



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

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*Darlene*

# COUNCIL AGENDA

February 20, 1990

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on February 20, 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  
A Langsdorf  
P Joselyn

## Staff

A Dulgar  
P Olson  
P Kennedy  
P Monk  
P Barber  
P George  
P Branden  
P Gahman  
P Johnson

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 February 6, 1990.

Moved by Councilmember M and seconded by Councilmember I to (approve) (approve, making the following exceptions: Item #15

to) the minutes of the Regular City Council meeting of February 6, 1990.

Motion Carried.

Change wording from "staff should deny the homestead" to "it <sup>is</sup> not change the Assessor's action".

CONSENT AGENDA

1. Consideration of the appointment of Ed Brandeen, Park & Recreation Director, as the Assistant City Weed Inspector for 1990.
2. Consideration of a request from the Crystal Police Department to hold its annual Bicycle Auction on Saturday, April 21, 1990, at the Crystal City Garage.
3. Set 7:00 p.m., March 13, 1990 as the date and time for a Public Hearing for consideration of granting a variance of 20' in the required 30' side street side yard setback for a 28' x 34' detached garage, at 3154 Louisiana Ave. N., as requested by Larry J. Clark.
4. Consideration of waiver of fees and approval of authorization to issue off-premise temporary sign licenses to the Crystal Lions Club to advertise their Pancake Breakfast at the following locations March 3 through 11, 1990: 5844 Orchard Ave. N., 5410 Lakeland Ave. N., 7200 - 56th Ave. N., 3600 Douglas Drive N., 5924 West Broadway, 4920 West Broadway, and 2756 Douglas Drive.

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to remove item \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ from the Consent Agenda.  
Motion Carried.

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

Motion Carried.

REGULAR AGENDA

1. *Peter MacMillan*  
~~Paul Rosenthal~~ of Rosenthal, Rondoni, MacMillan & Joyner, Attorneys at Law, appeared to present the Annual Prosecution Report.

2. The City Council considered the applications for appointment to the Human Relations Commission from Bob Techam, 6707 Corvallis Avenue North, and William F. Johnson, 2702 Kentucky Avenue North.

Moved by Councilmember G and seconded by Councilmember I to appoint Bob Techam (address) to the Human Relations Commission for an unexpired term expiring December 31, 1991 and to appoint Wm Johnson (address) for an unexpired term expiring December 31, 1992.

Motion Carried.

3. Bob Thistle of Springsted, Incorporated, appeared before the City Council to discuss setting bond sale for the City of Crystal equipment certificates.

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

RESOLUTION NO. 90-7

RESOLUTION PROVIDING FOR THE ISSUANCE  
AND SALE OF \$760,000 GENERAL OBLIGATION EQUIPMENT  
CERTIFICATES OF INDEBTEDNESS SERIES 1990A

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

Motion carried, resolution declared adopted.



4. The City Council considered the increase of season ticket prices at the Crystal Municipal Pool.

Moved by Councilmember G and seconded by Councilmember I to (approve) (deny) (continue until \_\_\_\_\_ the discussion of) authorization to increase the rates at the Crystal Municipal Pool for the 1990 season as follows: Resident Family \$36.00; Non-Resident Family \$46.00; Resident Single \$23.00; Non-Resident Single \$28.00; Daily Rate \$2.00.

Motion Carried.

5. The City Council considered a request to use the Crystal Municipal Pool for a swim meet by the New Hope, Crystal, Plymouth Swim Club on July 27, 28, and 29, 1990.

Moved by Councilmember I and seconded by Councilmember G to (approve) (deny) (continue until \_\_\_\_\_ the discussion of) a request to use the Crystal Municipal Pool for a swim meet by the New Hope, Crystal, Plymouth Swim Club on July 27, 28, and 29, 1990.

Motion Carried.

6. The City Council considered award of a bid for a double flume waterslide at the Crystal Municipal Pool.

*Liz Reid and Bill Gentry of the Park & Rec. Advisory Commission appeared and were heard.*

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

RESOLUTION NO. 90-8

RESOLUTION AWARDED A BID AND  
DISBURSING FUNDS FROM THE PERMANENT IMPROVEMENT  
REVOLVING FUND, PART B

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

Motion carried, resolution declared adopted.

7. The City Council considered the insurance renewal for 1990-1991.

*Cary Shaich, Insurance Agent appeared and was heard.*

Moved by Councilmember I and seconded by Councilmember M to (approve) (deny) (continue until \_\_\_\_\_ the discussion of) the insurance renewal for 1990-1991 policy year from League of Minnesota Cities Insurance Trust program (LMCIT) as follows: ~~General Liability, \$167,608; Auto Liability, \$39,971; Workers' Compensation, \$140,875, for a total of \$348,454.~~

Motion Carried.

*Recommended by the Assistant Manager.*

*Recess 7:45 p.m.  
Resumed 7:55 p.m.*

8. The City Council considered a resolution setting a Public Hearing for April 3, 1990 to discuss tax increment financing for the 36th Avenue/Highway 100 Project.

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

RESOLUTION NO. 90-9

RESOLUTION CALLING FOR A PUBLIC HEARING  
ON THE ESTABLISHMENT OF REDEVELOPMENT PROJECT  
NO. 1 AND TAX INCREMENT FINANCING DISTRICT NO. 1-1,  
2 AND ADOPTION OF PLANS FOR THOSE DISTRICTS 2

*changes per  
attorney 2-21-90 memo.*

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

Motion carried, resolution declared adopted.

9. The City Council considered Hennepin County Board resolutions #90-2-31R1 and #90-2-32R1 regarding yard waste compost sites and *First Reading* proposed ordinance requiring refuse haulers to pick-up yard waste.

Moved by Councilmember M and seconded by Councilmember G to adopt the following ordinance:

ORDINANCE NO. 90-

AN ORDINANCE RELATING TO RECYCLING: DISPOSAL  
OF YARD WASTE: AMENDING CRYSTAL CITY  
CODE, SECTION 606 BY ADDING A SUBSECTION

and further, that the second and final reading be held on March 13, 1990.

Motion Carried.

10. The City Council considered the First Reading of an Ordinance Relating to Traffic Regulation.

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

ORDINANCE NO. 90-

AN ORDINANCE RELATING TO TRAFFIC  
REGULATION: AMENDING CRYSTAL CITY CODE,  
SUBSECTION 1305.03

and further, that the second and final reading be held on March 13, 1990.

Motion Carried.

11. The City Council considered a resolution and agreement for Twin Lake Outlet Modification Project.

Moved by Councilmember I and seconded by Councilmember G to adopt the following resolution, the reading of which was dispensed with by unanimous consent; *and further, to appropriate money for Crystal's share in the amount of \$48,325 from the Infrastructure Fund.*

RESOLUTION NO. 90-10

RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER  
TO ENTER INTO A CONTRACT WITH THE CITY OF ROBBINSDALE  
FOR THE CONSTRUCTION OF THE TWIN LAKE/RYAN LAKE  
IMPROVEMENT PROJECT AS AUTHORIZED BY THE  
SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

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

Motion carried, resolution declared adopted.

12. The City Council considered Yunkers Park improvements as a joint project with New Hope to address drainage problems.

Moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ to authorize staff to initiate work with New Hope on a detailed plan for Yunkers Park improvements that specifies the work and cost responsibilities of both parties.

Motion Carried.

13. The City Council reviewed a proposal to contract with Anderson-Dale Architects to conduct analysis of space needs report.

*M/G to continue to the March 13, 1990 meeting when the full Council could be present and to allow further study of the previous space needs report by Anderson Dale Architects.*

*Motion Carried*

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

RESOLUTION NO. 90-

RESOLUTION AWARDING A CONTRACT AND  
DISBURSING FUNDS FROM THE PERMANENT IMPROVEMENT  
REVOLVING FUND, PART B

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

Motion carried, resolution declared adopted.



14. The City Council considered the First Reading of an Ordinance relating to the Crystal Community Center.

Moved by Councilmember J and seconded by Councilmember M to adopt the following ordinance:

ORDINANCE NO. 90-

AN ORDINANCE RELATING TO THE CRYSTAL COMMUNITY CENTER:  
AMENDING CRYSTAL CITY CODE, SUBSECTION 815.13

and further that the second and final reading be held on March 13, 1990.

Motion Carried.

15. The City Council discussed the Employee of the Month Award to be presented to Pam Foster. Pam is a sanitarian in the Health Department.

OPEN FORUM

INFORMAL DISCUSSION AND ANNOUNCEMENTS

- Assistant City Mgr. - City of Robbinsdale - Capital for a Day on Feb. 23<sup>rd</sup>.  
Let him know if you wish to attend any of the festivities - 6:45 A.M. breakfast.
- City Engineer cautioned Council not to include the "not to exceed" stipulation in the case of construction contracts such as the Double Hume Slide. It can put the City in a bind if unforeseen circumstances are encountered.

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

Motion Carried.

*The City Council recessed at 8:53 p.m. to go into an Executive Session to discuss a pending lawsuit with Veit and Company, Inc. The Executive session was closed and the regular Council meeting reconvened at 9:49 p.m.*

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

Motion Carried.

Meeting adjourned at 9:50 p.m.

APPLICATIONS FOR LICENSE  
FEBRUARY 20, 1990

FOOD ESTABLISHMENT - Itinerant (Exempt)

Knights of Columbus Tootsie Roll Benefit held April 27  
through 29, 1990 at local businesses.

PLUMBER'S LICENSE - \$30.25

Dan's Plumbing & Heating, 620 Sundial Dr., Waite Park, MN 56387

GAS FITTER'S LICENSE - \$30.25 - Renewals

K & K Plumbing & Heating, 6011 Lone Oak Road, Rockford, MN 55373

Economy Gas Installers, 6204 France Ave. S., Minneapolis, MN 55410

Associated Heating, Inc., 4120 Cedar Ave. S., Minneapolis, MN 55407

Key Metalcraft, Inc., 8600 Queen Ave. S., Bloomington, MN 55431

PLUMBER'S LICENSE - \$30.25 - Renewals

Pete's Water & Sewer, 3107 Lyndale Ave. N., Minneapolis, MN 55411

K & K Plumbing & Heating, 6011 Lone Oak Road, Rockford, MN 55373

Ross Plumbing, 6028 42nd Ave. N., Crystal, MN 55422

Bruce Plumbing, Co., Inc., 4747 Twin Lake Ave., Brooklyn center, MN  
55429

SIGN HANGER'S LICENSE - \$66.00

Arrow Sign, 18607 Hwy. 65 NE., Cedar, MN 55011

SIGN LICENSE RENEWALS

Charles Q. Hillstrom, 3333 Vera Cruz Ave. N.	21.70
Tri Way Realty, 3315 Vera Cruz Ave. N.	15.30
Office Terrace, 3315 Vera Cruz Ave. N.	49.50
Becklund Jewelers, 115 Willow Bend	15.00
Uniformly Perfect, 5584 West Broadway	15.00
MGM Liquor Warehouse, 355 Willow Bend	30.00
Tally Ho Cafe, 5216 West Broadway	43.30
Virginian Court Apartments, 5900-10-20 West Broadway	30.00
Douglas Drive Auto Sales, 3201 Douglas Dr. N.	30.00
Adair Liquors, 6001 42nd Ave. N.	75.00
Haugland's Kids, 325 Willow Bend	15.00
Red Wing Shoe Store, 6520 56th Ave. N.	15.00
Benchmark Industries, Inc., 5221 Lakeland Ave. N.	15.00
All Floors & More, 5736 Lakeland Ave. N.	24.54
Radio Shack, 300 Willow Bend	30.30
C. J. Frank's Furniture, 5419 Lakeland Ave. N.	18.13
Pilgrim Cleaners, 131 Willow Bend	45.00

Northland Water, 3415 Douglas Dr. N.	45.00
Fantasia Together, 2756 Douglas Dr. N.	30.00
Minnesota Fabrics, 233 Willow Bend	15.00
Crystal Village Apartments, 3000 Winnetka Ave. N.	75.00
Tim's Tree Service, 5612 Corvallis Ave. N.	15.00
Judi Designs, 5211 West Broadway	45.00
Junior Shoe World, 5570 West Broadway	15.00
Hennepin Insurance Agency, 5618 56th Ave. N.	15.00
Welsh Co., 3200 Winpark Dr.	15.00
I.N.I.T.I.A.L.S., 321 Willow Bend	15.00
Norcostco, Inc., 3203 Vera Cruz Ave. N.	42.42
Paper Warehouse, 101 Willow Bend	30.00
Crystal Court, 2960 Winnetka Ave. N.	15.00
Campion Associates, 6402 56th Ave. N.	15.00
Douglas Terrace Apartments, 3330 Douglas Dr. N.	15.00
Hit or Miss, 133 Willow Bend	45.00
Kinney Shoes, 227 Willow Bend	15.00
Athletic X-press, 219 Willow Bend	15.00
Ross Plumbing, 6028 42nd Ave. N.	30.00
Auto Pro Parts of Crystal, 5401 West Broadway	30.00
Waterbed Room, 119-121 Willow Bend	45.00
Beaver Machine, 5241 Hanson Court	15.00
Beltline Barber Shop, 3603 Vera Cruz Ave. N.	15.00
Gussinini Shoes, 134 Willow Bend	30.00
Rapid Oil Change, 5602 Lakeland Ave. N.	60.00
Palace Inn, 5607 West Broadway	75.00
Mel Hartmann Building, 6000 56th Ave. N.	15.90
Title Wave, 5508 West Broadway	30.00
Bowling Concepts, 6522 42nd Ave. N.	15.00

SIGN LICENSE RENEWALS - 25% penalty

Rolin Graphics, 5620 West Broadway	18.75
Cosmopolitan Motel, 3431 Vera Cruz Ave. N.	31.88
Crystal Rose-Bo, 5505 56th Ave. N.	37.50
Lightning Lube, 5701 West Broadway	75.00
Automotive Services Inc., 5701 West Broadway	93.75
Crystal Schwinn, 6324 56th Ave. N.	18.75
LaGondola & Spaghetti House, 6023 42nd Ave. N.	37.50
Falcon Temporaries, 3307 Vera Cruz Ave. N.	18.75
Masteron Personnel, Inc., 3307 Vera Cruz Ave. N.	18.75

SIGN LICENSE RENEWALS - 50% penalty

Edina Realty, 7340 32nd Ave. N.	22.50
Old Country Buffet, 5526 West Broadway	45.00

FOOD ESTABLISHMENT - Itinerant (Exempt)

Lions Club at Elks Lodge #44, 5400 Lakeland Ave. North, having  
Pancake Breakfast March 11, 1990, One Day Only



Sent with Council Packet on February 16, 1990:

Minutes of the February 6, 1990 Council mtg.

Minutes of the Crystal Planning Commission February 12, 1990 mtg.

Memo from City Mgr. dated 2-14-90 re: Appointment of Assist. Weed Inspector.

Crystal Bike Auction news release.

Memo from Crystal Lions dated 2-15-90 re: signs for annual pancake breakfast.

Letter from Rosenthal, Rondoni, MacMillan & Joyner, Ltd. dated 1-10-90, 11-17-89, and 10-31-89.

Applications for Appointment to the Human Relations Commission from Bob Techam and Wm. F. Johnson.

Resolution providing for the issuance and sale of \$760,000 general obligation equipment certificates of indebtedness Series 1990A.

Official Terms of Offering for Equipment Certificates.

Recommendations for equipment certificates from Springsted, Inc.

Memo from Park & Rec. Director dated 2-12-90 re: Swimming Pool rates for 1990.

Memo from City Mgr. dated 2-12-90 re: Use of pool for swim meet on July 27-29.

Resolution awarding bid and disbursing funds from PIR for double flume water slide.

Memo from Park & Rec. Director dated 2-14-90 re: award of bid for double flume slide at the pool.

Memo from Asst. Mgr. dated 2-16-90 re: insurance renewal premium for 1990-91.

Resolution calling for a public hearing on the establishment of redev. project and tax increment financing district and adoption of plans for same.

Ordinance relating to recycling: disposal of yard waste.

Ordinance relating to traffic regulation: letter from City Attorney dated 2-12-90; memo from Police Chief dated 1-31-90 re: ordinance change.

Memo from City Engr. dated 2-14-90 re: Twin Lake/Ryan Lake Outlet Modification.

Memo from City Engr. dated 2-15-90 re: Yunkers Park.

Memo from City Engr. dated 2-9-90 re: space needs at City Hall; committee's Analysis of City Hall Space Needs of 12-6-89.

Ordinance relating to the Crystal Community Center - (liquor and beer).



Minutes of the Environmental Quality Commission mtg  
of 1-18-90.

Crystal Park & Recreation Dept. year-end activity  
report for 1989 on senior activities.

Crystal Park & Recreation Dept. Monthly Report for  
January 1990.

Letter to K of C dated 2-8-90 re: gambling license;  
copy of application; copy of flyer; memo from  
K of C re: time change in Bingo; letter to Dept. of  
Revenue - Gaming Division re: time changes for Bingo.  
Action Needed Memo from the February 6, 1990 Council  
Mtg.

AMM's Funding and Tax Comparison Data - Metro vs  
Non-Metro.

