Robb

and the following voted against the same:
Ruffenach, Johnson

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS
18TH DAY OF APRIL, 1989.


Joy J. Robb, Mayor

ATTEST:


Bernadette H. Leaf, City Clerk
(SEAL)

Member Holtz moved and Member Blonigan seconded a motion that the following resolution be read and adopted this 17th day of October, 1989.

RESOLUTION NO. 4246

A RESOLUTION AMENDING RESOLUTION NO. 4168
TO REQUIRE REINSTATEMENT OF ONE LIGHT RAIL TRANSIT STATION IN GOLDEN VALLEY
AS A CONDITION FOR APPROVAL BY THE CITY OF ROBBINSDALE

WHEREAS, on April 18, 1989 the City Council of the City of Robbinsdale adopted Resolution No. 4168 "A RESOLUTION CONDITIONALLY APPROVING PRELIMINARY DESIGN PLANS FOR THE NORTHWEST CORRIDOR OF LIGHT RAIL TRANSIT REQUESTED BY HENNEPIN COUNTY REGIONAL RAILROAD AUTHORITY"; and

WHEREAS, at the time of this conditional approval the Northwest Corridor showed two Golden Valley stations: Plymouth Avenue and Golden Valley Road; and

WHEREAS, the Hennepin County Regional Railroad Authority has since passed a resolution removing both of these stations from the Northwest Corridor.

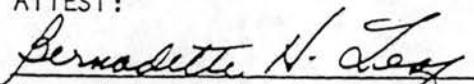
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Robbinsdale that Resolution No. 4168 be amended by the addition of condition number 8 as follows:

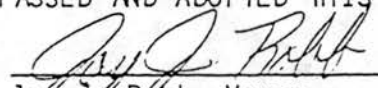
8. That a light rail transit station be reinstated in the Golden Valley Road and Plymouth Ave. N. vicinity which provides at least the following parking capacity:
 - 440 park and ride spaces
 - 47 rider drop-off/pick-up spaces
 - 7 bus loading spaces
9. If the City of Robbinsdale determines a negative impact on the 42nd Ave N Station by station design changes in Golden Valley from the plan approved in Resolution No. 4168 (which approved 268 park and ride and 27 rider drop-off/pick-up spaces at 42nd Ave. N.), then the 42nd Ave. N. Station shall be limited to a drop-off/pick-up station.
10. The 42nd Avenue station be designed to be compatible with the City's downtown redevelopment plan including the securing of additional approval from the City of Robbinsdale if the City deems the amendment from the original HCRA plan as negatively impacting the 42nd Avenue station.

The question was on adoption of the resolution and upon a vote being taken thereon, the following voted in favor thereof: Blonigan, Holtz, Mayor Robb ; and the following voted against the same: None. ABSTAIN: Ruffenach.

WHEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 17TH DAY OF OCTOBER, 1989.

ATTEST:


Bernadette H. Leaf, City Clerk


Joe J. Robb, Mayor



CITY of CRYSTAL

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

ADMINISTRATIVE OFFICE

January 12, 1990

Mr. Ken Stevens
Director, Light Rail Transit
HCRRRA
Southwest Street Level
Government Center
Minneapolis, MN 55487

Dear Mr. Stevens:

The City of Crystal has reviewed the Draft Environmental Impact Statement for the LRT System as it relates to the Northwest Corridor. While numerous issues are addressed in detail, several items of significant importance to Crystal, as specifically noted in our resolution (89-17) conditionally approving the preliminary plans, are found lacking. Issues requiring additional input are as follows:

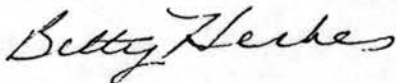
- A decision on mitigation of noise and sight impacts of LRT on adjacent residential and commercial properties is apparently being deferred to a future date. Crystal finds this unacceptable in that the analysis of this issue should be based on objective standards during the EIS process
- Protection of pedestrian movements also receives little attention. Safety of pedestrians along the entire system must be more fully addressed.
- The 36th Avenue Station continues to be listed as a viable location even though Crystal and Robbinsdale object to its inclusion based on physical site characteristics and low user projections. Crystal continues to object to the station location, at least as a part of Stage I.
- Although the two stations in Golden Valley are not included in the EIS analysis, it is unclear what impact their exclusion has on the other nearby stations. this

Mr. Ken Stevens
January 12, 1990
Page 2

impact needs to be specifically noted in relation to previous plans and projections.

Crystal believes the above-mentioned issues should be addressed in the final draft of the Environmental Impact Statement.

Sincerely,

A handwritten signature in cursive script that reads "Betty Herbes".

Betty Herbes
Mayor

BH:jrs

RESOLUTION NO. 89- 17

RESOLUTION APPROVING THE PRELIMINARY
DESIGN PLANS FOR THE NORTHWEST
CORRIDOR OF LIGHT RAIL TRANSIT

WHEREAS, in June of 1988 the Hennepin County Regional Railroad Authority (HCRRA) adopted a Comprehensive Light Rail Transit (LRT) System Plan identifying general system characteristics and establishing a 20-year and Stage I layout plan, and

WHEREAS, on March 14 the HCRRA held a public hearing on the Preliminary Design Plans for Stage I of the Northwest Corridor which further define the specifics of the LRT proposal, and

WHEREAS, impacted municipalities have 45 days from the date of the HCRRA hearing in which to approve or disapprove said Preliminary Design Plans, and

WHEREAS, on April 4 Crystal held a public hearing on the Preliminary Design Plans to solicit public input.

NOW, THEREFORE, BE IT RESOLVED that the Crystal City Council hereby approves the Preliminary Design Plans for Stage I of the Northwest Corridor of Light Rail Transit as prepared for the Hennepin County Regional Railroad Authority by BRW, Inc. and dated January 31, 1989. Crystal conditions this approval with the understanding that the following issues will be fully addressed during the design process as final plans are developed for City approval:

- 1) Mitigation of noise and sight impacts of LRT on adjacent residential property to protect the current use and value of said property.
- 2) Given proposed vehicle speeds and headways, protection of pedestrian movements along the entire length of the LRT system and not just at street crossings.
- 3) Preference accorded to the Bass Lake Road Station to determine if traffic concerns and conflicts with the adjacent residential neighborhood can be resolved. The Corvallis Avenue Station should be maintained as a back-up site.
- 4) Reconsideration of the extension of the Northwest Corridor terminus further into Brooklyn Park as a part of Stage I to enlarge the service area and provide improved connection with major vehicular corri-

dors to the north. Also, potential relocation of the 63rd Avenue Station to increase station spacing.

- 5) Design of the bridge over the Soo Line Railroad to protect the storm water quality and quantity features of the wetland area directly to the east of the proposed LRT route.
- 6) Deletion of the 36th Avenue Station from Stage I based on the limited size and access restrictions.
- 7) Formulation of a recommended financing package outlining the economic impacts on Hennepin County property owners and municipalities.

Adopted this 18th day of April, 1989.

Betty Herbes
Mayor

ATTEST:

Darlene George
City Clerk

M E M O R A N D U M

TO: Jerry Dulgar, City Manager

FROM: Kenneth Bjorn, City Assessor

SUBJECT: Homestead, Brent Gissler - 6427 41st. Ave. N., Crystal

DATE: January 10, 1990

Mr. Gissler was in to see me 1-10-90 and inquired as to why we did not send him a homestead card. I told him that we have information that he is not living at the property, is renting the house and the renters told us that he was not living there as well as neighbors who also so indicated. He doesn't have a phone listing in his name at that address.