Grading Plan for Yunkers Park

*Barlene*

Memorandum

DATE: February 16, 1990  
TO: Mayor and Council  
FROM: Jerry Dulgar, City Manager  
SUBJECT: Preliminary Agenda for the February 20, 1990 Council Meeting

Regular Agenda:

Item 1. Appearance by Rosenthal, Rondoni, MacMillan & Joyner, Attorneys at Law, to present the Annual Prosecution Report. Representatives from the City Attorney's firm will be in attendance to review the Annual Prosecution Report with the Council and to answer any questions you might have. This is a good time to get free legal advice or free information out of the attorneys. I would be prepared to ask them any questions you might have about the prosecutions.

Item 2. Consideration of the applications for appointment to the Human Relations Commission from Bob Techam and William F. Johnson. If these two appointments are made, this would give us a full roster on the Human Relations Commission.

Item 3. Appearance by Mr. Thistle to discuss setting bond sale for City of Crystal equipment certificates. In your packet there is a considerable amount of information relative to the sale of the bond. Miles and Bob Thistle from Springsted, Inc., our Fiscal Consultants, will be prepared to answer any questions you have relative to this.

Item 4. Consideration of increasing season ticket prices at Crystal Municipal Pool. Again in your packet you have information relative to competing pools' rates, our last year's rates, etcetera. I would concur with Ed's recommendation to raise the pool ticket prices.

Item 5. Consideration of a request to use the Crystal Municipal Pool for a swim meet by the New Hope, Crystal, Plymouth Swim Club on July 27, 28, and 29, 1990. I believe this is the weekend of the Frolics and it would mean that the pool would be devoted only for this use for that weekend. However, I should point out that this has been an annual event and has been rotated between New Hope and Crystal. It's our turn to have it this year so I would recommend that we go ahead and do it.

Item 6. Consideration of awarding bid for double flume waterslide at Municipal Pool. You have a copy of the bid tabulation and recommendation from Ed Brandeen. The bid is in

line with the estimate that we had for the project. I would recommend that we award the bid at this time so that we can have the slide operational by the beginning of the swimming season so that we can maximize the revenues from the slide.

Item 7. Consideration of 1990-1991 Insurance Renewal. Nancy Gohman will be present to review this with the Council. We are slightly over budget in the insurance budget for this because of a large increase in our workers comp premium, but I think we can adjust the budget later to take care of this. I would recommend that we go ahead with the renewal.

Item 8. Consideration of a resolution setting a Public Hearing for April 3, 1990 to discuss tax increment financing for the 36th Avenue/Highway 100 Project. This is the first step in establishing a tax increment financing district for the Anthony Shopping Center Redevelopment Project. John and Dave Kennedy can explain it further for those who have questions.

Item 9. Consideration of Hennepin County Board resolutions regarding yard waste compost sites and proposed ordinance requiring refuse haulers to pick-up yard waste. With the new state statute that prohibits yard waste going into landfills after January, 1990, we could find our residents in a bind in the spring if their haulers refuse to pick-up yard waste. We haven't identified sites yet; we are working on identifying sites though. The county doesn't have a site for the yard waste to go to and they are having a real difficult time getting permits to run them anywhere because of the way they have fouled them up every place they have run them. To help cover all the eventualities, I would recommend that we have a first reading of an ordinance requiring our refuse haulers to pick-up yard waste in a condition that would be accepted at a compost site and separately from the other garbage. We should give it the first, second reading, and even publication, but only have it become operational upon adoption of a resolution by the Council. Just so that if we get into a real bind in the spring we can make sure that we do have the availability of pick-up. Julie and Dave can comment more on this situation with Julie being informed on the situation with the county and Dave on the ordinance itself.

Item 10. Consideration of the First Reading of an Ordinance Relating to Traffic Regulation. Our present ordinance is not clear on whether it is a violation for vehicle operators to cut through public property to avoid signals. It is clear that it is a violation to cut through private property, therefore, we are adding a section to the ordinance that would make it a violation to cut through public property. We are beginning to have a real problem at City Hall with the people cutting through the driveways down by the old fire station or in front of Park & Rec. and also cutting through behind the building. A lot of them seem to think they are on a drag strip when they go through there and we are going to have people getting clipped if we don't put a halt to it.



Item 11. Consideration of approving a resolution and agreement for Twin Lake Outlet Modification Project. Bill will review this with the Council. If you recall, Bill brought the original proposal to you sometime back and since had a meeting with the residents. Now this is the work necessary for the project actually to go ahead. Robbinsdale will be the lead agency on the project.

Item 12. Consideration of Yunkers Park Improvements as joint project with New Hope to address drainage problems. Over the last two or three years we have looked at a lot of different ways of trying to help the problem with drainage over in that area. Bill wants to run this latest possible method of trying to correct things by you before he pursues it any further with New Hope.

Item 13. Review proposal to contract with consultant to conduct analysis of space needs report. I recommend that we hire Anderson-Dale to conduct the analysis.

Item 14. Discussion of the Employee of the Month Award to be presented to Pam Foster. The Employees Committee has recommended Pam Foster to the Final Judges Committee along with two or three other candidates. The Final Judges Committee thought that Pam was the best candidate and we wanted the Council to know that Pam Foster, who is one of our sanitarians, is the Employee of the Month for February.

Have a nice weekend. I'll be on vacation next week. John will handle the meeting and be in charge.

JD/js

COUNCIL AGENDA - SUMMARY

COUNCIL MEETING OF  
FEBRUARY 20, 1990

Call to order

Roll call

Pledge of Allegiance to the Flag

Approval of the minutes of the regular meeting of February 6, 1990.

**Consent Agenda**

1. Consideration of the appointment of Ed Brandeen, Park & Recreation Director, as the Assistant City Weed Inspector for 1990.
2. Consideration of a request from the Crystal Police Department to hold its annual Bicycle Auction on Saturday, April 21, 1990, at the Crystal City Garage.
3. Set 7:00 p.m., March 13, 1990 as the date and time for a Public Hearing for consideration of granting a variance of 20' in the required 30' side street side yard setback for a 28' x 34' detached garage, at 3154 Louisiana Ave. N., as requested by Larry J. Clark.
4. Consideration of temporary sign licenses *to the Crystal Lions Club* advertising a Pancake Breakfast to be held March 11, 1990 for Crystal Lions Club *with waiver of at the following location* *March 3-11, 1990:* ~~fee. Signs to be located at~~ 5844 Orchard Ave. N., 5410 Lakeland Ave. N., 7200 - 56th Ave. N., 3600 Douglas Drive N., 5924 West Broadway, 4920 West Broadway, and 2756 Douglas Drive.

**Regular Agenda Items**

1. Appearance by Rosenthal, Rondoni, MacMillan & Joyner, Attorneys at Law, to present the Annual Prosecution Report.
2. Consideration of the applications for appointment to the Human Relations Commission from Bob Techam, 6707 Corvallis Avenue North, and William F. Johnson, 2702 Kentucky Avenue North.
3. Appearance by Mr. Thistle to discuss setting bond sale for City of Crystal equipment certificates.

4. Consideration of increasing season ticket prices at Crystal Municipal Pool.
5. Consideration of a request to use the Crystal Municipal Pool for a swim meet by the New Hope, Crystal, Plymouth Swim Club on July 27, 28, and 29, 1990.
6. Consideration of awarding bid for double flume waterslide at Municipal Pool.
7. Consideration of 1990-1991 Insurance Renewal.
8. Consideration of a resolution setting a Public Hearing for April 3, 1990 to discuss tax increment financing for the 36th Avenue/Highway 100 Project.
9. Consideration of Hennepin County Board resolutions #90-2-31R-1 and #90-2-32R1 regarding yard waste compost sites and proposed ordinance requiring refuse haulers to pick-up yard waste.
10. Consideration of the First Reading of an Ordinance Relating to Traffic Regulation.
11. Consideration of approving a resolution and agreement for Twin Lake Outlet Modification Project.
12. Consideration of Yunkers Park Improvements as joint project with New Hope to address drainage problems.
13. Review proposal to contract with consultant to conduct analysis of space needs report.
14. Discussion of the Employee of the Month Award to be presented to Pam Foster.

Open Forum

Informal Discussion and Announcements

Licenses

Adjournment



APPLICATIONS FOR LICENSE  
FEBRUARY 20, 1990

FOOD ESTABLISHMENT - Itinerant (Exempt)

Knights of Columbus Tootsie Roll Benefit held April 27  
through 29, 1990 at local businesses.

PLUMBER'S LICENSE - \$30.25

Dan's Plumbing & Heating, 620 Sundial Dr., Waite Park, MN 56387

GAS FITTER'S LICENSE - \$30.25 - Renewals

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Associated Heating, Inc., 4120 Cedar Ave. S., Minneapolis, MN 55407

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Ross Plumbing, 6028 42nd Ave. N., Crystal, MN 55422

Bruce Plumbing, Co., Inc., 4747 Twin Lake Ave., Brooklyn center, MN  
55429

SIGN HANGER'S LICENSE - \$66.00

Arrow Sign, 18607 Hwy. 65 NE., Cedar, MN 55011

SIGN LICENSE RENEWALS

Charles Q. Hillstrom, 3333 Vera Cruz Ave. N.	21.70
Tri Way Realty, 3315 Vera Cruz Ave. N.	15.30
Office Terrace, 3315 Vera Cruz Ave. N.	49.50
Becklund Jewelers, 115 Willow Bend	15.00
Uniformly Perfect, 5584 West Broadway	15.00
MGM Liquor Warehouse, 355 Willow Bend	30.00
Tally Ho Cafe, 5216 West Broadway	43.30
Virginian Court Apartments, 5900-10-20 West Broadway	30.00
Douglas Drive Auto Sales, 3201 Douglas Dr. N.	30.00
Adair Liquors, 6001 42nd Ave. N.	75.00
Haugland's Kids, 325 Willow Bend	15.00
Red Wing Shoe Store, 6520 56th Ave. N.	15.00
Benchmark Industries, Inc., 5221 Lakeland Ave. N.	15.00
All Floors & More, 5736 Lakeland Ave. N.	24.54
Radio Shack, 300 Willow Bend	30.30
C. J. Frank's Furniture, 5419 Lakeland Ave. N.	18.13
Pilgrim Cleaners, 131 Willow Bend	45.00

Northland Water, 3415 Douglas Dr. N.	45.00
Fantasia Together, 2756 Douglas Dr. N.	30.00
Minnesota Fabrics, 233 Willow Bend	15.00
Crystal Village Apartments, 3000 Winnetka Ave. N.	75.00
Tim's Tree Service, 5612 Corvallis Ave. N.	15.00
Judi Designs, 5211 West Broadway	45.00
Junior Shoe World, 5570 West Broadway	15.00
Hennepin Insurance Agency, 5618 56th Ave. N.	15.00
Welsh Co., 3200 Winpark Dr.	15.00
I.N.I.T.I.A.L.S., 321 Willow Bend	15.00
Norcostco, Inc., 3203 Vera Cruz Ave. N.	42.42
Paper Warehouse, 101 Willow Bend	30.00
Crystal Court, 2960 Winnetka Ave. N.	15.00
Campion Associates, 6402 56th Ave. N.	15.00
Douglas Terrace Apartments, 3330 Douglas Dr. N.	15.00
Hit or Miss, 133 Willow Bend	45.00
Kinney Shoes, 227 Willow Bend	15.00
Athletic X-press, 219 Willow Bend	15.00
Ross Plumbing, 6028 42nd Ave. N.	30.00
Auto Pro Parts of Crystal, 5401 West Broadway	30.00
Waterbed Room, 119-121 Willow Bend	45.00
Beaver Machine, 5241 Hanson Court	15.00
Beltline Barber Shop, 3603 Vera Cruz Ave. N.	15.00
Gussinini Shoes, 134 Willow Bend	30.00
Rapid Oil Change, 5602 Lakeland Ave. N.	60.00
Palace Inn, 5607 West Broadway	75.00
Mel Hartmann Building, 6000 56th Ave. N.	15.90
Title Wave, 5508 West Broadway	30.00
Bowling Concepts, 6522 42nd Ave. N.	15.00

SIGN LICENSE RENEWALS - 25% penalty

Rolin Graphics, 5620 West Broadway	18.75
Cosmopolitan Motel, 3431 Vera Cruz Ave. N.	31.88
Crystal Rose-Bo, 5505 56th Ave. N.	37.50
Lightning Lube, 5701 West Broadway	75.00
Automotive Services Inc., 5701 West Broadway	93.75
Crystal Schwinn, 6324 56th Ave. N.	18.75
LaGondola & Spaghetti House, 6023 42nd Ave. N.	37.50
Falcon Temporaries, 3307 Vera Cruz Ave. N.	18.75
Masteron Personnel, Inc., 3307 Vera Cruz Ave. N.	18.75

SIGN LICENSE RENEWALS - 50% penalty

Edina Realty, 7340 32nd Ave. N.	22.50
Old Country Buffet, 5526 West Broadway	45.00

FOOD ESTABLISHMENT - Itinerant (Exempt)

Lions Club at Elks Lodge #44, 5400 Lakeland Ave. North, having  
Pancake Breakfast March 11, 1990, One Day Only

1

## CRYSTAL PLANNING COMMISSION MINUTES

February 12, 1990

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

Moved by Commissioner Elsen and seconded by Commissioner Nystrom to approve the minutes of the January 8, 1990, meeting.  
Motion carried.

1. Consideration of Variance Application #90-2 for a detached garage which will encroach in the required 30' side street side yard setback at 3154 Louisiana Ave. N. as requested by Larry J. Clark.

Moved by Commissioner Elsen and seconded by Commissioner Kamp that pursuant to Section 515.55 of the Crystal City Code to recommend to the City Council to vary or modify the strict application of Section 515.13, Subd. 3 a) 2) ii) granting a variance of 20' in the required 30' side street side yard setback for a 28' x 34' detached garage, at 3154 Louisiana Ave. N., P.I.D. #20-118-21-42-0001, as requested in Application #90-2 of Larry J. Clark.

The findings of fact are: Hardship does exist and is indigenous to the lot itself.

Motion carried.

2. Consideration regarding approval of the preliminary and final plat of Johnson Industrial Park located at 5141 Lakeland Ave. N. as submitted by Johnson Equipment Company.

Moved by Commissioner Nystrom and seconded by Commissioner Anderson 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, March 12, 1990, for approval of the preliminary and final plat of Johnson Industrial Park which was unplatted property, located at 5141 Lakeland Ave. N.

Motion carried.

3. Chairperson Magnuson declared this was the time and the place as advertised for a public hearing to consider an amendment to the City Code providing for a license process for rental dwellings. The proponents presented the following: Julie Jones, Redevelopment Coordinator, cited the Environmental Quality Commission Report of October 1989



regarding the need for a housing maintenance code within the City of Crystal. There would be licensing for all rental properties including homes upon complaint. A proposed licensing charge every two years of \$50 plus \$5 per unit. Bill Barber, Building Inspector, stated maintenance requirements intend a minimum standard under nationally recognized Uniform Housing Code to maintain the level of housing. Presently inspect on a complaint only basis. Cannot demand to inspect under present ordinance. Cited a three-room apartment with 11 deficiencies. Tom Heenan, Health Inspector, stated this is a means to enforce the Code and identify the owners. Preventive inspection to identify problems before get out of hand. Major complaint uninhabitable for occupancy. Kiki Sonnen and Kirk Hill, MN Tenants Union, 1513 Franklin Ave., Minneapolis, rationale is for public good to correct and prevent bad housing conditions and protect health and safety. Benefits both tenants and landlords. Tenants get copy of rental agreement. Inspection of fixtures, appliances in good working order, electrical wiring and heating up to code. Tenant notification of proposed inspection. Licensing is what it takes, and they support it. Brooklyn Center has a \$25 fee and \$12.50 for single family home.

The following voiced their concerns and opposition:

John Paulson, 320 Edgewood Ave. N., Golden Valley  
 Glenn Meyers, 7657 Morgan Ave. N., Brooklyn Park  
 Dale Tollefson, 4665 Forest View Lane, Plymouth  
 Bill Peddycoart, 5260 Kentucky Ave. N.  
 Lee Bennett, 3117 Hampshire Ave. N.  
 Roger Tuomisto, 3009 Kentucky Ave. N.  
 Peter Tokle, 6725 Colfax Ave. N., Brooklyn Center  
 Gerry Hamann, 2621 Major Ave. N., Golden Valley  
 Pat Goodwin, Manager, 7710 - 36th Ave. N.  
 Don Meunier, 7624 - 30th Ave. N.  
 Rex Kramer, 4559 Douglas Drive  
 Clifford Hollander, 3456 Quail Ave. N.  
 Chuck Nelson, Address Unknown  
 Marlys Pepera, 12350 - 45th Place N., Plymouth  
 Wally Anderson, 3525 Adair Ave. N.

These concerns were as follows: Is it legal to enter someone's apartment without a complaint? Should license all housing units not just rental--discriminatory. Should only be done every 4 years at time to assess tax base. Pay enough taxes and look at property as an investment which cannot be rented if not kept up as there is a glut of rental property. Owner-occupied has much more at stake, don't need inspection. Unfair to small property owner, getting hit harder. More bureaucracy. Volunteer firemen who inspect do good job. Force out small property owner, and rental will be by large rental companies.

Hurts large rental owner more--\$950 for building inspection. This is another tax increase along with the school district and garbage hauling. Should be no inspection until complaint. Should be inspection at point of purchase. Inspections should be scheduled at landlord's convenience. Make licensing of rental dwellings contingent on one for single family homes. If Building Inspector sees discrepancy on the outside of apartment, write letter to renter to see if has complaint about inside. People are not forced to live in buildings--lease means nothing.

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

Motion carried.

Moved by Commissioner Anderson and seconded by Commissioner Nystrom to continue until March 12, 1990, the discussion of an amendment to City Code (Section X) for licensing rental dwellings.

Motion carried.

Commissioner Magnuson requested copies of "Landlords & Tenants Rights and Responsibilities" be provided for Planning Commission and requested Bill Barber provide a list of what he would check in an inspection.

4. Consideration of Application #90-3 of Daniel L. Pearson for rezoning property from B-4 (Community Commercial) District to B-3 (Auto-Oriented Commercial) District and #90-4 for a conditional use permit to allow used car sales in a B-3 District at 6048 Lakeland Ave. N.

Moved by Commissioner Kamp and seconded by Commissioner Nystrom 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, March 12, 1990, to consider the request of Daniel L. Pearson in Application #90-3 to rezone from B-4 (Community Commercial) District to B-3 (Auto-Oriented Commercial) District and #90-4 for a conditional use permit to allow used car sales in a B-3 District at 6048 Lakeland Ave. N., Lot 2, Block 1, Engstrom Addition.

Motion carried.

5. Discussion items:

- A. City Council has asked members of Planning Commission to come to the March 13 Council Meeting and explain the reasoning for a variance procedure with Planning Commission holding the public hearing and sending item to the Council for final. Because of EDA Meeting conflict for Commissioner Magnuson, Commissioners Christopher, Anderson and Elsen will probably attend.

- 4
- B. Appreciation Dinner will be March 15 at Nicklow's with Fran Feyereisen as one of the honored people.
  - C. Community Development Reorganization with Bill Monk no longer responsible for planning and zoning, and John Olson taking over those duties.
  - D. Status of 36th Avenue North street improvement--will be notifying people impacted for March 13 Council Meeting.

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

Motion carried.

The meeting adjourned at 9:19 p.m.

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Chairperson Magnuson

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Secretary Elsen



February 6, 1990

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Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on February 6, 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; Ed Brandeen, Park & Recreation Director; Miles Johnson, Finance Director; Ken Bjorn, City Assessor.

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

The Mayor recognized a donation from Celebrity Bowl to the Park & Rec Department in the amount of \$8,200; \$4,200 of which was to go for youth spring and summer recreational activities, \$500 for youth athletic program supplies, \$1,000 for entertainment for a Teen Dance at Becker Park Arts & Entertainment Centre, and \$2,500 for the grand opening of the Crystal Community Center.

The Mayor also acknowledged a donation from Celebrity Bowl to the Crystal Police Department in the amount of \$1,000 to be used for the D.A.R.E. Program.

The Mayor acknowledged a letter from the Strategic Analysis of Fire Prevention Programs Class of January 15-26, 1990 regarding the dedication and commitment of Deputy Chief Terrance R. Anderson of the Crystal Fire Department.

The City Council considered the minutes of the Regular City Council meeting of January 23, 1990.

Moved by Councilmember Grimes and seconded by Councilmember Irving to approve the minutes of the Regular City Council meeting of January 23, 1990.

Motion Carried.

The City Council considered the following Consent Agenda:

1. Consideration of Boy Scout Troop #365, St. James Lutheran Church, 6700 - 46th Place North, to operate an itinerant food establishment (chili feed) at 6700 - 46th Place North on February 3rd and 4th, 1990.

Moved by Councilmember Carlson and seconded by Councilmember Langsdorf to approve the Consent Agenda.

Motion Carried.

February 6, 1990

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

1. The City Council considered the applications for appointment to the Park and Recreation Advisory Commission from Mary Krogstad, 3236 Brunswick Avenue North, and R. L. "Rollie" Smothers, 6315 55th Avenue North, for an unexpired term expiring December 31, 1991.

Moved by Councilmember Moravec and seconded by Councilmember Langsdorf to appoint Mary Krogstad, 3236 Brunswick Avenue North, to the Park and Recreation Advisory Commission for an unexpired term expiring December 31, 1991.

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

Motion Carried.

2. The City Council considered the applications for appointment to the Human Relations Commission from Bonnie J. Toenies, 2930 Douglas Drive #212, and James Allen Brown, 5313 Hampshire Avenue North, for unexpired terms expiring December 31, 1990.

Moved by Councilmember Carlson and seconded by Councilmember Grimes to appoint Bonnie J. Toenies, 2930 Douglas Drive #212, and James Allen Brown, 5313 Hampshire Avenue North, to the Human Relations Commission for unexpired terms expiring December 31, 1990.

Motion Carried.

3. The City Council considered the salaries of the City Assessor, Finance Director, and Park and Recreation Director for 1990. Employees in those positions appeared and were heard.

Moved by Councilmember Irving and seconded by Councilmember Langsdorf that the City Manager be instructed to review all those salaries that were minimized because of the midpoint set up by the comparable worth program and adjust those salaries to be located within the 4% range for those people who have performed meritorious service and not been paid for it.

Motion Carried.

The Mayor called a recess at 8:08 p.m. and the meeting was reconvened at 8:18 p.m.

4. The City Council considered awarding a bid on Bassett Creek Park Pond Dredging Project in the amount of \$23,280.00.

Moved by Councilmember Moravec and seconded by Councilmember Grimes to adopt the following resolution, the reading of which was dispensed with by unanimous consent, awarding the bid to Stenger Excavating not to exceed \$23,280 and contingent upon approval by the Minnesota Department of Natural Resources.

February 6, 1990

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RESOLUTION NO. 90-6

RESOLUTION AWARDING A BID

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

5. The City Council considered the Second 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.

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

ORDINANCE NO. 90-2

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

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

Motion Carried.

6. The City Council considered a Site Improvement Agreement for the motel plan at 6000 Lakeland Avenue North.

Moved by Councilmember Grimes and seconded by Councilmember Langsdorf to approve entering into an agreement with Pravin Bhatha for the purpose of guaranteeing faithful performance for certain work requirements as a condition of issuance of a building permit for a motel at 6000 Lakeland Avenue North, and further, to authorize the Mayor and City Manager to sign such agreement.

Motion Carried.

7. The City Council considered the First Reading of an Ordinance Amendment on Variance Procedures.

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

ORDINANCE NO. 90-

AN ORDINANCE RELATING TO BOARD OF  
ADJUSTMENTS AND APPEALS:  
AMENDING CRYSTAL CITY CODE,  
SUBSECTIONS 305.71 AND 515.55

and further, that the second and final reading be held on February 20, 1990.

February 6, 1990

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

Motion Carried.

8. The City Council considered the Second Reading of an Ordinance Amendment regarding Conditional Use Permit Provisions for an Amusement Center.

Moved by Councilmember Moravec and seconded by Councilmember Irving to adopt the following ordinance:

ORDINANCE NO. 90-3

AN ORDINANCE RELATING TO  
AMUSEMENT CENTERS: AMENDING CRYSTAL  
CITY CODE SUBSECTIONS 1101.11,  
SUBDIVISION 13 AND 1101.3: AMENDING  
CRYSTAL CITY CODE APPENDIX I (ZONING)  
SUBSECTION 515.37, SUBDIVISION 4, CLAUSE (h)

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

Motion Carried.

The Mayor went to Open Forum next due to a person waiting in the audience to speak. Linda Museus, Chair of the Human Relations Commission, appeared before the City Council to discuss a project of a marketing class in District #281 which she considered stereotyping that could lead to behavior which violates the Minnesota Human Rights Act.

Staff will contact the school district for further information on the project.

After Open Forum the Mayor announced that the Economic Development Authority meeting would commence upon adjournment of the Council meeting.

9. The City Council reviewed a proposal for analysis of committee report on Space Needs.

Moved by Councilmember Moravec and seconded by Councilmember Langsdorf to continue the discussion of a proposal for analysis of the Committee report on space needs to the February 20, 1990 City Council meeting and direct staff to obtain the previous space needs material prepared by Anderson Dale, Architects and make it available to the City Council for its review prior to the meeting.

Motion Carried.

10. The City Council reviewed a recommendation for 36th Avenue reconstruction project.

Moved by Councilmember Moravec and seconded by Councilmember Grimes to authorize preparation of a feasibility study as



February 6, 1990

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recommended by the City Engineer with impacted property owners being notified of staff recommendation and afforded the opportunity to address the Council before any formal action is taken.

Motion Carried.

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

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

ORDINANCE NO. 90-4

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

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

Motion Carried.

12. The City Council discussed a City of Crystal Mission Statement.

Councilmembers will get changes to staff at which time the Mission Statement will be finalized.

13. The City Council discussed the recommendation for appointment of staff and elected officials to the newly authorized General Advisory Committee of the Metropolitan Waste Control Commission.

Interested parties should submit an application to staff at which time the applicants will be placed on a Council Agenda for Council's approval in the form of a resolution of support.

14. The City Council discussed membership in the North Metro Convention Tourism Bureau. A representative of the Tourism Bureau will be invited to speak at the combined Economic Development Authority Advisory Commission/City Council meeting on the 13th.

15. The City Council discussed the homestead classification of Brent Gisslen, 6427 7 41st Avenue North. It was the consensus of the Council that ~~staff should deny the homestead~~ and that homeowner could use the Board of Review process. *is they not change the homestead action* *could* *2/7* *En or*

16. The City Council considered the City Manager's contract for 1990.

Moved by Councilmember Irving and seconded by Councilmember Moravec to increase the City manager's salary by 4%, add



February 6, 1990

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\$1,000 to deferred compensation and pay for dental coverage retroactive to January 1, 1990.

Motion Carried.

Moved by Councilmember Irving and seconded by Councilmember Joselyn that the City Council appoint a personnel committee to review the City Manager's salary making a recommendation to the Council and that goals and objectives be set by the City Manager.

Motion Carried.

Moved by Councilmember Langsdorf and seconded by Councilmember Carlson to approve the list of license applications as submitted by the City Clerk to the City Council, with the addition of a tree trimmer's license for Tim's Tree Service, 5612 Coravallis Avenue North, 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 Langsdorf and seconded by Councilmember Irving to adjourn the meeting.

Motion Carried.

Meeting adjourned at 9:45 p.m.

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Mayor

ATTEST:

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City Clerk

Memorandum

DATE: February 14, 1990  
TO: The Crystal City Councilmembers  
FROM: Jerry Dulgar, City Manager   
SUBJECT: Appointment of Assistant Weed Inspector

Being placed on the February 20, 1990 City Council Agenda is the consideration of appointment of Assistant Weed Inspector for 1990.

Ed Brandeen, Park & Recreation Director, was the Assistant Weed Inspector for 1989 and I would recommend that you appoint Ed again for 1990.

DG/js



DEPARTMENT OF PUBLIC WORKS  
Operations Division  
320 Washington Ave. South  
Hopkins, Minnesota 55343-8468

Phone: (612) 935-3381

January 29, 1990

NOTICE OF APPOINTMENT OF WEED INSPECTOR

Enclosed are forms for the appointment of a weed inspector in your municipality. It is required that the enclosed forms be filled out and sent to the proper authorities.

Please do this as soon as possible, as we would like all our appointments in by March 1, 1990.

Sincerely,

Gregory Senst  
Agricultural Inspector

GS:mvr  
Enclosure

**HENNEPIN COUNTY**

an equal opportunity employer



## Minnesota State Department of Agriculture

AGRONOMY SERVICES DIVISION  
90 WEST PLATO BOULEVARD  
SAINT PAUL, MINNESOTA 55107  
TELEPHONE: (612) 296-6123

### NOTICE OF APPOINTMENT OF ASSISTANT WEED INSPECTOR FOR CITY OR TOWNSHIP

#### INSTRUCTIONS

- 1) COMPLETE THIS FORM IN TRIPPLICATE.
- 2) SEND:
  - A) ORIGINAL TO THE ATTENTION OF THE SECTION OF WEED CONTROL AT THE ABOVE ADDRESS.
  - B) FIRST COPY TO YOUR COUNTY AGRICULTURAL INSPECTOR.
  - C) SECOND COPY TO YOUR LOCAL CLERK.

NAME OF PERSON APPOINTED <i>Edward Brandeen</i>
ADDRESS <i>4141 Douglas Dr</i>
CITY, STATE, ZIP CODE <i>Crystal, MN 55422</i>
TELEPHONE NO. (INCLUDE AREA CODE) <i>612-537-8421</i>

- APPOINTMENT LOCATION -
CITY OR TOWNSHIP NAME <i>Crystal, MN</i>
COUNTY <i>Hennepin</i>
DATE OF APPOINTMENT

IN ACCORDANCE WITH MINNESOTA STATUTES 18.231, PARAGRAPHS 2 AND 3, PERTAINING TO ASSISTANT WEED INSPECTORS, THE ABOVE-NAMED PERSON IS HEREBY APPOINTED TO BE ASSISTANT WEED INSPECTOR FROM THE DATE INDICATED UNTIL SUCH TIME AS THE MAYOR OR TOWN BOARD WISHES TO TERMINATE THE APPOINTMENT. THIS APPOINTMENT CONFERS ON THE APPOINTEE ALL THE DUTIES, AUTHORITY, AND PRIVILEGES OF ANY LOCAL WEED INSPECTOR AS OUTLINED BY LAW.

SIGNATURE (MAYOR OR CHAIR OF TOWNSHIP BOARD)	TITLE	DATE SIGNED
STREET ADDRESS	CITY AND STATE	ZIP CODE

## Crystal Bike Auction to be Held April 21

The Crystal Police Department will hold its annual Bicycle Auction for the sale of unclaimed Bicycles and other miscellaneous items on Saturday, April 21 at the city garage, 6125-41st Avenue North.

Doors will open at 9:30a.m. for viewing the items. The auction will begin at 10a.m.

Buyers must register at the door. Auctioneer Ron Lund, License #27-52.

### Darlene

1. Would you place this notice on council agenda.
2. Would you place an ad in the Star on Sunday (local distribution) a week previous to sale date. Please include auctioneers name and license number.
3. Would you get notice in Post Newspaper. Do you have to place it in legal notice, also on front page if possible week before sale date.

Thanks,

*Jerry Botter*

- will be called into Tribune on April 9<sup>th</sup> for Sunday notes only on April 15<sup>th</sup>.
- Will go to Post News on April 11<sup>th</sup> to be placed in City Briefs on April 18<sup>th</sup>.
- Approval to hold Auction at City Garage going on 2-20-89 Council Agenda.
- License papers sent to Auctioneer 2-14-90. Si will go on agenda w/ request for waiver of fee when received. D.J.



February 15, 1990

Crystal Lions are requesting the waiving of the fee for temporary signs advertising their annual pancake breakfast for March 11, 1990. The locations of the signs are as follows:

5844 Orchard Ave. N.  
5410 Lakeland Ave. N.  
7200 56th Ave. N.  
3600 Douglas Dr. N.

5924 West Broadway  
4920 West Broadway  
2756 Douglas Dr. N.

The signs will be put up on or about March 3, 1990.

*R. P. Smith*

#215

ROSENTHAL, RONDONI, MACMILLAN & JOYNER, LTD.

ATTORNEYS AT LAW

SUITE 120

7600 BASS LAKE ROAD

MINNEAPOLIS, MINNESOTA 55428-3891

PAUL W. ROSENTHAL  
FRANCIS J. RONDONI  
PETER A. MACMILLAN  
JAY A. H. JOYNER  
LISA A. SKOOG  
NANCY R. VANDERHEIDER

TELEPHONE  
533-4938  
AREA CODE 612  
FAX NUMBER  
533-4677

January 10, 1990

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

RE: Annual Prosecution Report

Dear Darlene:

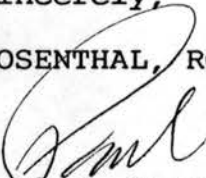
As you know, we have been scheduled to appear before the Council on January 16th. When I called today to verify that, Joan informed me that because of your extra organizational meeting you have rescheduled the January 16th meeting to the 23rd. Because of our various schedules, we are not able to appear on the 23rd.

Would you therefore put us on the agenda for the February 20th meeting.

Thank you for your cooperation and assistance.

Sincerely,

ROSENTHAL, RONDONI, MacMILLAN & JOYNER, LTD.



Paul W. Rosenthal

PWR/sm

ROSENTHAL, RONDONI, MacMILLAN & JOYNER, LTD.

ATTORNEYS AT LAW

SUITE 120

7600 BASS LAKE ROAD

MINNEAPOLIS, MINNESOTA 55428-3891

PAUL W. ROSENTHAL  
FRANCIS J. RONDONI  
PETER A. MacMILLAN  
JAY A. H. JOYNER  
LISA A. SKOOG

TELEPHONE  
533-4938  
AREA CODE 612  
FAX NUMBER  
533-4677

November 27, 1989

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

RE: December 5 Council Meeting

Dear Darlene:

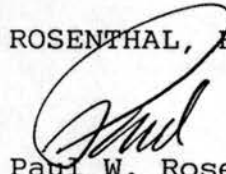
Nancy called me and said that we are one of the four finalists for the civil contract and that we are to make a presentation at the December 5th Council meeting.