He maintains that this residence is his primary residence for homesteading purpose. He said he spends a great deal of time at his girlfriend's house in Robbinsdale but that is irrelevant as far as homesteading is concerned. For proof he offered his driver's license with the Crystal address on it; checking blanks with the Crystal address and the water billing in his name. He claims we are harassing him on this issue and that I have gotten "pressure" either administratively or politically to deny him a homestead. He said he is being treated differently than other citizens of Crystal. I told him that how we handle his situation will be based on the information and proof he presents and on State Law - nothing else. The State gives a directive that local assessors in cases of doubtful homesteads should deny the homestead and let the property owner pursue an appeal through the local Board of Equalization.

In my opinion we have no solid basis to deny him a homestead. He rents his house - but there is nothing in the law that prevents one from renting their house as long as it is also their primary residence. His driver's license is at the Crystal address. Again, by law the address on a driver's license should reflect the person's living address. His checking account address is the Crystal address. Again most people would have their checking address as their home address. His water billing is in his name. The renters told us that "he doesn't live there". He explained that by indicating that he told his renters to tell that to strangers as he doesn't want certain people to know where he is. Legally he can have "roommates" and get full homestead benefits. If he goes to the local board to protest I don't really have a basis to deny him homestead other than the heresay from neighbors and the word of his tenants. He is not homesteading elsewhere.

Based on the information I have at present I don't feel I can deny him a homestead.



The Springsted Letter

Published by SPRINGSTED Incorporated, Public Finance Advisors

Series MN 1989
December 1

Arbitrage Rebate Relief

President Bush on December 19 signed into law the 1990 Budget Bill that contains key provisions affecting arbitrage rebate requirements for governmental purpose and 501(c)(3) bonds. For issues settling after December 19 the following major changes may apply:

1. At the time of issuance, the issuer may elect not to maintain investment records and rebate arbitrage profit if they will spend 10% of the proceeds in six months; 45% within one year, 75% within eighteen months, 95% within two years and 100% within three years. Expenditure means pay out, and the 5% not spent after two years may only be for reasonably required retainages which guarantee completion. The proceeds to be spent include investment earnings on the original bond proceeds.
2. If the issuer fails to meet the expenditure test, and has elected to avoid rebate, a 1.5% semiannual penalty payment will be due, based on the unspent proceeds which fall below the requirements. While this 3% annual penalty continues until the bonds are retired, it is not expected to be a critical problem with issuers with ongoing multi-purpose capital programs since it is probable that unspent proceeds of an issue

will be transferable to other projects. However, if a single purpose issue is sold and the issuer has no ongoing program, a poor estimate of bond sizing and expenditure scheduling could prove expensive.

3. The rebate exception applies only for bond proceeds related to "construction" and thus may not be applicable to certain activities including equipment acquisition. It does not apply to that portion of an issue deposited in a reserve fund.

As usual, definitive details on the law await clarification in the form of proposed and final IRS regulations. Proposed regulations for the administration of rebate required by the 1986 Tax Reform Act took 30 months to develop. It is expected these current law regulations will be simpler and produced faster.

One requirement is certain. Any bond issues settled between August 31, 1986 and December 19, 1989 which did not qualify for exemption will be subject to all the rebate requirements of the 1986 Act. If you are uncertain as to the rebate status of any of your issues sold during this period you should contact your S-I Project Manager.

Installment Purchase Contracts

A little publicized but significant amendment to Minnesota Statutes, Section 465.71 was approved in the 1989 legislative session. The change permits a city, county, town or school

district to purchase real or personal property under an installment purchase contract without a referendum, and without the contract constituting debt under Section 475.53

The levy to pay the installment purchase contract is subject to levy limits, since the contract doesn't constitute debt. However, there appears to be an alternate structure which would exempt the levy from applicable limits. If an EDA or HRA issues revenue bonds to purchase or construct a facility for a city, and enters into an installment sales contract agreement with the city, the city's levy to pay the contract costs would be exempt from the levy limit as payment of bonded indebtedness of another municipality (the HRA or EDA).

This type of transaction requires careful structuring to insure marketability and meet a myriad of state and federal law tests. We believe the financings are best done through competitive sales with the financial advisor and bond counsel involved at an early date. We also recommend in any case where exemption from levy limits is critical that the municipality seek an individual opinion from the Minnesota Department of Revenue relative to the exemption.

Increased Disclosure Requirement in Place

Effective January 1, 1990, the SEC's new disclosure requirements will require significant changes in Official Statement preparation and distribution. In summary the new rule (15c 2-12) is applicable to any offering of more than \$1,000,000 and firmly fixes the due diligence requirement of underwriters and financial advisors, and requires an increased standard for disclosure by issuers.

For competitive public sale issues a near final and final Official Statement must be available to participating underwriters for transmission to each customer. The final Official Statement must be available within seven days of sale and must include information on the final amount, price, interest rates, selling compensation,

rating, delivery dates and any other facts deemed relevant.

Several changes will be required immediately. More lead time will be necessary to prepare and review offering documents. More copies of the Official Statement will need to be printed, and a final statement modification will have to be provided. Both of these latter factors will increase printing and distribution costs.

The increased disclosure requirement of issuers will require providing more information in Official Statements and in all cases will involve more rigorous examination by both financial advisors and underwriters.

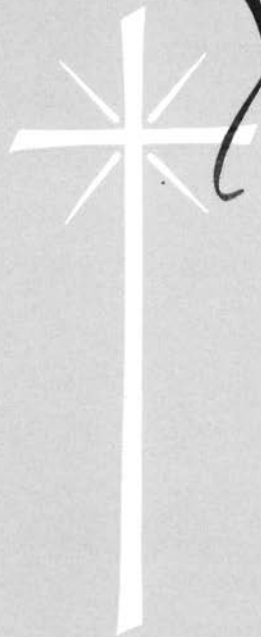
Holiday Greetings

As both 1989 and the 1980's draw to a close, it is appropriate to review the year and place some of our daily travail in its proper perspective. Our routine respective successes in capital financing, profits over losses, or public management are heady stimuli on an issue to issue basis but most of them pale in significance when compared to the infinitely more important world events around us. In 1989 those included the birth and death of loved ones, a rush toward peace and democracy in the East, and a somewhat clearer optimism that perhaps as a people in a world community we will survive the economic, environmental or social disasters which so many have forecast.

1989 has been a good year for Springsted, and we hope for you. We have always cherished most our professional and personal relationship with you, our clients, and this year we both broadened and intensified those relationships. Without that incentive and sense of accomplishment it would be difficult to maintain our enthusiasm for day-to-day work efforts in an environment of nearly constant change.

The officers and staff of Springsted wish for you a happy, healthful and prosperous new decade.

Thank
You

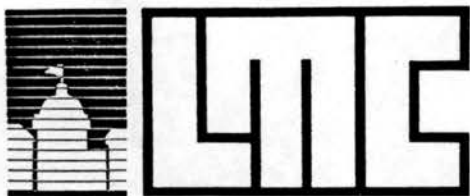


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MADE IN U.S.A.

Crystal City Council,

May God give you
all the joy, the comfort,
and the love
you give so generously
to others.