That being the case, please delete the prosecution report from the December 5th agenda. If agreeable to you and the manager please reschedule the prosecution report to the second meeting in January.

Thank you for your cooperation and assistance.

Sincerely,

ROSENTHAL, RONDONI, MacMILLAN & JOYNER, LTD.



Paul W. Rosenthal

PWR/sm

ROSENTHAL, RONDONI, MACMILLAN & JOYNER, LTD.

ATTORNEYS AT LAW

SUITE 120

7600 BASS LAKE ROAD

MINNEAPOLIS, MINNESOTA 55428-3891

PAUL W. ROSENTHAL  
FRANCIS J. RONDONI  
PETER A. MACMILLAN  
JAY A. H. JOYNER  
LISA A. SKOOG

TELEPHONE  
533-4938  
AREA CODE 612  
FAX NUMBER  
533-4677

October 31, 1989

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

RE: Prosecution Report  
November 21, 1989 Council Meeting

Dear Jerry:


As you know, we have made it a practice to appear before the Council each year to give an account of our prosecution activities and to address any concerns and questions that the Council and staff may have.

We would appreciate being placed on the November 21 agenda or the December 5 agenda for that purpose. I would appreciate receiving confirmation. Also, if you are aware of any particular issues that should be discussed, please call them to my attention when you reply.

Thank you for your cooperation and assistance.

Sincerely,

ROSENTHAL, RONDONI, MacMILLAN & JOYNER, LTD.



Paul W. Rosenthal

PWR/sm

CITY OF CRYSTAL

APPLICATION FOR APPOINTMENT TO THE

HUMAN RESOURCES

COMMISSION

Name BOB TECHAM Address 6707 CORVALLIS AVE. No. 55428  
Zip #

Phone (home) 537-4740 (Office) 557-4670

Resident of Crystal Since (year) 1987

Occupation ENGINEER Employer MAMMOTH-A NORTEK Co.

Education: (please indicate highest grade completed or highest degree and major course of study) 12<sup>TH</sup> GRADE PLUS TRADE SCHOOL GRADUATE

Civic and other activities: (please list past and present civic activities and organizational memberships, particularly those which may be relevant to the appointment you are seeking)

VOLUNTEER FOR MS SOCIETY TO HELP IN MONEY RAISING EVENTS

Comments (please briefly describe other qualifications, experience and other information which you would like the City Council to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages if necessary.)

I AM AN ELECTRICAL ENGINEER WHO IS IN CHARGE OF A ELECT. ENGINEERING GROUP (5 PERSONS) FOR A 40 MILLION DOLLAR A YEAR COMPANY.

WHILE I DO NOT HAVE ANY DIRECT EXPERIENCE OF WORKING ON A COMMISSION SUCH AS THIS, I AM KEENLY AWARE OF THE INEQUITIES IN OUR PRESENT DAY SYSTEM WHICH NEED TO BE DEALT WITH.

I HAVE A GENUINE DESIRE TO BECOME INVOLVED AND TO HELP IN ANY WAY I CAN.

Date Submitted: 1-27, 19 90.

(Return to: City Manager, 4141 Douglas Drive North, Crystal, Minnesota 55422)



CITY OF CRYSTAL

APPLICATION FOR APPOINTMENT TO THE

HUMAN RELATIONS Comm. COMMISSION

Name William F. Johnson Address 2702 Kentucky, Crystal, MN 55427  
Zip #

Phone (home) 544-4829 (Office) —

Resident of Crystal Since (year) 1964

Occupation RETIRED Employer —

Education: (please indicate highest grade completed or highest degree and major course of study) 14 yrs - BUSINESS ADMINISTRATION

Civic and other activities: (please list past and present civic activities and organizational memberships, particularly those which may be relevant to the appointment you are seeking) ALL ORGANIZATIONAL ACTIVITIES

HAVE BEEN CONFINED TO INSURANCE RELATED CLUBS AND GROUPS.  
MY PAST 30 YRS. HAVE BEEN IN THE EMPLOYEE BENEFIT  
BUSINESS.

Comments (please briefly describe other qualifications, experience and other information which you would like the City Council to consider or which you believe are particularly relevant to the appointment you are seeking. Use additional pages if necessary.)

I HAVE NO DIRECT EXPERIENCE WITH HUMAN RELATIONS EXCEPT  
DURING MY WORKING CAREER WHICH ALWAYS HAS INCLUDED  
MANAGERIAL DUTIES. I AM WILLING TO SHARE THIS  
AND MY TIME AND TALENT IF IT WOULD BE  
USEFUL TO THE COMMUNITY.

Wm F Johnson

Date Submitted: 2/9, 19 90.

(Return to: City Manager, 4141 Douglas Drive North, Crystal, Minnesota 55422)

Extract of Minutes of Meeting  
of the City Council of the City  
of Crystal, Hennepin County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of Crystal, Hennepin County, Minnesota, was held at the City Hall in the City on Tuesday, February 20, 1990, commencing at 7:00 P.M.

The following members of the Council were present:

and the following were absent:

\*\*\*

\*\*\*

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The following written resolution was presented by Member \_\_\_\_\_ who moved its adoption the reading of which had been dispensed with by unanimous consent:

RESOLUTION NO. 90-\_\_

RESOLUTION PROVIDING FOR THE ISSUANCE  
AND SALE OF \$760,000 GENERAL OBLIGATION EQUIPMENT  
CERTIFICATES OF INDEBTEDNESS SERIES 1990A

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

1. It is hereby determined that:

(a) the City is authorized by Minnesota Statutes, Sections 410.32 and 412.301 (the Act) to issue its certificates of indebtedness on such terms and in such manner as the City determines to finance the purchase of items of capital equipment (Equipment), subject to certain limitations contained in the Act;

(b) the City will purchase and has acquired various items of Equipment, which items and the cost thereof, are listed on Exhibit B, attached hereto and made a part hereof;

(c) as required by the Act,

(i) the expected useful life of each item of Equipment is or will be at least as long as the term of the certificates; and

(ii) the principal amount of certificates to be issued in the year 1990 will not exceed 0.25 percent of the market value of tax value taxable property in the City;

(d) it is necessary and expedient for the City to issue its certificates of indebtedness for the purchase of Equipment and related expenses as follows:

Purchase Price of Equipment	\$742,000
Costs of Issuance	<u>11,710</u>
Subtotal	
Discount	5,700
Total	<u><u>\$760,000</u></u>

(e) it is necessary and expedient to the sound financial management of the affairs of the City to issue \$760,000 General Obligation Equipment Certificates of Indebtedness Series 1990A (Certificates) pursuant to Section 412.301 of the Act to provide financing for the Equipment.

2. To provide financing for the Equipment, the City will therefore issue and sell Certificates in the amount of \$754,300. To provide in part the additional interest required to market the Certificates at this time, additional Certificates will be issued in the amount of \$5,700. The excess of the purchase price of the Certificates over the sum of \$754,300 will be credited to the debt service fund for the Certificates for the purpose of paying interest first coming due on the additional Certificates. The Certificates will be issued, sold and delivered in accordance with the terms of the following Official Terms of Offering.

**OFFICIAL TERMS OF OFFERING****\$760,000****CITY OF CRYSTAL, MINNESOTA****GENERAL OBLIGATION EQUIPMENT CERTIFICATES  
OF INDEBTEDNESS, SERIES 1990A**

<sup>27</sup>  
Sealed bids for the Certificates will be received by the City Manager or his designee on Tuesday, March 20, 1990, until 2:00 P.M., Central Time, at the offices of SPRINGSTED Incorporated, 85 East Seventh Place, Suite 100, Saint Paul, Minnesota, after which time they will be opened and tabulated. Consideration for award of the Certificates will be by the City Council at 7:00 P.M., Central Time, of the same day.

**DETAILS OF THE CERTIFICATES**

The Certificates will be dated April 1, 1990, as the date of original issue, and will bear interest payable on August 1 and February 1 of each year, commencing February 1, 1991. Interest will be computed on the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to rules of the MSRB. The Certificates will be issued in the denomination of \$5,000 each, or in integral multiples thereof, as requested by the purchaser, and fully registered as to principal and interest. Principal will be payable at the main corporate office of the registrar and interest on each Certificate will be payable by check or draft of the registrar mailed to the registered holder thereof at the holder's address as it appears on the books of the registrar as of the close of business on the 15th day of the immediately preceding month.

The Certificates will mature February 1 in the years and amounts as follows:

1992 \$140,000  
1993 \$190,000

1994 \$210,000

1995 \$220,000

**OPTIONAL REDEMPTION**

The Certificates will not be subject to payment in advance of their respective stated maturity dates.

**SECURITY AND PURPOSE**

The Certificates will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. The proceeds will be used to acquire equipment for City purposes.

**TYPE OF BID**

Bids shall be for not less than \$754,300 and accrued interest on the total principal amount of the Certificates, and shall be accompanied by a certified or cashier's check in the amount of \$7,600, payable to the order of the City. No bid will be considered for which said check has not been received. The City will deposit the check of the purchaser, the amount of which will be deducted at settlement and no interest will accrue to the purchaser. In the event the purchaser fails to comply with the accepted bid, said amount will be retained by the City. No bid can be withdrawn after the time set for receiving bids unless the meeting of the City scheduled for award of the bids is adjourned, recessed, or continued to another date without award of the Certificates having been made. Rates shall be in integral multiples of 5/100 or 1/8



of 1%. Rates must be in ascending order. Certificates of the same maturity shall bear a single rate from the date of the Certificates to the date of maturity. No conditional bid will be accepted.

#### AWARD

The Certificates will be awarded to the bidder offering the lowest dollar interest cost to be determined by the deduction of the premium, if any, from, or the addition of any amount less than par, to the total dollar interest on the Certificates from their date to their final scheduled maturity. The City's computation of the total net dollar interest cost of each bid, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any bid or of matters relating to the receipt of bids and award of the Certificates, (ii) reject all bids without cause, and, (iii) reject any bid which the City determines to have failed to comply with the terms herein.

#### REGISTRAR

The City will name the registrar which shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

#### CUSIP NUMBERS

If the Certificates qualify for assignment of CUSIP numbers such numbers will be printed on the Certificates, but neither the failure to print such numbers on any Certificate nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Certificates. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

#### SETTLEMENT

Within 40 days following the date of their award, the Certificates will be delivered without cost to the purchaser at a place mutually satisfactory to the City and the purchaser. Delivery will be subject to receipt by the purchaser of an approving legal opinion of Holmes & Graven, Chartered of Minneapolis, Minnesota, which opinion will be printed on the Certificates, and of customary closing papers, including a no-litigation certificate. On the date of settlement payment for the Certificates shall be made in federal, or equivalent, funds which shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Except as compliance with the terms of payment for the Certificates shall have been made impossible by action of the City, or its agents, the purchaser shall be liable to the City for any loss suffered by the City by reasons of the purchaser's non-compliance with said terms for payment.

#### OFFICIAL STATEMENT

The City has authorized the preparation of an Official Statement containing pertinent information relative to the Certificates, and said Official Statement will serve as a nearly-final Official Statement as required by Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Official Statement and the Official Bid Form or for any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor to the City, Springsted Incorporated, 85 East Seventh Place, Suite 100, Saint Paul, Minnesota 55101, telephone (612) 223-3000.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Certificates, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect

to the Certificates, as that term is defined in Rule 15c2-12. By awarding the Certificates to any underwriter or underwriting syndicate submitting an Official Bid Form therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Certificates are awarded 50 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Certificates are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter executing and delivering an Official Bid Form with respect to the Certificates agrees thereby that if its bid is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Certificates for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated February 20, 1990

BY ORDER OF THE CITY COUNCIL

/s/ Darlene George  
City Clerk

3. The Clerk is authorized and directed to advertise the Certificates for sale in accordance with the foregoing Official Terms of Offering and to publish the abbreviated notice of sale attached hereto as Exhibit A in the manner required by law. The City Council will meet at 7:00 p.m. on Tuesday, March 20, 1990, to consider bids on the Certificates and take any other appropriate action with respect to the Certificates. 27

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_, and upon vote being taken thereon the following members voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

Exhibit A

NOTICE OF CERTIFICATE SALE  
\$760,000  
GENERAL OBLIGATION EQUIPMENT CERTIFICATES  
OF INDEBTEDNESS SERIES 1990A  
CITY OF CRYSTAL,  
HENNEPIN COUNTY, MINNESOTA

21 NOTICE IS HEREBY GIVEN that sealed bids for the purchase of the above certificates will be received by the City Manager until 2:00, p.m., C.T. on Tuesday, March-20, 1990, in the offices of Springsted, Incorporated, 85 East Seventh Place, Suite 100, St. Paul, Minnesota, at which time the bids will be opened and tabulated for consideration by the City Council at a meeting at 7:00 p.m., C.T. on the same day. The certificates are offered on the following terms. The certificates will be dated April 1, 1990, will bear interest payable semiannually on each August 1 and February 1, commencing February 1, 1990, and will mature without option of prior payment on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>
1992	\$140,000
1993	190,000
1994	210,000
1995	220,000

Bidders must specify a price of not less than \$754,300 plus accrued interest. A legal opinion on the certificates will be furnished by Holmes & Graven, Chartered, Minneapolis, Minnesota. The proceeds of the certificates will be used to finance a portion of the costs of acquisition of various items of capital equipment for the City.

Bidders should be aware that the Official Statement to be distributed for the certificates may contain additional bidding terms and information relative to the certificates. In the event of a variance between statements in this Notice of Certificate Sale and the Official Statement bidders must comply with the terms of the latter.

BY ORDER OF THE CITY COUNCIL

/s/

\_\_\_\_\_  
Darlene George  
City Clerk

Dated: February 20, 1990.



STATE OF MINNESOTA     )  
                              )  
COUNTY OF HENNEPIN    )  
                              )  
CITY OF CRYSTAL         )

I, the undersigned, being the duly qualified and acting City Clerk of the City of Crystal, Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Tuesday, February 20, 1990, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of \$760,000 General Obligation Equipment Certificates of Indebtedness, Series 1990A of the City.

WITNESS My hand as City Clerk and the corporate seal of the City this  
\_\_\_\_ day of \_\_\_\_\_, 1990.

\_\_\_\_\_  
City Clerk  
City of Crystal, Minnesota

(SEAL)

## EXHIBIT B

LIST OF CAPITAL EQUIPMENT

EQUIPMENT	Cost
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 74HP 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/Plos (Park)	16,500.00
Total	<u>\$742,590.00</u>

## OFFICIAL TERMS OF OFFERING

**\$760,000**

**CITY OF CRYSTAL, MINNESOTA**

### **GENERAL OBLIGATION EQUIPMENT CERTIFICATES OF INDEBTEDNESS, SERIES 1990A**

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of 1%. Rates must be in ascending order. Certificates of the same maturity shall bear a single rate from the date of the Certificates to the date of maturity. No conditional bid will be accepted.

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#### OFFICIAL STATEMENT

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The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Certificates, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect



to the Certificates, as that term is defined in Rule 15c2-12. By awarding the Certificates to any underwriter or underwriting syndicate submitting an Official Bid Form therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Certificates are awarded 50 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Certificates are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter executing and delivering an Official Bid Form with respect to the Certificates agrees thereby that if its bid is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Certificates for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated February 20, 1990

BY ORDER OF THE CITY COUNCIL

/s/ Darlene George  
City Clerk

**Recommendations**  
**For**  
**City of Crystal, Minnesota**  
**\$760,000**  
**General Obligation Equipment Certificates**  
**of Indebtedness, Series 1990A**

**Study No. 3613**  
**SPRINGSTED Incorporated**  
**February 15, 1990**



## SPRINGSTED

PUBLIC FINANCE ADVISORS

85 East Seventh Place, Suite 100  
Saint Paul, MN 55101-2143  
(612) 223-3000  
Fax: 612-223-3002

February 15, 1990

Ms. Betty Herbes, Mayor  
Members, City Council  
Mr. Jerry Dular, City Manager  
Mr. Miles Johnson, Finance Director  
City Hall  
4141 Douglas Drive North  
Crystal, MN 55422

Re: Recommendations for the Issuance of \$760,000 General Obligation Equipment  
Certificates of Indebtedness, Series 1990A

We respectfully request your consideration of our recommendations for the issuance of these certificates as described in the attached "Official Terms of Offering."

Mr. Johnson has provided us with a list of equipment the City plans to purchase with the proceeds of this Issue (Appendix I). In addition to the cost of the equipment, issuance costs and an allowance for discount bidding have been added. The total equipment certificate issue consists of the following:

Total Equipment Costs	\$742,590
Allowance for Discount Bidding	5,700
Issuance Costs	<u>11,710</u>
Certificate Issue	<u>\$760,000</u>

Minnesota Statutes, Chapter 412.301 permits the issue to extend not longer than five years nor longer than the useful life of the equipment purchased. This issue is dated April 1, 1990 and has a final maturity of February 1, 1995, a term of four years and ten months. Minnesota Statutes also permit the City to borrow for equipment without a referendum and not subject to a petition if the total size of the issue does not exceed 0.25% of the market value of taxable property in the City. The City's payable taxable market value is \$680,946,100; 1/4 of 1% of which is \$1,702,000. This Issue is well within the statutory limits.

Appendix II is our recommended maturity schedule for the certificates. The certificates will be dated April 1, 1990 and mature each February 1, 1992 through 1995. Column 4 represents the interest rates at the current market and are subject to change between now and the sale date. Column 6 is the total principal and interest, and Column 7 represents the statutory required 105% overlevy.

The first interest payment, in the estimated amount of \$38,300 due February 1, 1991 will be made from a temporary transfer of funds on hand which will later be reimbursed from the

Indiana Office:  
135 North Pennsylvania Street  
Suite 2015  
Indianapolis, IN 46204-2498  
(317) 684-6000  
Fax: 317-684-6004

Kansas Office:  
6800 College Boulevard  
Suite 600  
Overland Park, KS 66211-1533  
(913) 345-8062  
Fax: (913) 345-1770

Wisconsin Office:  
500 Elm Grove Road  
Suite 101  
Elm Grove, WI 53122-0037  
(414) 782-8222  
Fax: 414-782-2904

City of Crystal, Minnesota  
February 15, 1990

receipt of first-half collection of taxes which the City expects to receive in June, 1991. Thereafter, each August 1 interest payment will be made from first-half collections of taxes with the February 1 principal and interest payment made from second-half tax collections, together with surplus first-half collections. This cycle will continue for the life of the certificates.

Included in the principal amount of the issue is a provision for discount bidding in the amount of \$5,700. The discount provides the underwriters with all or part of their profit and/or working capital for purchasing the issue. Since the underwriter is allowed his expenses and profit from the discount, he is likely to bid more favorable interest rates than if he must sell the certificates to investors at a premium price in order to meet expenses. The discount represents \$7.50 per bond, and we recommend its use here as a successful marketing tool.

The City has an excellent rating of "A-1" from Moody's Investors Service and we recommend making a rating application to Moody's to maintain that rating. We will make the rating application on the City's behalf and supply Moody's with the necessary data.

The Tax Reform Act of 1986 established certain arbitrage reporting and rebate requirements for issuers of tax-exempt obligations. In essence, an issuer must report on and rebate the amount of reinvestment income which exceeds the income which would have been earned if the same amount had been invested at a rate on the certificates. There are several exemptions to the reporting and rebate requirements involving small issuers who issue less than \$5,000,000 of government purpose bonds in any calendar year, or issues for which 100% of proceeds are expended within six months of issuance.

We understand the City does not intend to issue more than \$5,000,000 of debt in calendar year 1990 and therefore we are of the opinion this issue will be exempt from the requirements and you will not have to maintain investment records and rebate any arbitrage profit to the U.S. Treasury. Our opinion is based on our review of your reasonable expectations at this time and is subject to change in the event subsequent actions by you cause the loss of exemption from the requirements.

We are recommending this issue be offered for sale on Tuesday, March <sup>27</sup>~~20~~, 1990 with bids to be received in the offices of Springsted Incorporated at 2:00 P.M. Bids will be opened, verified for accuracy, and presented to the Council at its 7:00 P.M. meeting that evening. A representative of Springsted Incorporated will be present to provide recommendations as to the acceptability of the bids received.

Respectfully submitted,



SPRINGSTED Incorporated

mjh



## EQUIPMENT TO BE FUNDED FROM CERTIFICATE PROCEEDS

<u>Quantity</u>	<u>Equipment</u>	<u>Budgeted Price</u>	<u>Estimated Life (Years)</u>
1	1,250 G.P.M. Pumper (ordered 2-25-89)	\$168,965	10-15
1	1,250 G.P.M. Pumper (ordered 6-27-89)	167,965	10-15
1	1990 Street Sweeper with Trade-In	80,000	10
1	1990 Front-End Loader with Trade-In	80,000	10-15
4	1990 Ford Mid-Sized Unmarked Cars	50,000	5
1	1989 35,000 GVW Tanker Truck with Tank	60,000	10
8	Mobile Data Terminals	63,160	7
1	1990 74 H.P. Articulating Front End Loader	35,000	10
1	1990 1 Ton 4x4 with Plow Dump Box	21,000	8
1	1990 1 Ton 4x4 with Plow	<u>16,500</u>	8
		\$742,590	

City of Crystal, Minnesota  
 \$760,000 General Obligation Equipment  
 Certificates of Indebtedness, Series 1990A

Prepared February 14, 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)	105% of Total (7)
1990	1992	140,000	5.95%	84,269	224,269	235,482
1991	1993	190,000	6.00%	37,635	227,635	239,017
1992	1994	210,000	6.05%	26,235	236,235	248,047
1993	1995	220,000	6.15%	13,530	233,530	245,207
TOTALS:		760,000		161,669	921,669	967,753

Bond Years:	2,663.33	Annual Interest:	161,669
Avg. Maturity:	3.50	Plus Discount:	5,700
Avg. Annual Rate:	6.070%	Net Interest:	167,369
N.I.C. Rate:	6.284%		

Interest rates are estimates; changes may cause significant alterations of this schedule.

The actual underwriter's discount bid may also vary.

## OFFICIAL TERMS OF OFFERING

\$760,000

CITY OF CRYSTAL, MINNESOTA

### GENERAL OBLIGATION EQUIPMENT CERTIFICATES OF INDEBTEDNESS, SERIES 1990A

<sup>27<sup>th</sup></sup>  
Sealed bids for the Certificates will be received by the City Manager or his designee on Tuesday, March 20, 1990, until 2:00 P.M., Central Time, at the offices of SPRINGSTED Incorporated, 85 East Seventh Place, Suite 100, Saint Paul, Minnesota, after which time they will be opened and tabulated. Consideration for award of the Certificates will be by the City Council at 7:00 P.M., Central Time, of the same day.

#### DETAILS OF THE CERTIFICATES

The Certificates will be dated April 1, 1990, as the date of original issue, and will bear interest payable on August 1 and February 1 of each year, commencing February 1, 1991. Interest will be computed on the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to rules of the MSRB. The Certificates will be issued in the denomination of \$5,000 each, or in integral multiples thereof, as requested by the purchaser, and fully registered as to principal and interest. Principal will be payable at the main corporate office of the registrar and interest on each Certificate will be payable by check or draft of the registrar mailed to the registered holder thereof at the holder's address as it appears on the books of the registrar as of the close of business on the 15th day of the immediately preceding month.

The Certificates will mature February 1 in the years and amounts as follows:

1992 \$140,000	1994 \$210,000	1995 \$220,000
1993 \$190,000		

#### OPTIONAL REDEMPTION

The Certificates will not be subject to payment in advance of their respective stated maturity dates.

#### SECURITY AND PURPOSE

The Certificates will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. The proceeds will be used to acquire equipment for City purposes.

#### TYPE OF BID

Bids shall be for not less than \$754,300 and accrued interest on the total principal amount of the Certificates, and shall be accompanied by a certified or cashier's check in the amount of \$7,600, payable to the order of the City. No bid will be considered for which said check has not been received. The City will deposit the check of the purchaser, the amount of which will be deducted at settlement and no interest will accrue to the purchaser. In the event the purchaser fails to comply with the accepted bid, said amount will be retained by the City. No bid can be withdrawn after the time set for receiving bids unless the meeting of the City scheduled for award of the bids is adjourned, recessed, or continued to another date without award of the Certificates having been made. Rates shall be in integral multiples of 5/100 or 1/8

of 1%. Rates must be in ascending order. Certificates of the same maturity shall bear a single rate from the date of the Certificates to the date of maturity. No conditional bid will be accepted.

#### AWARD

The Certificates will be awarded to the bidder offering the lowest dollar interest cost to be determined by the deduction of the premium, if any, from, or the addition of any amount less than par, to the total dollar interest on the Certificates from their date to their final scheduled maturity. The City's computation of the total net dollar interest cost of each bid, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any bid or of matters relating to the receipt of bids and award of the Certificates, (ii) reject all bids without cause, and, (iii) reject any bid which the City determines to have failed to comply with the terms herein.

#### REGISTRAR

The City will name the registrar which shall be subject to applicable SEC regulations. The City will pay for the services of the registrar.

#### CUSIP NUMBERS

If the Certificates qualify for assignment of CUSIP numbers such numbers will be printed on the Certificates, but neither the failure to print such numbers on any Certificate nor any error with respect thereto will constitute cause for failure or refusal by the purchaser to accept delivery of the Certificates. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

#### SETTLEMENT

Within 40 days following the date of their award, the Certificates will be delivered without cost to the purchaser at a place mutually satisfactory to the City and the purchaser. Delivery will be subject to receipt by the purchaser of an approving legal opinion of Holmes & Graven, Chartered of Minneapolis, Minnesota, which opinion will be printed on the Certificates, and of customary closing papers, including a no-litigation certificate. On the date of settlement payment for the Certificates shall be made in federal, or equivalent, funds which shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Except as compliance with the terms of payment for the Certificates shall have been made impossible by action of the City, or its agents, the purchaser shall be liable to the City for any loss suffered by the City by reasons of the purchaser's non-compliance with said terms for payment.

#### OFFICIAL STATEMENT

The City has authorized the preparation of an Official Statement containing pertinent information relative to the Certificates, and said Official Statement will serve as a nearly-final Official Statement as required by Rule 15c2-12 of the Securities and Exchange Commission. For copies of the Official Statement and the Official Bid Form or for any additional information prior to sale, any prospective purchaser is referred to the Financial Advisor to the City, Springsted Incorporated, 85 East Seventh Place, Suite 100, Saint Paul, Minnesota 55101, telephone (612) 223-3000.

The Official Statement, when further supplemented by an addendum or addenda specifying the maturity dates, principal amounts and interest rates of the Certificates, together with any other information required by law, shall constitute a "Final Official Statement" of the City with respect



to the Certificates, as that term is defined in Rule 15c2-12. By awarding the Certificates to any underwriter or underwriting syndicate submitting an Official Bid Form therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide without cost to the senior managing underwriter of the syndicate to which the Certificates are awarded 50 copies of the Official Statement and the addendum or addenda described above. The City designates the senior managing underwriter of the syndicate to which the Certificates are awarded as its agent for purposes of distributing copies of the Final Official Statement to each Participating Underwriter. Any underwriter executing and delivering an Official Bid Form with respect to the Certificates agrees thereby that if its bid is accepted by the City (i) it shall accept such designation and (ii) it shall enter into a contractual relationship with all Participating Underwriters of the Certificates for purposes of assuring the receipt by each such Participating Underwriter of the Final Official Statement.

Dated February 20, 1990

BY ORDER OF THE CITY COUNCIL

/s/ Darlene George  
City Clerk

DATE: February 12, 1990  
MEMO TO: Jerry Dulgar, City Manager  
FROM: Edward C. Brandeen, Park & Recreation Director  
SUBJ.: Swimming Pool Rates for 1990

I would like to recommend the following rate changes at the Crystal Municipal Pool for the 1990 season:

	<u>1989</u>	<u>Proposed 1990</u>
Resident Family	\$32.00	\$36.00
Non-Res. Family	38.00	46.00
Resident Single	18.00	23.00
Non-Res. Single	23.00	28.00
Daily Rate	2.00	2.00

The above recommendations are based on the fact that our expenditures have increased dramatically in 1989 over 1988. For instance, salaries increased \$6,000 over 1988. The reason salaries increased is because of competition with other summer jobs such as fast food, construction, etc. We started lifeguards at \$5.00 per hour last year - the same as McDonalds. We will have to raise salaries again this year, just to compete. Utilities increased because we didn't have the warm summer we had in 1987.

Attached for your information is a survey of pool rates in neighboring cities.

The last increase in pool rates was 1988. Although the inflation rate has somewhat stabilized, increases have and will continue in chemicals, salaries and utilities. This increase will add approximately \$4,000 to the gross for 1990.

We will continue the economy swim tickets which are 10 swims for \$17; this has been quite successful the past several years. Also, one-half price day will again be offered (Thursdays) to stimulate interest in the pool.

The Park and Recreation Advisory Commission has recommended to the Council this proposed increase.

attachs.

## 1990 Municipal Pool Survey

### Crystal

- \$36.00 - Resident Family Season Ticket
- \$23.00 - Resident Single Season Ticket
- \$46.00 - Non-resident Family Season Ticket
- \$28.00 - Non-resident Single Season Ticket
- \$ 2.00 - Daily Admission

No guard at wading pool.

### St. Louis Park

- \$34.00 - Resident Family Season Ticket
- \$22.00 - Resident Single Season Ticket
- \$38.00 - Non-resident Family Season Ticket
- \$27.00 - Non-resident Single Season Ticket
- \$ 1.75 - Daily Admission

One guard on duty at wading pool.

### Bloomington

- \$14.00 Family Membership + \$8.00 per person user fee plus tax.

No Non-resident Fee

- \$ 2.00 - Daily Admission (Asked for either \$1.50 or \$1.75 -- up to council.)

No guard on duty at wading pool.

### Edina

- \$46.00 - Resident Family Season Ticket
- \$30.00 - Resident Single Season Ticket
- \$54.00 - Non-resident Family Season Ticket
- \$36.00 - Non-resident Single Season Ticket
- \$ 2.50 - Daily Admission

One guard on duty at wading pool.

Richfield

\$36.00 - 2 Family Members (Season Pass)  
\$ 6.00 - Each Additional Family Member  
\$60.00 - Maximum  
\$25.00 - Individual

\$ 2.00 - Daily Admission 1:00-6:00 p.m.  
\$ 1.00 - After 6:00 p.m.

Day Care Tickets - In-home providers must purchase a family pass plus \$5.00 per day care child.

Commercial provider pays \$25.00 plus \$5.00 per day care child.

Not transferable if a child leaves day care.

No guard at wading pool.

New Hope

\$39.00 - Resident Family Season Ticket  
\$25.00 - Resident Single Season Ticket  
\$49.00 - Non-resident Family Season Ticket  
\$30.00 - Non-resident Single Season Ticket

\$ 2.00 - Daily Admission

No guard at wading pool.

DATE: February 12, 1990

MEMO TO: Jerry Dulgar, City Manager

FROM: Edward C. Brandeen, Park & Recreation Director

SUBJECT: Use of Pool for Swim Meet by New Hope, Crystal  
and Plymouth

Attached is a request from the New Hope, Crystal and Plymouth Swim clubs to use the Crystal Municipal Pool for a State A min/max swim meet on July 27-29.

The City of Crystal alternates with New Hope each year in hosting these meets and 1990 is Crystal's turn.

The swim club pays for lifeguard service as well as a basket attendant to monitor the basketroom. They generally leave everything spotless following the meet on Sunday.

Again this year, they will pay the city a commission of 30% of the net concession sales. This is the average commission I have found that other clubs are paying their respective cities for the same use.

I recommend that the City allow the swim club to host this meet. The Park & Recreation Advisory Commission recommended to the City Council that the meet be held as requested.



# swim club

NEW HOPE • CRYSTAL • PLYMOUTH

07 Feb. 1990

Mr. Ed Brandeen  
City of Crystal  
Parks and Recreation  
4141 Douglas Drive N.  
Crystal, Mn.

Dear Mr. Brandeen,

As per our recent conversations, we are writing to request the use of the Crystal pool for our "A" min/max meet this summer. The meet has been scheduled by Minnesota Swimming and by United States swimming for July 27, 28, 29, 1990. In addition, we will need to enter the pool after closing on Thur., July 26 to start set-up for the meet.

As in the past, we will provide basket attendants to monitor the bathhouse and will pay for the city's lifeguard requirements. We have had meets there before and therefore understand that a large amount of garbage can be generated by meet participants, therefore we will arrange for an extra trash dumpster to be on site for the meet. We will work with Ed and Bob on the concession stand (and procure the appropriate city license for food handling). 30% of the net concession stand profits will be paid to the City of Crystal.

We thank you for presenting our request to the appropriate councils for their consideration, and thank you for accommodating us once again. Minnesota swimmers enjoy our meets in this pool; we receive many compliments regarding the quality and cleanliness of this facility. We are looking forward to another successful meet in 1990.

Sincerely,

*Steve & Peg Berlin*

Steve and Peg Berlin  
co-presidents



RESOLUTION NO. 90-

A RESOLUTION AWARDING A BID AND  
DISBURSING FUNDS FROM THE PERMANENT IMPROVEMENT  
REVOLVING FUND, PART B

WHEREAS, the City of Crystal did advertise for bids for a double flume 405' water slide at the Crystal Municipal Pool, and

WHEREAS, such bid was received and publicly opened on February 13, 1990, and tabulated as follows:

Miracle Equipment Company	\$184,900.00
---------------------------	--------------

AND WHEREAS, Miracle Equipment Company was the only bidder,

NOW, THEREFORE, BE IT RESOLVED that the City of Crystal awards the contract for the double flume 405' water slide at the Crystal Municipal Pool to Miracle Equipment Company in the amount of \$184,900.00, and

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

BE IT FURTHER RESOLVED that the City Council of the City of Crystal authorizes the disbursement of \$184,900 to cover construction of the water slide from the Permanent Improvement Account of the Permanent Improvement Revolving Fund.

Adopted by the Crystal City Council this 20th day of February, 1990.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

*include  
pay-back plan  
(attorney  
to  
revise)*

DATE: February 14, 1990

MEMO TO: Jerry Dulgar, City Manager

FROM: Edward C. Brandeen, Park & Recreation Director

SUBJECT: Award of Bid for a Double-Flume Slide at the  
Crystal Municipal Pool

The following bid was received for furnishing and installing a double flume 405' water slide at the Crystal Municipal Pool.