Thank you for your expression
of love, sympathy, understanding
and bringing comfort during
the death of my husband and
father. Love,
Dorothy
Thorn



League of Minnesota Cities

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

January 12, 1990

TO: Mayors, managers, clerks
City officials registering for 1990 NLC Congressional-City
Conference

FROM: Ann Higgins, Federal Liaison

RE: Arrangements for travel, activities for LMC delegation to
1990 NLC Congressional-City Conference

Enclosed is a copy of the NLC brochure and registration materials for the 1990 NLC Congressional-City Conference. Please note that the deadline for early registration is January 31. Every effort should be made to register as soon as possible. The Washington Hilton is the location of all conference meetings and functions.

The earlier you register, the better are your chances of obtaining the hotel accommodations you prefer.

This memorandum also contains information about flight schedules available to Washington, D.C. and a special conference rate available to city officials from International Travel Exchange. (See page 3.)

Evaluation of 1989 NLC Congress of Cities Activities

For those officials who attended the 1989 NLC Congress of Cities in Atlanta, there is also a questionnaire to be completed and returned to the League office to help us improve the program and activities for Minnesota city officials at future NLC annual conferences.

1990 NLC CONGRESSSIONAL-CITY CONFERENCE ACTIVITIES

The League has scheduled a number of important meetings and opportunities for Minnesota city officials to discuss issues and prepare for presentations to members of the Minnesota Congressional Delegation (see below).

Meetings with Minnesota Congressmen

City officials will meet with the House member from their district on Capitol Hill on Tuesday, March 6. Meetings with House members are now being scheduled. The League is coordinating that activity and has already requested meeting times and locations with each House member of the Minnesota Congressional Delegation.

A detailed schedule of all meetings, with room number and building location information, times and materials on issues to be addressed will be sent to all registered delegates prior to departure for the conference.

We have found that district meetings are effective in establishing careful presentation and exchange of views on issues affecting Minnesota cities. It is very important that city officials be in attendance at district meetings. Please make every effort to attend the meeting scheduled with your House member.

Meetings with Senators Durenberger and Boschwitz

City officials will also be meeting with Senator Durenberger and Senator Boschwitz during the conference. Those meetings will also take place on Tuesday, March 6, following city officials' meetings with House members of the Minnesota Congressional Delegation. It is also very important for city officials to attend these meetings. Please consult your travel schedule to be sure to leave enough time to complete these meetings while attending the conference.

LMC DELEGATION BRIEFING

In order to prepare for the meetings on Capitol Hill with the Minnesota Congressional Delegation, all Minnesota city officials attending the conference are urged to attend a Delegation Briefing on Sunday, March 4, 5:00 - 6:00 p.m., in the Washington Hilton. (Room location will be listed in mailings to registered delegates and will be printed in the NLC program brochure in delegate packets.)

Minnesota city officials who serve on NLC Steering Committees will report to the delegation on major federal legislative issues; the delegation will then determine priority concerns to be addressed to the Minnesota Congressional Delegation at the March 6 meetings. Your participation in that meeting is important in the development of the agenda and focus of League lobbying efforts on Capitol Hill.

LMC Reception for Minnesota Congressional Delegation

On Monday evening, March 5, the League will host a reception for the Minnesota Congressional Delegation. The occasion will provide an opportunity for city officials to visit informally with House and Senate members of the delegation and their staff. This event is open to city officials and their guests. The League bills cities for the reservations made by city officials. Last year the charge was \$15 per person and helped to defray catering costs for the event.

In February, those registered for the conference will receive a postcard reservation form to be returned along with additional information about the conference and League activities.

Enclosures

INTERNATIONAL TRAVEL EXCHANGE TRAVEL ARRANGEMENTS

City officials can take advantage of 5 percent off the lowest Supersaver rates on Northwest airline flights up to 40 percent off regular airfare with no penalties to be offered by International Travel Exchange. Further information will be available. See below.

Below please find a list of current flight schedules to Washington, D.C. and returning to Minneapolis/St. Paul. Conference brochures describing the special price arrangements will be mailed in early February to Minnesota city officials registered for the conference.

The price of round-trip airfare will vary, depending on available space at the time of booking. Prices do fluctuate depending on competition at the time reservations are made.

Please note. If you are appointed to either NLC steering or policy committees, you must plan to arrive in Washington to attend committee meetings. Policy committees will meet this year on Saturday, March 3, beginning at 9:00 a.m. Steering committees meet on Sunday, March 4.

It is also very important for city officials to plan departure flights so that they can remain on Capitol Hill on Tuesday, March 6, for both morning and afternoon meetings with members of the Minnesota Congressional Delegation.

If you are interested in making reservations, please contact Cindy Arendts at International Travel Exchange at 612-483-8236 or 1-800-331-2596.

Current Flight Schedules

Depart Mpls/St Paul

1:00 p.m.
6:10 p.m.
7:50 a.m.
11:40 a.m.

Depart Wash DC

4:45 p.m.
8:00 p.m.
9:00 a.m.
12 Noon

Arrive Wash DC

4:20 p.m.
9:25 p.m.
11:07 a.m.
3:00 p.m.

Arrive Mpls/St Paul

6:44 p.m.
8:50 p.m.
10:47 a.m.
1:45 p.m.

January 5, 1990

Evaluation of LMC Activities at NLC Congress of Cities

The following questions will provide LMC staff with information needed to evaluate current activities and programs for Minnesota city official sponsored by the League at the annual NLC Congress of Cities. Your answers will also help us plan future activities in keeping with membership interests.

1. Please indicate whether you participated in the following LMC-sponsored activities at the '89 NLC Congress of Cities in Atlanta:

Yes / No LMC Delegation Briefing, Monday, November 27

Yes / No LMC Delegation "Class" Presentation, Tuesday, November 28

If you attended the LMC Delegation Briefing on Monday morning, November 27, please respond to the following statements:

LMC Delegation Briefing: Please circle one of the following:

The briefing on NLC policy priorities provides useful information about policy development issues.

1	2	3	4	5
strongly agree	agree	neutral	disagree	strongly disagree

The briefing should be held late Sunday afternoon, after committee meetings have ended: (This is the scheduled time at which the LMC Delegation Briefing has been held until 1989.)

1	2	3	4	5
strongly agree	agree	neutral	disagree	strongly disagree

The briefing should be scheduled on Monday morning, the day immediately after committee meetings have ended (this was the schedule used this year for the briefing):

1	2	3	4	5
strongly agree	agree	neutral	disagree	strongly disagree

The briefing should involve more direct participation by Minnesota city officials.

1 2 3 4 5
strongly agree agree neutral disagree strongly disagree

Comments: _____

Presentations of policy issues by LMC representatives to NLC Steering Committees are useful and should be continued.

1 2 3 4 5
strongly agree agree neutral disagree strongly disagree

The briefing should be used to adopt official LMC Delegation positions on NLC policy recommendations.

1 2 3 4 5
strongly agree agree neutral disagree strongly disagree

The briefing should be scheduled after the NLC Resolutions Committee has reviewed proposed policy changes and made final recommendations to NLC member cities (The briefing would then be held on Tuesday afternoon.)

1 2 3 4 5
strongly agree agree neutral disagree strongly disagree

Other comments: _____

3. LMC Delegation "Class"

For the past two years, the League has scheduled a special workshop to provide Minnesota city officials an opportunity to learn about issues facing city government. Please respond to the following questions:

- a. Do you think the League should continue to offer such "classes" at NLC annual conferences? Yes No
- b. The 1989 program featured a presentation on local government structure and fiscal issues with limited opportunity for audience participation; the 1988 program featured a case study on economic development and required extensive audience involvement.

Please indicate which program format you prefer:

☐ presentation ☐ case study

- c. The '88 and '89 LMC delegation program activities have required city officials to pay for attendance. Please indicate your opinion about such requirements.

☐ I am willing to pay for the cost of the program, including catering expenses and speaker honorium.

☐ I do not approve of the requirement for city officials to pay to attend such programs.

Other comments: _____

4. LMC Hospitality Suite

The League has sponsored hospitality suite activities at most NLC annual conferences (but not at the NLC Congressional-City Conference in Washington, D.C., held in February-March each year). Typically, open house hours in the suite are scheduled on Monday and Tuesday evenings during the conference to make it possible for Minnesota city officials and their guests to meet in an informal setting separate from formal NLC conference/host city functions.

Should the League continue to provide a hospitality suite and open house activities for city officials attending the annual NLC Congress of Cities? Yes ☐ No ☐

Do you think the League should charge a fee to city officials attending the conference to cover costs (hotel accommodations, supplies, etc.) for hospitality functions to assure that such activities will pay for themselves? Yes ☐ No ☐

Thank you for your responses to these questions. Your views will be taken into account in the development of programs and activities for Minnesota city officials at future NLC conferences.

RETURN COMPLETED QUESTIONNAIRE TO: Julie Johns, LMC Office,
183 University Avenue East
St. Paul, MN 55101

NEWS DIGEST

JANUARY 1990



INTERNATIONAL OUTREACH: PREPARING FOR EC '92

by Terry S. Tripp, CMC/AE
President, IIMC

An IIMC delegation consisting of President Terry S. Tripp, and his wife Billie, 1st Vice President Margery Price, and Bruce Smith, Chairman of the International Committee, and his wife Mary, visited the annual conference of the Association of District Secretaries (ADS) of England at Stratford-upon-Avon, and then met with representatives of the Dutch Association of City Clerk (VGS) in October.

The agenda for both official visits was ambitious yet rewarding in terms of contacts, networking, and sharing the IIMC programs and objectives.

The delegation was met upon our arrival in Manchester by our respective hosts. For the first two days we toured the local area experiencing great hospitality, historical sites, and beautiful countryside landscapes. This was a time to interact with a family setting, giving insight and understanding to the home life of a City Clerk and affording an opportunity for a personal observation on the relationship of IIMC to the ADS.

On Tuesday, our hosts escorted us to the Conference site at Stratford-upon-Avon. The conference was held in this historic city. A city firmly tied to and proud of its heritage, but a city on the move and building for the future. A proper setting for the annual conference of the ADS with its program emphasis of social responsibility for the municipality of the 1990s.

Program Participants

As a delegation, we were invited to participate to the fullest extent in the work sessions and educational programs throughout the week. Bruce and I were invited to present our views on the position of the Canadian and American cities with respect to the social responsibilities of municipalities in the 1990s. Our addresses were warmly received and contributed positively to the emphasis of the program. The cities of Great Britain are very much like our cities here in North America with the profound challenges of an everexpanding social demand for health care, feeding the hungry and homeless, AIDS, drugs, and environmental concerns. The dilemma is universal: more needs, less money. The ADS program identified the needs for social reform, outlined the government position and policy approaches for the next decade.

In addition to full participation and being an active part of their program, ADS President Eric Wetherall set aside a special time for an IIMC meeting. This forum gave us the opportunity to reinforce our commitment to interna-

(Continued on page 6)

COMMUNITY CHOICE

by George Jones
Professor of Government
London School of Economics and Politics
University of London
London, England

How should local government approach the future? In recent years councils have come under attacks from both central government and localities, reducing their capacities to act as real local community councils. The immediate prospect looks pessimistic, but an optimistic scenario is likely to unfold in the long term. George Jones recommends five approaches towards returning local government to what it should be in essence — a reflection of "Community Choice". The optimist foresees genuine local government of the local community.

Local government should prepare itself to be the local community governing itself, ready to pick up the pieces when central government changes its attitude.

It must build a reputation as competent and worthy of a major role in society making use of opportunities available to demonstrate its potential, and exploring new roles, so as to win public support. There are five aspects to this more positive and constructive approach, and one to avoid.

The Case for Local Government

Councils need to understand the case for local government and proclaim its importance. It must be explained why general purpose, multi functional, elected councils have value for society, as against centralisation, non elected boards responsible for particular functions and reliance on the market. If local government will not justify itself, few others will appreciate its vital role.

The case for local government lies in its capacity to spread government power in society, avoiding its concentration in one centre, which could be a danger to liberty.

(Continued on page 8)

CHOICE (Cont'd)

This dispersal of authority enhances democracy by providing more opportunities for citizens to participate in government, as both electors and representatives. It makes government more accessible to the people than remote central government can ever be. It makes bureaucracy more accountable to representatives than can be achieved in huge central departments of national boards.

Government is made more effective through local government, since its policies and administration can be shaped to meet local circumstances and conditions, thus avoiding the imposition of the single uniform solution devised at the centre.

Since government is more responsive to the particular characteristics of different areas it is likely to be more efficient, avoiding the waste of policies and administration that do not fit localities.

The nation can learn from local government, since the diversity of councils allows experiments in different areas. Some will succeed and others will fail, comparative assessment will suggest which policies should be tried again. With power concentrated centrally society can learn little, except that such a government may perpetrate and perpetuate the one big mistake. Local government allows for more flexible responses to policy problems.

Two Critical Elements

The value of multi functional local government is that it facilitates exploration of the interconnections between policy problems and services, and enables priorities to be determined after a more extensive review of consequences, which is something ad hoc single purpose boards can never do. Local government performs the two critical elements of governing, that is balancing between competing priorities and steering the community towards objectives, embodying some notion of the good life. It promotes the welfare of the community.

Where the market may cater for individual preferences, local government as "the community governing itself" can promote what is shared in common by the citizens, and the values they wish to see embodied in local public policies. This is something the market cannot do. But local government is not the enemy of individual choice which it can enhance in two ways: it can provide through its varied services, what the market cannot or refuses to supply, and it can increase the individual's capacity to choose.

This case for local government should be incorporated into the training of all council employees. Professional training should cover not just specific technical expertise but an understanding of the nature of local govern-

ment and its value to society. Members should also be trained to make them more aware of the importance of local government and of their own significance.

Championing local government also involves providing the local community with information explaining the role of the council, showing what it is doing and its importance in local life.

Public Service Orientation

One way to capture loyalty for local government is to ensure local government operates always with a sense of serving the public. And not just the immediate users of the service — the customers, or just the taxpayers, but also the wide public — the citizens generally.

This public service orientation must pervade all council activities. That is what distinguishes it from the private sector.

Functions have been allocated to it not just because of market failure but positively because the council is the only means of achieving what the community values. Each council should explore how best it can ensure the public receives real service. It must demonstrate its activities are conducted with economy, effectiveness and efficiency. Value for money must be achieved with an emphasis on value, since the outputs and outcomes of policy should be assessed as well as the inputs of resources, like money, manpower, equipment and buildings.

Performance measurement must cover service to the public and take account of the values a particular local authority wishes to promote, which may include a fourth E — equity.