Miracle Equipment Company      \$184,900.00

The bid price also includes removal and relocation of a light standard in the path of the slide as well as a cross-over bridge over the pool deck near the slide exit.

The bid also includes as per the specifications, product liability insurance in the amount of \$1,000,000. Other documents included are the required bid bond and the general liability insurance certificate.

Miracle Equipment has been in business over 40 years and has installed 16 slides in the Chicago area as well as in Winona and Austin and will be installing slides in Chaska and Montevideo. They are a well-respected firm in the park and recreation industry.

The price represents a good value in that besides the furnishing and installation by a very reputable firm, we are also getting the cross-over bridge as well as the light standard relocation. This will be installed as a "turn key" operation. The original price quotation was \$183,000 without the above additions.

A pre-construction meeting will be held with the contractor to review all details of the project following the award of the contract.

I recommend that the bid be awarded to Miracle Equipment Company in the amount of \$184,900. Further that monies to cover construction be appropriated from the PIR Fund. This bid should be approved at the February 20, 1990 Council meeting to meet the slide completion deadline of June 1.

As was submitted earlier by myself to the City Council, net income to the city is projected to be approximately \$50,000 per year from the slide operation. At this revenue level, the PIR Fund can be reimbursed within a 5-6 year time frame.



February 9, 1990

## MIRACLE

RECREATION EQUIPMENT CO.

P.O. BOX 420

MONETT, MISSOURI 65708

(417) 235-6917

FAX: (417) 235-3551

City of Crystal, Minnesota  
4141 Douglas Drive  
Office of City Manager  
Crystal, Minnesota 55422

RE: "PROPOSAL FOR WATERSLIDE MUNICIPAL POOL"  
Opening Date: Tuesday, February 13, 1990  
Opening Time: 2:00 P. M.

Gentlemen:

Enclosed is our proposal for furnishing and installing a double flume waterslide. We believe this bid has been completed with the overall intent of the bid documents and specifications.

In addition, we request that this letter be made a contractual part of our bid proposal.

Model RB6-92405 with double crossover tower  
(total of 405') complete with pump package,  
installation, performance bond

Lump Sum Price of-----\$184,900.00

Alternate #1, Model RB6-92405 with underground  
intake system (No underground cement vault)

Lump Sum Price of-----\$7,300.00

Alternate #2, Model RB6-92405, same as base bid  
less Cross Over Bridge.- Deduct for bridge

Lump Sum Price of-----\$.5,000.00

We have enclosed two copies of our general specifications, a set of construction drawings (for concept only) for overall review purposes. We have also enclosed a basic proposal drawing featuring our 21" stairway and a photograph of a two flume waterslide installed at Harvey, Illinois. This photo shows a reasonable comparison of the project Crystal has proposed with exception, Crystal's project being sized somewhat larger and with a crossover bridge.

GENERAL PLAYGROUND EQUIPMENT

PARK SERVICE EQUIPMENT

SPECTATOR SEATING

ATHLETIC EQUIPMENT

EXERCISE EQUIPMENT

WATER SLIDES



City of Crystal, Minnesota

February 9, 1990

We have enclosed all other basic forms required such as General Liability Insurance Certificate listing workmens comp.. Copy of Product Liability Insurance Certificate which will be issued upon award of contract naming City as an additional insured. Bid Bond in the amount of 5% total of contract. Affidavit has been signed and sealed by notary along with the basic bid form.

We expect that this installation, if awarded contract, will proceed smoothly. However, we must have 30 to 35 working days after receipt of permits authorizing the manufacture of slide for a completion date. Therefore, please submit necessary paper work accordingly. We, of course, in good faith will work diligently to complete the installation and believe that if a purchase order can be written by March 15th, 1990, the completion date of June 1 seems reasonable and feasible.

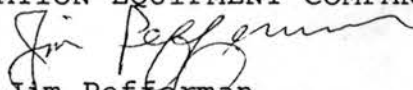
Prices quoted do not include taxes, engineering seals and or permits nor seamless joints.

We would like to take this opportunity to mention, Miracle has a very fine representative residing in your fine State of Minnesota. Mr. Bob Klein has had considerable experience with Miracle waterslides and therefore is quite familiar with our product and our services. Please feel free to contact either Miracle or Mr. Klein at your convenience.

Thank you for considering Miracle for your waterslide needs and if we are successful in receiving this bid award, we will do our utmost to take care of any of your waterslide or recreational needs.

Sincerely,

MIRACLE RECREATION EQUIPMENT COMPANY

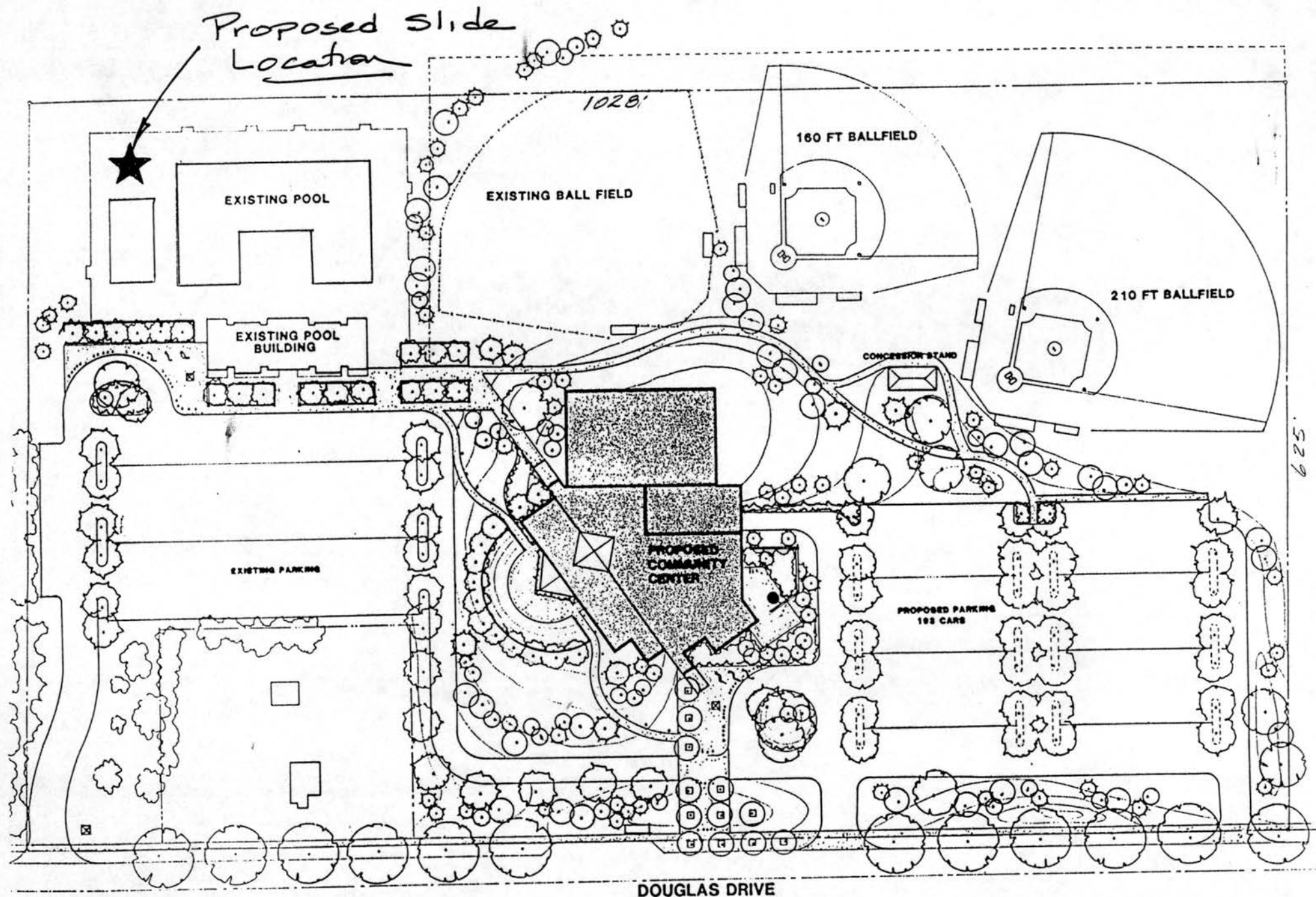
  
Jim Pefferman  
Operations Manager

ssm:

cc: Mr. Bob Klein

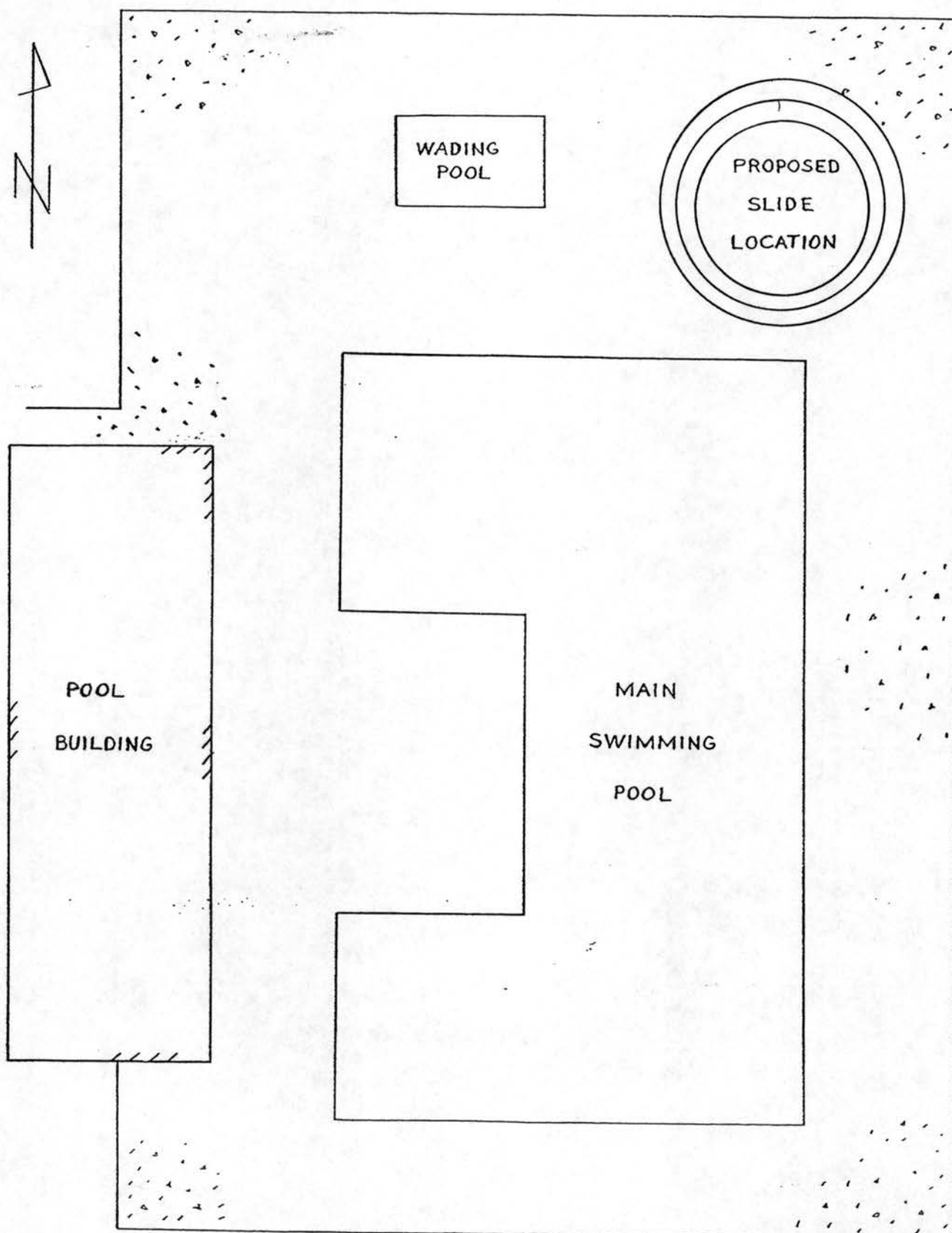
Encl: 1 Photo  
1 Proposal Drawing  
1 Set Construction Drawings (Comparison only)  
Bid Bond  
Insurance Certificates





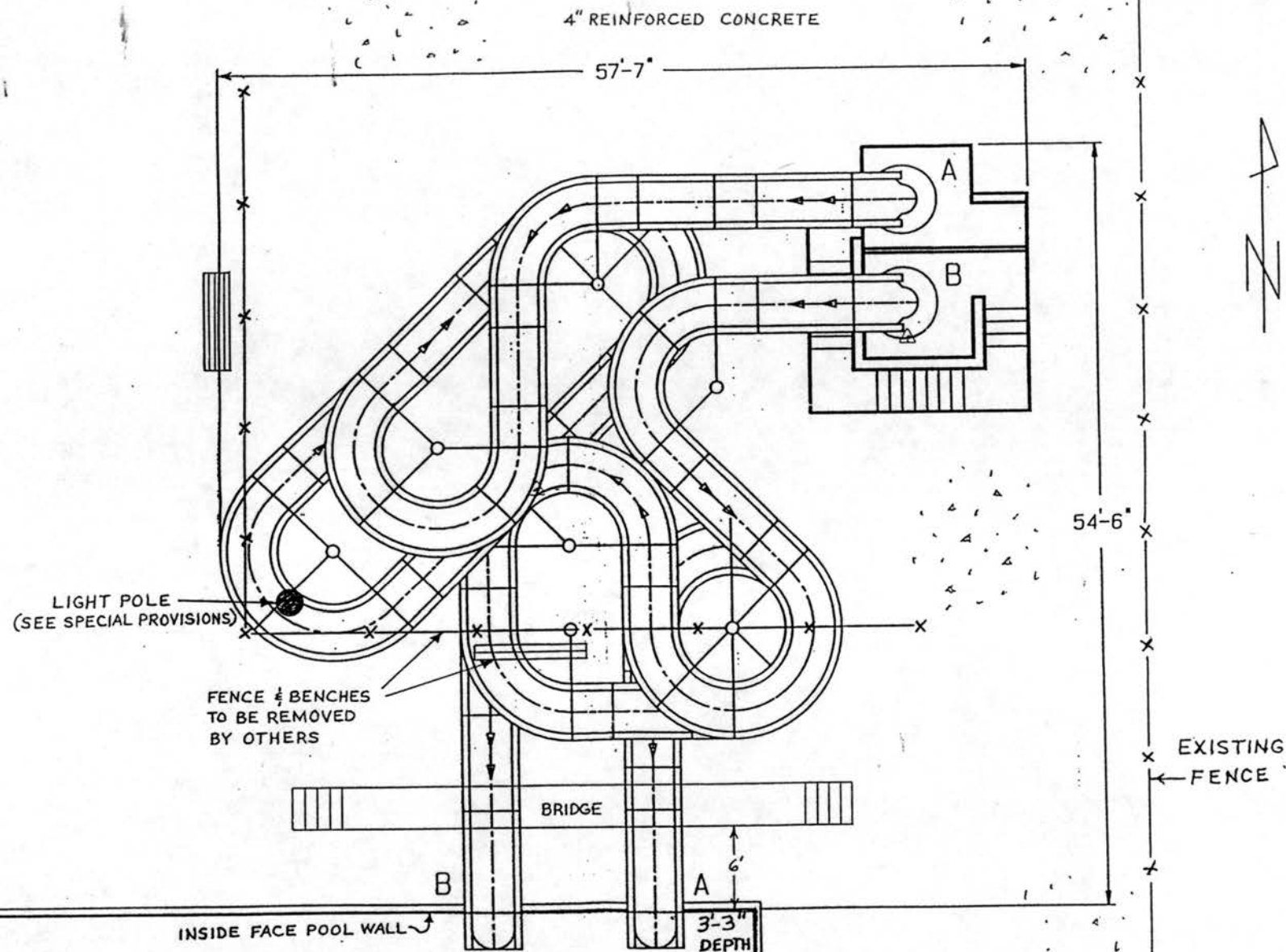
# CRYSTAL COMMUNITY CENTER SITE PLAN

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



SITE DRAWING

WADING  
POOL



MODEL RB6-92405  
"A" FLUME LENGTH 198  
"B" FLUME LENGTH 207  
TOWER HEIGHT 28'

## WATER SLIDE BACKGROUND/JUSTIFICATION

Traditionally, outdoor swimming pools have catered to most of the swimming needs of residents over the past 2 or 3 decades. Pools that were built 20-30 years ago were built first for the competitive swimmer and secondly for the recreational swimmer.

Also, during the late 1970's and 1980's, the birth rate has dropped drastically and attendance has also dropped markedly at area pools. Pools that had been making money during the 70's and early 80's suddenly were facing red ink. Early pools built by the cities were designed with the expectation that the participant was coming to actively swim.

A final realization was made by the managers of these public facilities that these participants really go to these facilities not to actively swim but to play, have fun and relax. With this change in philosophy meant the birth of the water slide and other water attractions to attract the user back to the water.