Concern for service quality should encompass such aspects as respect for users, ease and accessibility of the service, scope for public participation, and care of its social impact.

Members and their officers should ensure the authority's services are delivered to the public in a friendly and sensitive way, that the style and procedures of the authority are helpful and not offputting, that the language used is intelligible, and that needs are really being met.

Ensuring the public is being served is not a waste of time for a council: it is a part of its purpose.

There is no uniform way of doing it. Each local authority must explore its own community and how best it can respond to its condition. To collect data about local views it may use surveys and opinion polls, user panels and community meetings. Such exercises are necessary to avoid the dangers that arise from listening only to messages from organised interest groups and lobbies.

Keeping close to the client, customer and citizen is important to being accountable and responsive.

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A council adopting this public service orientation will be able to offer what customers want, widening the choices available to them, and thus dispelling the myth that only the private sector can provide choice.

The Competitive Council

In the future councils are going to face increased competition from other agencies, both private and public. Compulsory competitive tendering will be extended.

Councils should welcome being competitive. It makes no sense for authorities to embrace blanket doctrinaire opposition to the principle of competitive tendering. They should not be defeatist but make themselves efficient to win contracts, as has already occurred in many areas. They need to take pride in being efficient, doing the best possible job in the most cost effective manner.

In pursuit of this objective local government should take care not to go too far. It would not be prudent to cut so much that there is no slack in the organisation to allow it to explore new approaches.

Analysis of comparative studies of performance should indicate where improvements can be made. Working practices can be reorganised to raise productivity. Management needs better training, new systems of information that identify costs, and greater attention to policy analysis, strategy setting, regulating, monitoring and performance evaluation.

To operate in such a turbulent context it must be flexible and adaptive, engaging in contingency planning so as not to become ossified into a rigid mould. Services could be developed in ways to distinguish them as distinctively superior to those on offer from competitors.

The council should ensure its organisation is suited to the tasks it has to perform: traditional hierarchies may be appropriate for the repetitive delivery of standard products, but not all its services fall into that category.

Its structures should enable the top to learn from the bottom, where contact with clients is face to face. The organisation of the local authority should encourage collaborative working between staff with various specialities, to focus on dealing with problems and avoid locking personnel into narrow professional departments, blinkered by routines and restrictive perceptions.

The local authority must become a "thinking" and "learning" organisation. Only then will it survive and thrive in a competitive environment.

The Enabling Authority

A council does not have to be self sufficient, providing all its services itself. Nor does it have to contract out all its services.

Avoiding such dogmatic ideological approaches, it should investigate what is most suitable for each of its activities in its particular circumstances. It should identify local needs, what it wants to achieve, and seek the best way of delivering the service to attain those objectives.

The role of the council is to facilitate the achievement of the community's goals, stimulating, coordinating and orchestrating the many providers, using its resources and powers to lever others into carrying out the functions it desires. It will be taking the lead role in the community as the government of the community. Its responsibility will be to secure the provision of a service not necessarily

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to deliver it directly itself.

Since the council will not always have the task of managing large blocks of its own employees, for which members are often not suited, the influence of unions in the authority should be reduced. This will strengthen the power of members, the representatives of the citizens, and of the consumers as against that of the producers.

To undertake the role of the enabling authority local government faces four problems. First, it needs powers and resources to enable it to stimulate and lead others, to act as levers on them. The danger is central government may have disabled the local authority by depriving it of powers and finance, and by shackling it with controls. If central government wants councils to be enablers, it must provide them with the capacity to act as enablers.

Second, councils need to devote attention to considering what their communities really want: the objectives their strategy should reflect. Third, they must pay attention to monitoring and regulating the providers, assessing their performance to ensure they are meeting the objectives in the strategy. Both setting strategy and this regulatory role require new ways of working by local authorities and new skills in their staff.

Fourth, as councils become more entangled with other bodies, especially private firms seeking profitable contracts, the danger increases of corruption, as members and officers are pressured to award contracts. Local government should be watchful to expose bribery, and that its culture and procedures act as incentives against members and officers using their public positions for personal gain.

To recommend councils embrace the notions of both the competitive council and of the enabling authority may appear inconsistent. The enabling role requires coopera-

(Continued on next page)

tion with other bodies, forging partnerships with them not just competing with them. Indeed pursuit of the one role many inhibit achievement of the other.

This dilemma facing councils in the future has received little attention. Members and officers should answer the following examination question: "The competitive council is incompatible with the enabling authority. Discuss and resolve."

Welcoming Politics

Local government should welcome politics and not seek to exclude it.

Many often bemoan the presence of politics in local government and call for it to be taken out of politics. This view is misguided. Politics in the past may have been too concerned with apparently trivial matters of administration or lobbying for sectional interests. But the change of role in the enabling authority should turn political attention and scrutiny more where it should be focused—on discovering what the community wants and ensuring it is attained.

Politics is the lifeblood of local government. Through political activity the concerns and anxieties of the local community are expressed.

Through political pressure the local authority learns where it needs to take action, and finds the stimulus for innovation. The people vote for political representatives to run their councils. Politics gives direction to the local authority, as well as a directorate to steer it.

Council should ensure politics is integrated into their operations. Officers should be the servants of political

masters who are accountable through elections to the local community. Local government officers should not be political figures, acting opening in the public arena, so they can transfer their allegiance to any group of political masters.

The members should play the political role on the public stage; they are the specialists in politics and should not hide behind officers in handling business publicly.

Politics cannot be wished away. If its role is weakened then power is displaced to the non elected and unaccountable: bureaucrats, professionals and pressure groups. The danger from urban development corporations, housing action trusts and city technology colleges, and in involving business more in local services, is that a kind of "local corporatism" is created. The local power structure will be dominated by business and specific user interests. The broader community public interest is diminished.

For the council to be the genuine representative of the community its electoral system has to enable a council to be formed that is truly representative of the voters. The simple plurality voting system may have helped reduce the citizens' attachment to their councils. Since the electorate is the basis of the local authority, it is important to devise a fair electoral system.

The essence of local government is it should be the whole local community exercising choice over its development, as distinct from fragmented single function communities determining the development of their particular services.

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It should not be just the local administration of nationally determined policies. The values in its policies should reflect those chosen locally.

Local government, if it is to govern, has to perform the critical tasks of government, balancing between priorities and steering to reach objectives, all set through the process of politics.

In the UK in recent years local government has come under attack from both central government and localities, reducing its capacity to act as a real local community government. Although the immediate prospect looks pessimistic, there is an optimistic scenario, likely to unfold in the longer term, especially if local government adopts the five approaches recommended.

Local government needs to understand and proclaim the case for local government, adhere to the public service orientation and embrace the notion of the competitive council.

It needs also to embrace the notion of the enabling authority and reconcile this role with that of the competitive council, and welcome the process of politics, which is the lifeblood of local government.

(Editor's Note: The above is a condensation of the article that appeared in the September 29, 1989, issue of the Local Government Chronicle, 122 Minorities, London EC3N 1NT, and is reproduced with permission. Professor Jones' address is London School of Economics and Politics, University of London, Houghton Street, London WC2A 2AE.)

TAMPA WINS AWARD FOR RECORDS MANAGEMENT

Tampa, Fla., won the Olsten Award given by the Association of Records Managers and Administrators, International (ARMA). The Olsten Corporation presented Tampa with the Special Recognition Award for Excellence in Records Management Program in the small/mid-size municipalities category at the ARMA Annual Conference in New Orleans. Frances Henriquez, CMC/AAE, City Clerk, and Claire Cardina, CRM, Archivist/Records Manager, accepted the award. The records management program is the responsibility of the City Clerk.

Entries for the Olsten Award are based on the following criteria: establishing goals and planning for the program; the utilization of technology; training methods; and the creative/innovative qualities of information handling systems.

Highlights of Tampa's award winning program include:



Shown at the presentation ceremonies for the Olsten Award for the Tampa (Fla.) Records Management Program are (l. to r.) Claire Cardina, Archivist/Records Manager; Lori Mittler, Personnel Supervisor, Olsten Services; Frances Henriquez, City Clerk, and Mayor Sandra W. Freedman.

- Establishment of the City's Records Management Program and Archives by ordinance beginning in 1975
- Inventory, scheduling, and annual review of the records of all City departments
- Performance of source document microfilming and micrographic services for all City departments
- Recipient of two NHPRC grants used to establish the first municipal archives in the State of Florida
- Computerized off-site Records Center and Archives
- Provision of staff and records coordinator training, records management manual, operating procedures manual, and micrographics performance policy
- A forerunner in the institution of paper recycling and silver recovery which has continued since 1980
- Strong administrative support evidenced by legislation, program funding, and encouragement of professional memberships and activities.

Following the ARMA Conference, the City of Tampa Archives announced its first archival publication, *A Guide to the Papers of Mayor Robert Chancey (1931-1943), Mayor Curtis Hixon (1943-1956), Mayor J. L. Young (May 1956 - September 1956)*.

For further information, contact Claire Cardina, Archivist/Records Manager, Office of City Clerk, 315 E. Kennedy Boulevard, Tampa, FL 33602; telephone: (813) 223-8030.

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Admin

**CITY OF CRYSTAL
POLICE DEPARTMENT
MEMORANDUM**

DATE: January 18, 1990

TO: All City Employees

FROM: Police Dept. Planning Committee

SUBJECT: Sgt. Roger Halverson

Roger, having recently completed twenty-seven years with the Crystal Police Department, has decided to retire effective January 26, 1990.

Please join us in the Community Room for cake and coffee to bid Roger a Happy Retirement on Friday, January 26th at 9:30 - 10:30.

Hope to see you all there.

Kevin and Crystal Fire Dept -

Thank you so much for your dedication and willingness to risk your lives for our family on Oct. 17 at 5717-29th Ave. We were so impressed at how quickly everyone arrived, at how carefully our personal belongings were cared for, and at how caring everyone was during our trauma. I am sure that we have the best fire department in the county. I am also grateful to Chief Kevin who painstakingly and graciously explained the procedures to me as you fought the fire. But most importantly, I am thankful for your families who

let you get out of bed on these cold nights and pray for your wellbeing as you leave. We are so proud of each of you and thank you from the bottom of our hearts.

May your Christmas be filled
with His love
in a multitude of ways.

HAVE A
BLESSED CHRISTMAS

the Raia family

"Thanks be unto God for His unspeakable gift!"
II CORINTHIANS 9:15

Volunteer Involvement

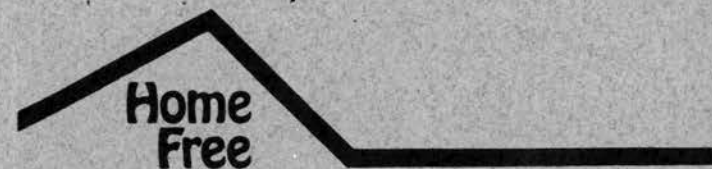
The responsibility to end this violence belongs to the community, and the community is—all of us.

The Domestic Assault Intervention Program needs men and women volunteers to:

1. Visit abused women in their homes to offer legal advocacy and information on community services.
2. Visit the abuser in jail to explain the consequences of violent behavior and offer support for the abuser to change violent behavior.
3. Provide child care during weekly support groups.
4. Provide transportation to support groups.
5. Assist victims of abuse in filing for an Order for Protection.

Community Education

Community Education Speakers are available to provide information at your workplace, church, agency or organization concerning family violence and the Domestic Assault Intervention Program. For speakers call 559-9008.

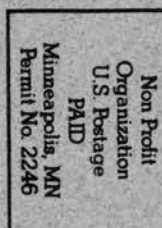


DOMESTIC ASSAULT

Intervention Project

*The Community's
Responsibility ...*

*The Community's
Response ...*



Serving the cities of Crystal,
Golden Valley and Plymouth

521-1185

The Responsibility . . .

The Response . . .

Domestic assault occurs everywhere—in suburbs, rural areas, inner city neighborhoods, among families of all socioeconomic levels and religions. Traditionally when a battered woman, out of fear or sheer exhaustion, would reach out to the community for help, she met embarrassment, platitudes, or, worst of all, silence. Violence is a crime and no one deserves to be physically abused.

In response to this crime of domestic assault, the cities of Crystal, Golden Valley and Plymouth made funds available to Home Free Shelter to provide a Domestic Assault Intervention Program for the benefit of their residents. The Program is a network of community agencies, including law enforcement, judicial, medical and mental health professionals. This network, along with community residents, men and women, is developing a serious and consistent response to domestic assaults.

Services Available

1. Immediate arrest intervention by on-call advocates to offer the victim support and information about legal rights and community services.
2. Jail visits by community volunteers to explain the consequences of violent behavior and offer education and support for the assailant to change the violent behavior.
3. Advocacy in the court system whether applying for an Order for Protection, filing a complaint or appearing in court as a witness.
4. Advocacy and referrals in the legal, medical and social service agencies.
5. Support Groups: weekly support and information groups for women who have been physically, emotionally or sexually abused by an intimate partner. The groups will provide a safe place to talk about experiences and gain information on topics such as decision making, community resources and taking time for oneself.

If you need assistance and support or have questions about your own situation or that of a friend or relative, call 521-1185.

If you think
it will never happen again . . .

- **FACT 1** Every 18 seconds a domestic assault occurs in this country.
- **FACT 2** In 92 % of reported assaults, the abuse has occurred more than once (Minnesota Department of Corrections).
- **FACT 3** Minnesota Department of Corrections estimates that 63,655 women are battered each year in Minnesota.

Community Resources

For **Medical Attention** call North Memorial Hospital Emergency 520-5542.