## PROPOSED FEE SCHEDULE

### 1990 Proposed Admission Fee Schedule to the Crystal Municipal Pool and Water Slide

1. Daily Admission	\$2.00
2. 4-slide ride	1.00
3. 12-slide ride	2.50
4. Unlimited Ride	4.00
5. Combo - 12 slide-ride & admission	4.00
6. Unlimited combo	5.75

In view of the success other communities in the Chicago suburban area have had with municipal slides, I have raised my estimates for income. Income estimates are based on the marketing (see above) done in the City of DesPlaines. Local slides (Shakopee) are charging 5 slides for \$1 as well as a session pass. I sincerely feel the above fees (Chicago area) will greatly increase income, only if we purchase the double slide.



# CRYSTAL WATER SLIDE PROJECTED INCOME & EXPENSES

## Income

- 4-slide ride/80 per day @ \$1.00/65 days	\$5,200
- 12-slide ride/80 per day @ \$2.50/65 days	13,000
- Combo - 12-slide ride & adm./80 per day @ \$4.00/65 days	20,800
- Unlimited Combo - 50 per day @ \$5.50	17,225
- Unlimited Ride - 30 per day @ \$4.00	7,800
- Additional season passes	4,500
- Increase Concession Income	5,000

\$73,525

## Expenses

- Additional Lifeguards - 8 hrs./day @ \$6.00 - 2	\$5,600
- Additional Attendant - 8 hrs./day @ \$5.00	2,400
- Additional Hrs./Concession Attend. - 35 @ \$5.00	1,500
- Electricity	1,000
- Pool Tags	1,000
- Concession Supplies	3,000
- Misc.	3,000
- Cash registers (2)	1,000
- Signs	500
- Insurance	3,000

\$22,000

**Projected Net Annual Income**

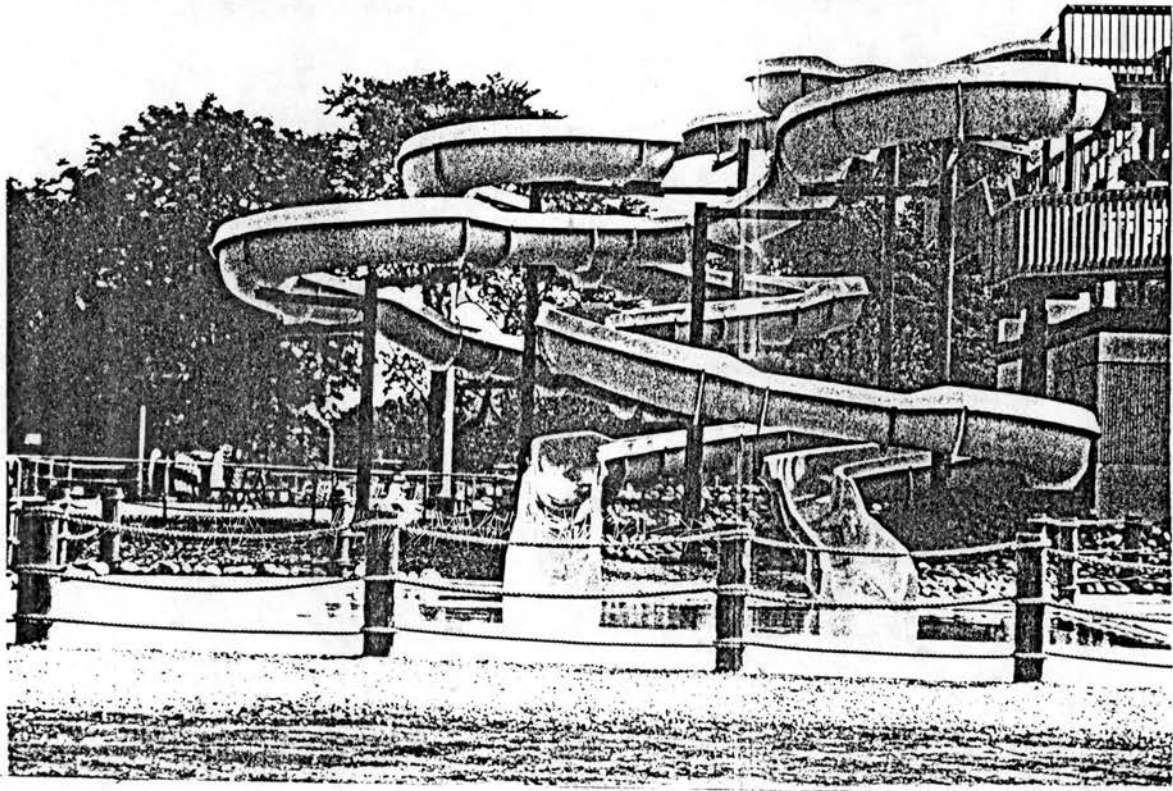
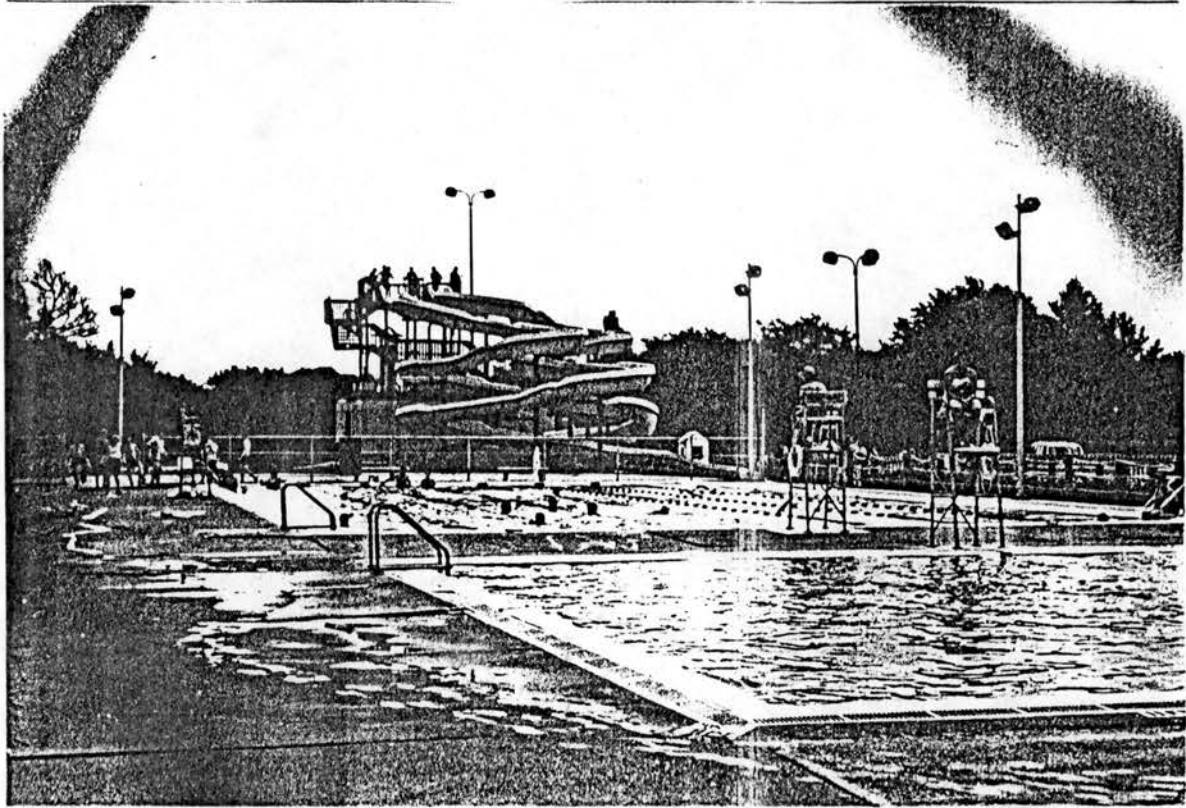
**\$51,525**

# WATER SLIDE AMORITIZATION SCHEDULE

## Assumed


\$200,000 Cost  
 8% Interest Rate  
 \$50,000 Annual Income

<u>Year</u>	<u>Payment</u>	<u>Principal</u>	<u>Interest</u>	<u>Balance</u>
				\$200,000
1	\$50,000	\$34,000	\$16,000	166,000
2	50,000	36,720	13,280	129,280
3	50,000	39,658	10,342	89,622
4	50,000	32,830	7,170	56,792
5	50,000	35,457	4,543	21,335
6	23,042	21,335	1,707	-0-



SLIDE AS PROPOSED FOR CRYSTAL  
COST - \$184,900

MEMORANDUM

DATE: February 16, 1990  
TO: Jerry Dulgar, City Manager   
FROM: Nancy Gohman, Assistant Manager  
SUBJECT: Insurance Renewal Approval of Premium 1990 -1991

I received premium costs for renewal of insurance for the 1990 - 1991 policy year from our current insurance carrier League of Minnesota Cities Insurance Trust program (LMCIT). Listed below are the premium costs as compared to the amount budgeted in our 1990 budget. Also attached is a premium summary from 1980 to present date.

WORKER'S COMPENSATION

As you can see, the breakdown of premium for Worker's Compensation is approximately \$15,000 over budget for 1990. The increase in rates for the City of Crystal is directly due to two factors:

1. LMCIT increased basic rates for Worker's Compensation premiums by 15% across the board for 1990. This is LMCIT's first rate increase in Worker's Compensation since 1987.
2. Rates for Worker's Compensation insurance are based on accidents and injuries that occurred two years ago. Even though our maintenance areas are doing very well in lowering the injury rate for the City of Crystal we have encountered a higher injury rate in our Police Department.

The City is continually working through safety programs and safety committee to try to lower worker's compensation rates.

AUTO

Auto insurance is approximately \$4,000 over the 1990 budget. This is directly related to increased values of vehicles resulting in increased insurance.

GENERAL LIABILITY

On the positive side our general liability premium is approximately \$13,000 under the 1990 budget.

Total dollar amounts for insurance premiums for 1990 is \$348,454. The budget amount for 1990 is \$340,000. This leaves a difference of \$8,454 for insurance premiums. The department 32 1990 budget should be able to handle this difference.

Our agent Cary Shaich and I will be present at the Council meeting to answer questions regarding insurance renewal for 1990-91. I recommend that the City Council approve the following insurance premiums:

	<u>LMCIT</u>	<u>'90 Budget</u>
General Liability:	\$167,608	\$180,000
Auto Liability:	39,971	35,000
Worker's Compensation:	<u>140,875</u>	<u>125,000</u>
 TOTALS	 \$348,454	 \$340,000

(General Liability includes Property, Bonds, Public Officials, Crime, Boiler and Agents fee.)

kg

Enclosures



2/16/90

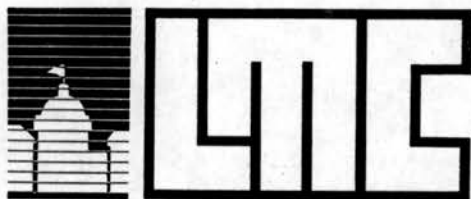
## CITY OF CRYSTAL

N.GOHMAN

PREMIUM SUMMARY  
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YEAR	GENERAL LIABILITY	AUTOMOBILE	WORKER'S COMP	TOTAL COSTS	EXPERIENCE MOD.
1990-91	\$167,608	\$39,971	\$140,875 (estimated)	\$348,454	1.00
1989-90	\$183,490	\$33,611	\$133,022	\$350,123	0.74
1988-89	\$172,269	\$31,289	\$127,707	\$331,265	0.74
1987-88	\$195,538	\$28,597	\$127,707	\$351,842	0.86
1986-87	\$190,861	\$38,507	\$149,054	\$378,422	0.86
1985-86	\$65,119	\$30,647	\$143,506	\$239,272	1.12
1984-85	\$46,381	\$22,917	\$79,474	\$148,772	1.34
1983-84	\$29,521	\$23,032	\$108,583	\$161,136	<del>1.34</del>
1982-83	\$33,332	\$20,629	\$106,985	\$160,946	1.25
1981-82	\$34,544	\$22,200	\$93,364	\$150,108	1.22
1980-81	\$46,026	\$38,285	\$108,609	\$192,920	1.49
1979-80					1.47

(1979-1986 Home Insurance Company; 1986-Present LMCIT)



**League of Minnesota Cities**

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

December 1, 1989

To: LMCIT member cities and agents

From: Peter Tritz

Re: Workers compensation rates for 1989

1990 RATE LEVELS

The League of Minnesota Cities Insurance Trust's rates for workers compensation coverage will increase 15% for 1990. The increase applies across-the-board to all payroll classes, and is LMCIT's first rate increase since 1987. After reviewing an analysis by LMCIT's actuarial consultants, the LMCIT Board of Trustees concluded that this increase was necessary to keep LMCIT in a strong financial condition.

Why is the increase needed?

Claims costs have risen faster than premiums. Much of the increase is in medical costs, which average about 40% of total claims. LMCIT's paid medical costs per claim for 1986 claims were \$295 as of 10/31/86; at 10/31/89 the comparable figure was \$422 - a 43% increase. The Statewide Average Weekly Wage, which under the statutes is used to establish the minimum and maximum workers compensation indemnity payments, increased 14.7% in the past three years. Another increased cost factor is the assessment paid to the state Special Compensation Fund (formerly called the Second Injury Fund). At the beginning of 1987, that assessment equalled 25% of indemnity payments; it's now 31%. This compounds the increase in indemnity benefits; LMCIT is now paying a higher rate applied to bigger indemnity payments.

Of course as city salaries increase, total premiums rise as well. But this only partly offsets the increased loss costs. LMC salary surveys show a 12% increase in city salaries in the past three years - less than the increase in the minimum and maximum workers compensation benefit levels, and much less than the increase in medical costs. (And of course, even that effect is absent in the volunteer firefighter class, which represents nearly 11% of LMCIT's total claims.) Investment income on reserves held for future claims payments also helps offset some of the premium increase that would otherwise be necessary.

- OVER -

## RETRO-RATING FORMULA

Since 1980, LMCIT has offered a "retro-rated" premium option for cities whose premiums exceed \$50,000. Under this option the city's final premium varies within certain limits depending on the city's losses. For 1990, a revised formula will be used for the retro-rated option.

	New formula	Old formula
Minimum premium	47% of D.S.P	35% of D.S.P
Loss conversion factor	1.2	1.1
Maximum premium	130% of S.P	120% of S.P.

(D.S.P. = Discounted Standard Premium; S.P. = Standard Premium)

Thus under the new formula, the city's final premium will equal 47% of discounted standard premium plus 1.2 times the city's actual incurred losses for that year, subject to a maximum of 1.3 times standard premium.

### Why was the formula changed?

Actuarial analysis of the old formula showed that it didn't adequately reflect the actual costs. There were two basic problems, which the new formula corrects.

Any time LMCIT makes an indemnity payment to an injured worker, LMCIT must also pay an assessment to the state Special Compensation Fund equal to another 31%. Since indemnity payments average about 60% of claims, the special compensation fund assessment adds about 18.6% to the cost of a claim. (There are other loss-related costs as well, such as legal fees, etc.) Thus, the old loss conversion factor of 1.1 meant that the city wasn't really paying the full cost of the claim.

A second problem was that the minimum premium was too low. The minimum premium must cover two factors. First, it must cover fixed costs such as administration, reinsurance, and agents' fees; these total about 20%. Second, since the retro formula capped the city's premium at 120%, the city doesn't always pay all of its own losses; whenever the city's total losses go over the cap, the excess must come from somewhere else. It must either be built into the minimum premium, or else spread among all of LMCIT's other members. The 15% remaining after fixed costs are taken out of the minimum premium was not enough to cover those excess losses.

### New retro option for smaller cities

For 1990, LMCIT will also for the first time offer smaller cities a retro-rated option. The formula works the same way as for larger cities, except that the minimum premium is 70% of discounted standard premium, and the maximum is 115% of standard premium. This option is available to cities whose annual premiums are between \$25,000 and \$50,000.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

CITY OF CRYSTAL

RESOLUTION NO. \_\_\_\_\_

RESOLUTION CALLING FOR A PUBLIC HEARING  
ON THE ESTABLISHMENT OF REDEVELOPMENT PROJECT  
NO. 1 AND TAX INCREMENT FINANCING DISTRICT NO. 1-1,  
AND ADOPTION OF PLANS FOR THOSE DISTRICTS

WHEREAS, the Economic Development Authority by and for the City of Crystal (EDA) has begun the process of creating a Redevelopment Project No. 1 (Project) and Tax Increment Financing District No. 1-1 (TIF District) pursuant to Minnesota Statutes 469.174 through 469.179 (TIF Act) and Minnesota Statutes, 469.001 through 469.047 (HRA Act); and

WHEREAS, the EDA has authorized preparation of a Redevelopment Project Plan and Tax Increment Financing Plan for the Project and TIF District, respectively; and

WHEREAS, pursuant to the TIF Act and HRA Act the City Council must hold a public hearing regarding the proposed Project Plan and TIF Plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Crystal that:

1. The City Manager is authorized and directed to prepare a notice for publication in a newspaper of general circulation in the City, setting a public hearing before the City Council on the 3rd day of April, 1990, at \_\_\_\_ p.m. in the council chambers, regarding the Project Plan and TIF Plan. The notice shall be published in the newspaper at least 10 but not more than 30 days prior to the public hearing.
2. The City Manager is authorized and directed to take all other actions necessary to bring the Project Plan and TIF



Plan before the City Council at the time of the public hearing.