Emergency Housing is available to any woman who has been physically abused or threatened with violence. There is no cost to women staying at the shelter. Call **Home Free Shelter** at 559-4945

For an **Emergency Police Response** call 911

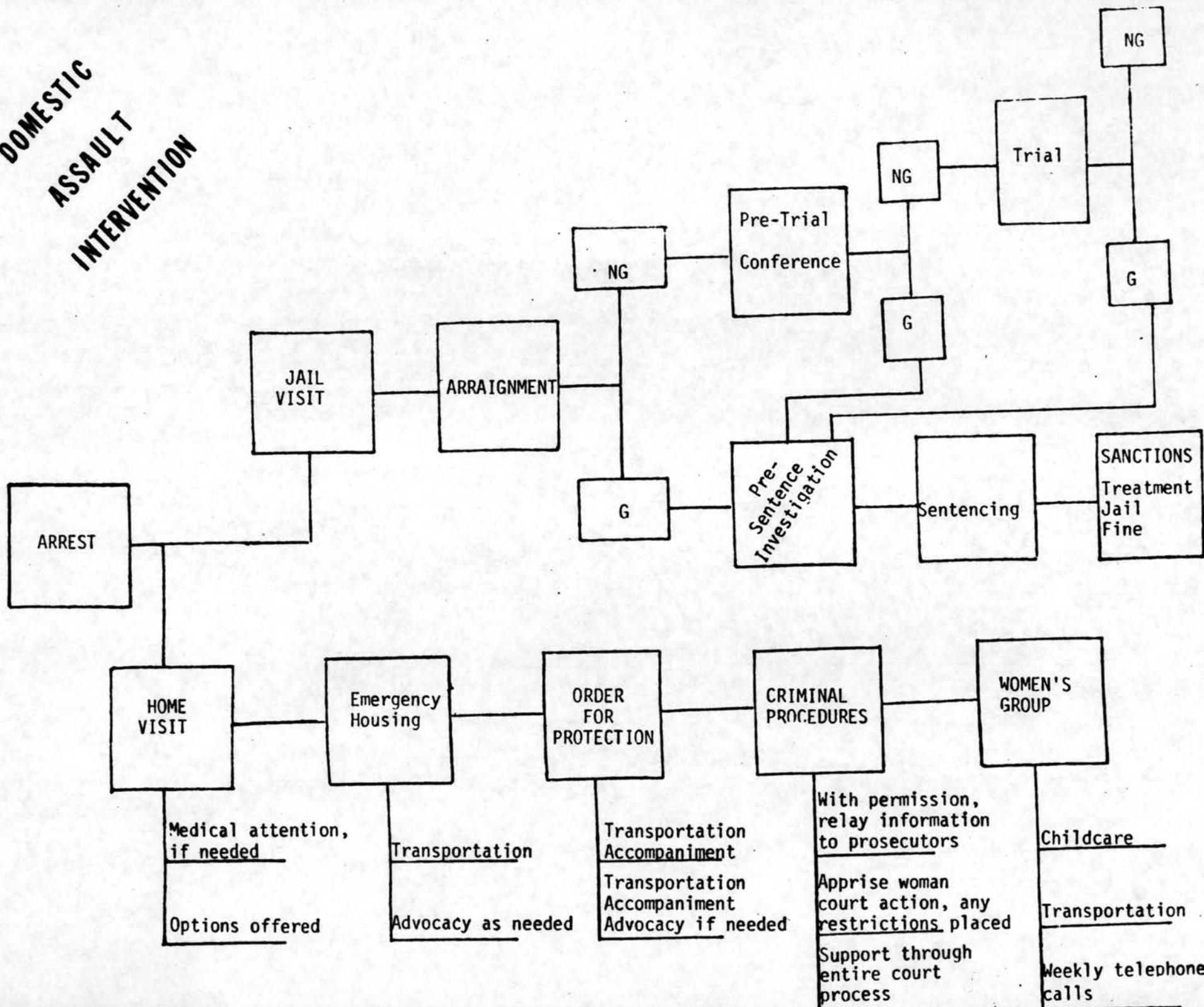
If you want to talk with someone who is sensitive, will maintain confidentiality and can offer you information and referrals call **Home Free Shelter** at 559-4945

Women may seek an **Order for Protection** restraining their abusers from physically abusing them and/or excluding them from the home. To get an OFP a woman must:

1. Have lived with (married or not married) the partner, *or*
2. Live with the partner at the present time, *or*
3. Have a child in common with (married or not married) her partner, *and*
4. Have experienced actual or threatened physical harm, bodily injury or assault.

Call **Home Free Shelter** for more information at 559-4945 or the **Domestic Abuse Office**, 5th Floor Government Center, 348-5073, 8:00-12:00 a.m. and 1:00-4:00 p.m.

DOMESTIC ASSAULT INTERVENTION



CRYSTAL DOMESTIC ASSAULT INTERVENTION PROJECT
A Program of Home Free Shelter

ANNUAL REPORT
January 1, 1989-December 31, 1989

CRYSTAL DOMESTIC ASSAULT INTERVENTION
PROJECT
ANNUAL REPORT

January 1, 1989-December 31, 1989

Intervention Project advocates follow each domestic assault arrest throughout the criminal court process, working with prosecutors, judges and probation officers to ensure victim input and safety and to monitor assailant compliance with sentencing and probation conditions.

Arrests

48 suspected assailants were arrested for assault in this 12 month period.

Complaints

Complaints were filed by the city against 3 suspects in this 12 month period.

Prosecution

Guilty pleas were entered by 11 assailants at the arraignment and 12 during the court process.

19 cases were continued for dismissal. These cases receive particular attention to ensure further action by the court should the victim be threatened in any way. Counseling was ordered as part of the conditions in 8 cases. 2 defendants were brought back to court for failure to attend the counseling.

1 case was dismissed for a guilty plea to an earlier charge.

3 minors were arrested for domestic assault and these cases were resolved in juvenile court.

5 cases were pending court action as of December 31, 1989.

Recividity: 3

Charges:

45 Fifth Degree Assault
4 Gross Misdemeanor Assault
1 Felony Assault
1 Violation of Order for Protection

Amendments

1 Fifth Degree Assault to Disorderly Conduct

Sentencing

1 Fine and Behavior Treatment
1 Time Served and Fine
2 Time to Serve and Time Stayed
1 Time Served and Time Stayed
1 Time Served, Time Stayed, Fine
1 Time to Serve, Time Stayed and Fine
1 Time to Serve, Time Stayed, Fine to Pay and Fine Stayed
3 Time to Serve, Time Stayed and Behavior Treatment
1 Time to Serve, Time Stayed and Alcohol Treatment

1 Time Stayed, Time to Pay, Fine Stayed
1 Time Stayed, Fine, Restitution to Police Officer
1 Time Stayed, Fine and Restitution to Victim
1 Time Stayed, Fine, Psychiatric Evaluation
2 Time Stayed, Fine, Cd Treatment and Behavior Treatment
1 Time Stayed, Fine and Alcohol Treatment
1 Time Stayed, Behavior Treatment
1 Time Stayed, Fine Stayed
2 Behavior Treatment

Advocacy:

The Intervention Project provides 24-hour crisis intervention services to victims of domestic assault. Upon notification of Home Free Shelter by the police, volunteer advocates are contacted and dispatched to offer emergency support services to the victim. Volunteer and staff advocates have been trained to explain the criminal court process, explain the court order for protection and to explain the community resources available to the victim. Advocates assist the victim in both criminal and family court.

Arrests

48 victims received information about the criminal court process and the availability of the Order for Protection.

10 victims were visited in their homes within an hour after receiving the police call.

1 woman was met at the hospital by an advocate

19 victims were contacted by phone following the police call but chose not to have a home visit at that time. Follow-up contacts were made by staff throughout the court process.

Both parties were arrested in 5 incidents and were advised of options through jail visits. (Contact was made with 9 through jail visits.)

9 victims could not be reached. Letters were sent explaining the services available.

12 victims did take advantage of the Order for Protection and were accompanied to both the filings and the hearings.

Nonarrests

37 women whose abusers were not arrested received information about options available.

7 women were visited personally by an advocate.

6 women were assisted with obtaining an Order for Protection.

3 women were assisted with the criminal court process. 1 of these women was assisted with obtaining her belongings.

Jail Visits:

Jail visitors are dispatched to meet with the assailants the morning after an arrest. Jail visitors explain the community response to domestic assault and offer information on counseling available for violent behavior.

22 suspects were visited in jail and received information on domestic abuse and counseling options. Visits are not made if there is the likelihood of the charge being a felony or gross misdemeanor (5 cases), if the suspect is taken to Hennepin County jail (1 case), if the suspect is released on bail (12 cases), if the Intervention Project has not been notified at the time of the arrest (5 cases) or if the suspect is a minor (3 cases).

Volunteer Program:

Intervention Project volunteers are on call nights and weekends providing outreach services to both victims and assailants. 33 community women and men volunteered over 11,000 hours of service to the Intervention Project in 1989 through home visits, jail visits, accompaniment to Hennepin County Family Court, distribution of brochures and fliers, public speaking and providing transportation and childcare for the educational/support groups. New volunteers attended a weekend joint-program training and receive Intervention Project training by Project staff and on-the-job training with an experienced volunteer. All volunteers receive ongoing training at monthly volunteer meetings.

Volunteers learn the historical perspectives and dynamics of battering; they become acquainted with laws pertaining to domestic assault; they examine how racism, classism, sexism, ageism and homophobia relate to violence in our society; and they learn nonjudgemental, supportive responses to individuals in crisis.

Community Outreach:

Two weekly community educational/support groups for battered women were maintained by the Intervention Project in 1989. Guided discussions, speakers and specially developed educational materials were used at these groups to provide information on community resources, the effects of abuse and developing a support system. 83 community women attended these groups in 1989. Childcare was provided for 69 children. Transportation was provided by volunteers as needed.

Intervention Project volunteers continue to distribute brochures and fliers at area businesses, churches and libraries throughout the year.

Systems Advocacy:

Battering tends to escalate in severity and the response of the community in the early stages of domestic violence is critical. This is particularly apparent by the high number of tragic murders of women in Minnesota in 1989 by their husbands or boyfriends. At the conclusion of their 1989 study, the Minnesota Supreme Court Task Force for Gender Fairness determined that domestic violence is one of the most serious problems faced by our society.

The number one recommendation by the Task Force For Gender Fairness was to sensitize judges and law enforcement officers to the problems of individuals who have been victims of domestic abuse. This issue has been addressed in the Crystal Community since the inception of the Intervention Project in 1984. Intervention Project staff work with police, prosecutors, probation officers and judges to promote an effective and coordinated community response in the City of Crystal.

Training for Crystal police officers was provided by Intervention Project staff at shift meetings including information on project policy/procedure updates, judicial and legislative actions affecting domestic assault arrests and the progress of cases with which the officers have been involved.

Intervention Project staff and volunteers worked in 1989 with a group of other Hennepin County advocates to make the Family Court system more accessible to battered women. A sensitivity/discussion meeting was held with Family Court Judges and referees to discuss problems and concerns and to work together to find solutions.

Two meetings were also organized with Division II District Court members to more effectively coordinate the efforts of judges, prosecutors, probation officers, mental health providers and advocates toward a mutual goal: ending the violence.

HOME FREE SHELTER
DOMESTIC ASSAULT INTERVENTION PROJECT
COMMUNITY EDUCATION

Crystal, Golden Valley, Plymouth
January 1-December 31, 1989

1. Name of Group: Northwest Area Lutheran Synod
2. Type of Audience: Clergy
3. Number Attending: 25
4. Date: 1/12/89
5. Time: 8:30 a.m.-9:30 a.m.
6. Presenter: Cynthia K. Cook

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1. Name of Group: Messiah United Methodist Church, Plymouth
2. Type of Audience: Adults
3. Number Attending: 15
4. Date: 1/18/89
5. Time: 10:15 a.m.-11:15 a.m.
6. Presenter: Lisa Vecoli

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1. Name of Group: North Memorial Medical Center
2. Type of Audience: Hospital Staff
3. Number Attending: 4
4. Date: 2/7/89
5. Time: 3:15 p.m.-4:15 p.m.
6. Presenter: Mary Monteon

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1. Name of Group: Sandberg Middle School, Golden Valley
2. Type of Audience: Teachers/Counselors
3. Number Attending: 15
4. Date: 2/24/89
5. Time: 7 a.m. - 8 a.m.
6. Presenters: Lisa Vecoli

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1. Name of Group: Crystal Fire Department Women's Auxiliary
2. Type of Audience: Women
3. Number Attending: 10
4. Date: 3/8/89
5. Time: 7:30 p.m. - 8:30 p.m.
6. Presenter: Lisa Vecoli

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1. Name of Group: Peace Lutheran Church, Plymouth
2. Type of Audience: Adults
3. Number Attending: 30
4. Date: 3/12/89
5. Time: 9:30 a.m. - 10:30 a.m.
6. Presenter: Lisa Vecoli

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1. Name of Group: Hennepin County Family Court
2. Type of Audience: Judges and Referees
3. Number Attending: 9
4. Date: 3/23/89
5. Time: Noon - 2 p.m.
6. Presenters: Cynthia K. Cook, Jean Moore and advocates from several other Hennepin County Programs

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1. Name of Group: Parent - Child Place
2. Type of Audience: Staff
3. Number Attending: 10
4. Date: 4/18/89
5. Time: 10 a.m.
6. Presenters: Lisa Vecoli

1. Name of Group: Golden Valley Health Center Women's Intervention
2. Type of Audience: Staff
3. Number Attending: 1
4. Date: 5/2/89
5. Time: 2 p.m. - 3 p.m.
6. Presenter: Cynthia K. Cook

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1. Name of Group: Education for Cooperative Living
2. Type of Audience: Counselor
3. Number Attending: 1
4. Date: 5/4/89
5. Time: 1:30 p.m. - 2:30 p.m.
6. Presenter: Cynthia K. Cook

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1. Name of Group: Northwest Hennepin Human Services Advisory Board
2. Type of Audience: Board Members
3. Number Attending: 12
4. Date: 5/18/89
5. Time: 7 p.m. - 9 p.m.
6. Presenters: Bonnie Jetty, Barb Dody (Intervention Project Volunteer)

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1. Name of Group: PRISM (food shelf, emergency services)
2. Type of Audience: Staff
3. Number Attending: 1
4. Date: 5/22/89
5. Time: 1 p.m. - 1:30 p.m.
6. Presenter: Cynthia K. Cook

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1. Name of Group: National Council of Jewish Women
2. Type of Audience: Council members
3. Number Attending: 20
4. Date: 6/22/89
5. Time: 7 p.m.
6. Presenter: Lisa Vecoli

1. Name of Group: Metro Area Forum on Men Who Batter
2. Type of Audience: Mental Health Professionals
3. Number Attending: 100
4. Date: 6/28/89
5. Time: 1 p.m. - 4 p.m.
6. Presenter: Denise Gamache (Intervention Project Legal Advocate)

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1. Name of Group: Division II District Court (Brookdale)
2. Type of Audience: Representatives from probation, Judges, administration, mental health, public defender, prosecution, advocacy programs
3. Number Attending: 15
4. Date: August 17, 1989 and November 17, 1989
5. Time: Noon - 2:00 p.m.
6. Presenter: Cyndi Cook

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1. Name of Group: Robbinsdale-Armstrong Senior High School
2. Type of Audience: Health and Home-Ec. Teachers
3. Number Attending: 15
4. Date: August 28, 1989
5. Time: 1:00 - 3:00 p.m.
6. Presenter: Denise Gamache