Dated: \_\_\_\_\_, 1990

\_\_\_\_\_  
Betty Herbes, Mayor

ATTEST:

\_\_\_\_\_  
Darlene George, City Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.



## DRAFT I - DJK

## ORDINANCE NO. 90-\_\_\_\_\_

AN ORDINANCE  
RELATING TO RECYCLING: DISPOSAL  
OF YARD WASTE: AMENDING CRYSTAL CITY  
CODE, SECTION 606 BY ADDING A SUBSECTION

## THE CITY OF CRYSTAL ORDAINS:

Section 1. Crystal City Code, Section 606, is amended by adding a subsection to read:

606.17. Yard Waste. Subdivision 1. A licensed refuse collector providing residential refuse collection service must separately collect and dispose of yard waste.

Subd. 2. Definitions. For the purposes of this subsection "yard waste" means compostible material such as grass clippings, leaves, weeds, and other similar forms of organic material, but does not include trees, brush, branches, or similar woody material.

Subd. 3. Information. Within 15 days after notification from the City, a licensed refuse collector providing residential refuse collection service must give the City Manager a detailed description of:

- a) the manner by which the collector intends to separately collect and dispose of yard waste;
- b) the manner by which the collector intends to account for the amount of yard waste collected; and
- c) the method by which the collector will inform its customers of the yard waste collection program.

Subd. 4. Disposal Site. The collector must take the yard waste to a disposal site or transfer site, approved by the City Manager for subsequent composting, landspreading, or both.

Subd. 5. Records. The licensed collector must keep an accurate accounting of the amount of yard waste collected and must, with 30 days of the end of each calendar year, submit a written report to the City Manager detailing the amount of yard waste collected and disposed of for composting or landspreading during the year.

Subd. 6. If no yard waste disposal site or yard waste transfer site is available to haulers the provisions of this subsection do not apply, but haulers must comply with applicable state law including Minnesota Statutes, Section 115A.931. Haulers must also meet the requirements of transfer or disposal sites.

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

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

CR205-7:Ord10.

**Proposed ordinance language regarding yard waste collection in Hennepin Recycling Group cities.**

Each licensed refuse collector providing residential refuse collection service shall separately collect and dispose of yard waste.

For the purposes of this section "yard waste" means compostible material such as grass clippings, leaves, weeds, and other similar forms of organic material, but does not include trees, brush, branches, or similar woody material. Within fifteen (15) days after notification from the City, each licensed refuse collector providing residential refuse collection service shall give the City Manager a detailed description of:

- a. The manner by which the collector intends to separately collect and dispose of yard waste
- b. The manner by which the collector intends to account for the amount of yard waste collected
- c. The manner by which the collector will inform customers of the yard waste collection program.

Each collector shall take the yard waste to a disposal site or transfer site, approved by the City Manager or his/her authorized representative, for subsequent composting and/or landspreading.

Each licensed collector shall keep an accurate accounting of the amount of yard waste collected and shall, with thirty (30) days of the end of the calendar year, submit a written report to the City detailing the amount of yard waste collected and disposed of for composting and/or landspreading during the year.

If no yard waste disposal site or yard waste transfer site is available to haulers the provisions of this section shall not apply; however haulers shall comply with applicable state law including Minnesota Statute 115A.931.

RESOLUTION 90-2-31R1\*

The following resolution was offered by Commissioner Spartz, seconded by Commissioner Sivanich:

WHEREAS, the County has operated yard waste compost sites the past five years and has found that yard waste delivered to compost sites in plastic bags increases composting problems and County handling costs,

THEREFORE BE IT RESOLVED, that the County, beginning April 1, 1990, will only accept yard waste in bulk form and not in plastic bags;

BE IT FURTHER RESOLVED, that no later than March 5, 1990, Hennepin County requests each municipality to identify at least one site within the municipality and issue all required permits for the transfer of yard waste that has been collected within that municipality and from nearby municipalities;

BE IT FURTHER RESOLVED, that a municipality may satisfy the above requirement by entering into an agreement by March 5, 1990, that allows it to deposit its yard waste in another municipality for transfer by the County, or by providing its own composting site;

BE IT FURTHER RESOLVED, that the County will provide each city, by December 31, 1989, a description of the County operation of the yard waste transfer sites so that cities can provide the appropriate permits or suggest alternative operating requirements provided they do not unduly restrict the operation of the transfer site;

BE IT FURTHER RESOLVED, that the County will select by March 13 several sites distributed throughout the County for the transfer of yard waste to the County's compost sites from the sites permitted by the cities;

BE IT FURTHER RESOLVED, that any municipality that does not either identify such a yard waste transfer site within its borders and issue required permits, or enter into an agreement with another municipality for deposit and transfer of its yard waste shall be responsible for managing its own yard waste;

BE IT FURTHER RESOLVED, that staff is directed to advertise to locate sites for spreading yard waste on agricultural land; and

BE IT FURTHER RESOLVED, that the staff is directed to identify potential incentives for cities which host yard waste sites; and

BE IT FURTHER RESOLVED, that a contract between the County and a farmer for the landspreading of yard waste will require the farmer to landspread yard waste at a depth not to exceed three inches as a condition of the contract with the County unless the farmer acquires the appropriate permit from the city or township to exceed that depth; and

BE IT FURTHER RESOLVED, that staff is directed to issue the Request for Proposals for the landspreading and composting of yard waste and disposal of tree waste.

FEB 06 1990



Resolution 90-2-31R1\* Continued  
Page 2

Commissioner Spartz offered the following additional resolving clauses, seconded by Commissioner Jude:

BE IT FURTHER RESOLVED, that beginning with the operation of County yardwaste sites in the spring of 1990, Hennepin County will charge a fee not to exceed \$50.00 per ton for material delivered to a County-operated site.

BE IT FURTHER RESOLVED, that any dates in the resolution, with the exception of the April 1, 1990 date in the first resolving clause, are to be ignored and the Board expects that staff and the municipal governments will respond with all reasonable speed.

Chairman Sivanich ruled that the additional clauses would be included as friendly amendments and no objections were voiced.

The question was on the adoption of the resolution as amended and there were seven YEAS and no NAYS as follows:

COUNTY OF HENNEPIN BOARD OF COUNTY COMMISSIONERS	<u>YEA</u>	<u>NAY</u>	<u>OTHER</u>
Jeff Spartz	<u>X</u>	—	—
Randy Johnson	<u>X</u>	—	—
John Keefe	<u>X</u>	—	—
John E. Derus	<u>X</u>	—	—
Tad Jude	<u>X</u>	—	—
Mark Andrew	<u>X</u>	—	—
Sam S. Sivanich, Chairman	<u>X</u>	—	—

RESOLUTION ADOPTED.

ATTEST: Key Mitchell  
Clerk of the County Board

\*Reference 1989 Resolution No. 89-961B-R3

FEB 06 1990



The following resolution was offered by Commissioner Johnson, seconded by Commissioner Jude:

BE IT RESOLVED, that no later than March 15, 1990, Hennepin County requests each municipality to identify one or more sites within the municipality and issue all required permits for the composting of yard waste collected within that municipality; and

BE IT FURTHER RESOLVED, that a municipality may satisfy the above request by entering into an agreement that allows deposit and composting of yard waste collected within that municipality in another municipality; and

BE IT FURTHER RESOLVED, that any municipality that does not either: (1) identify such a yard waste composting site within its borders and issue required permits; or (2) enter into an agreement with another municipality for deposit and composting of its yard waste; or (3) prohibit yard waste collection and require "backyard" composting; shall not be eligible for recycling reimbursement under the county's funding assistance policy, unless the County Board specifically determines otherwise after a good faith effort; and

BE IT FURTHER RESOLVED, that county staff is directed to develop a system whereby municipalities that compost or landspread their own or other cities' yard waste shall receive a rebate of that part of the tipping fee surcharge that subsidizes yard waste composting.

The question was on the adoption of the resolution and there were five YEAS and two NAYS as follows:

COUNTY OF HENNEPIN BOARD OF COUNTY COMMISSIONERS	YEA	NAY	OTHER
Jeff Spartz	<u>X</u>	___	___
Randy Johnson	<u>X</u>	___	___
John Keefe	<u>X</u>	___	___
John E. Derus	___	<u>X</u>	___
Tad Jude	<u>X</u>	___	___
Mark Andrew	___	<u>X</u>	___
Sam S. Sivanich, Chairman	<u>X</u>	___	___

RESOLUTION ADOPTED.

ATTEST:

*Kay Mitchell*  
Clerk of the County Board

\*Reference 1989 Resolution 89-961R2

FEB 06 1990

**DAVID J. KENNEDY**

Attorney at Law

Direct Dial (612) 337-9232

**HOLMES & GRAVEN**

**CHARTERED**

470 Pillsbury Center, Minneapolis, Minnesota 55402

(612) 337-9300

February 12, 1990

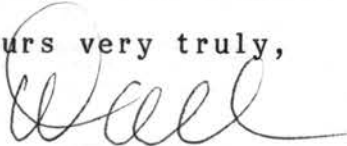
Mr. Jerry Dulgar  
City Manager  
City of Crystal  
4141 Douglas Drive North  
Crystal, Minnesota 55422

Re: Traffic Regulation Ordinance

Dear Jerry:

Enclosed is a draft ordinance for first reading addressing the problem outlined in Chief Mossey's memo of January 31.

Yours very truly,



David J. Kennedy

DJK:caw

Enclosure

ORDINANCE NO. 90-\_\_\_\_\_

AN ORDINANCE

RELATING TO TRAFFIC REGULATION:  
AMENDING CRYSTAL CITY CODE,  
SUBSECTION 1305.03.

THE CITY OF CRYSTAL ORDAINS:

Section 1. Crystal City Code, Subsection 1305.03 is amended to read:

1305.03. Cutting Across Public or Private Property. It is unlawful to disobey the instructions of any official traffic control device within the meaning of this Chapter, unless at the time otherwise directed by a police officer, by driving into or across public<sup>or</sup> private property so as to obviate the need to comply with ~~said~~ the traffic control device.

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

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Clerk

Ord6:CR205-7

CITY OF CRYSTAL  
POLICE DEPARTMENT  
MEMORANDUM

DATE: JANUARY 31, 1990

TO: JERRY DULGAR  
CITY MANAGER

FROM: JAMES MOSSEY  
CHIEF OF POLICE

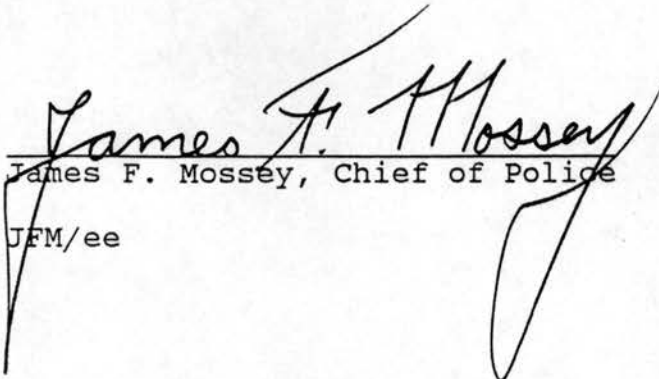
SUBJECT: CHANGE IN CITY CODE

Attached please find a memorandum I received from Sgt. Varnold describing a problem that has arisen which apparently there is no legal solution for as stated in our present City Ordinances.

The problem involves people using public property as a short cut to avoid semaphores at intersections, specifically the intersection of 42nd and Douglas. Our ordinance does deal with this practice on private property but does not address it on public property.

I am requesting the City Attorney be requested to review this situation and make an appropriate recommendation to the City Council to cover this problem as stated.

If you have any questions, please let me know.

  
James F. Mossey, Chief of Police

JFM/ee


**CITY OF CRYSTAL  
POLICE DEPARTMENT  
MEMORANDUM**

DATE: January 29, 1990  
TO: Chief Mossey  
FROM: Sgt. Varnold  
SUBJECT: Excess Vehicular Traffic  
in City Parking Lot

It has recently come to my attention from several Patrol Officers that an excess number of drivers are using our drive-way connecting 42nd Ave. to Douglas Drive to avoid having to wait for the semaphores at the intersection of those two streets. They did some research into our traffic ordinances and state statutes and found that enforcement is hampered by the fact that no state statute governs this and our City Ordinance only prohibits driving across private property.

Prevention of excess traffic in our lot is important. We often have police vehicles leaving our office on an emergency basis and it is hazardous enough to watch for City Employees as well as citizens coming into our offices on legitimate business.

Is it possible that this could be reviewed by the City Council? If approved, I would request them to add to the Ordinance 1305.03 that it is also unlawful to cut across public property to avoid traffic control devices. Thank you.

  
\_\_\_\_\_  
Sgt. Ken Varnold

KV:dsl



**DAVID J. KENNEDY**  
Attorney at Law

Direct Dial (612) 337-9232

**HOLMES & GRAVEN**

**CHARTERED**

470 Pillsbury Center, Minneapolis, Minnesota 55402

(612) 337-9300

February 12, 1990

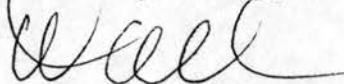
Mr. Jerry Dulgar  
City Manager  
City of Crystal  
4141 Douglas Drive North  
Crystal, Minnesota 55422

Re: Traffic Regulation Ordinance

Dear Jerry:

Enclosed is a draft ordinance for first reading addressing the problem outlined in Chief Mossey's memo of January 31.

Yours very truly,



David J. Kennedy

DJK:caw

Enclosure

ORDINANCE NO. 90-\_\_\_\_\_

AN ORDINANCE

RELATING TO TRAFFIC REGULATION:  
AMENDING CRYSTAL CITY CODE,  
SUBSECTION 1305.03.

THE CITY OF CRYSTAL ORDAINS:

Section 1. Crystal City Code, Subsection 1305.03 is amended to read:

1305.03. Cutting Across Public or Private Property. It is unlawful to disobey the instructions of any official traffic control device within the meaning of this Chapter, unless at the time otherwise directed by a police officer, by driving into or across public<sup>or</sup> private property so as to obviate the need to comply with said the traffic control device.

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

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Clerk

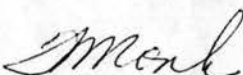
Ord6:CR205-7

DATE: February 14, 1990  
TO: Jerry Dulgar, City Manager  
FROM: Bill Monk, City Engineer  
SUBJECT: Twin Lake/Ryan Lake Outlet Modification

On November 15 the City Council reviewed a staff report (copy attached) regarding outlet modifications to Twin and Ryan Lakes as proposed by the Shingle Creek Watershed Management Commission (SCWMC). Following that meeting, staff held an informational meeting and invited all lake shore owners to review the proposed project. While many residents commented on the unusually low lake levels being experienced at this time, no objections were noted regarding the project as described.

At this time, the SCWMC is requesting approval of the attached agreement and resolution so the project may proceed. The Commission's intent is to have the City of Robbinsdale act as project coordinator since most of the actual work is in that City.

This office continues to recommend Crystal proceed with this project while covering our share of the costs, estimated at \$48,325, with an appropriation from the Infrastructure Fund. Approval of the resolution and agreement is recommended.

  
WM:jrs

Encls

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER  
TO ENTER INTO A CONTRACT WITH THE CITY OF ROBBINSDALE  
FOR THE CONSTRUCTION OF THE TWIN LAKE/RYAN LAKE  
IMPROVEMENT PROJECT AS AUTHORIZED BY THE  
SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION

WHEREAS, the City of Crystal is a member of a joint powers group known as the Shingle Creek Watershed Management Commission, and

WHEREAS, the Shingle Creek Watershed Management Commission has studied and reviewed engineering problems relating to Ryan Creek and the Twin Lake/Ryan Lake area, and there are certain deficiencies which must be corrected to manage surface waters in that area and to prevent flooding, and

WHEREAS, the Shingle Creek Watershed Management Commission held a meeting on December 14, 1989, to consider the matter and ordered said improvements, and

WHEREAS, the City of Crystal is one of the member Cities in the subwatershed benefitted by the Twin Lake/Ryan Lake improvements, and

WHEREAS, the City of Robbinsdale was designated as the member to contract for the improvements, and the City of Robbinsdale has prepared a contract pursuant to the joint powers agreement and the state statutes,

NOW, THEREFORE, BE IT RESOLVED By the City Council of the City of Crystal, as follows:

1. The document entitled "Agreement Entered Into Pursuant to Provisions of the Joint Powers Agreement of the Shingle Creek Watershed Management Commission for Construction of the Twin Lake/Ryan Lake Improvement Project" attached hereto and marked Exhibit A is hereby approved.

2. The Mayor and City Manager are hereby authorized and directed to execute the contract with the City of Robbinsdale for the construction of said improvements.

Adopted this 20th day of February, 1990.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



AGREEMENT ENTERED INTO PURSUANT TO PROVISIONS OF THE  
JOINT POWERS AGREEMENT OF THE SHINGLE CREEK WATERSHED  
MANAGEMENT COMMISSION FOR CONSTRUCTION OF THE TWIN  
LAKE/RYAN LAKE IMPROVEMENT PROJECT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 1990, by and between the City of Robbinsdale, Minnesota, hereinafter referred to as "Robbinsdale", and the City of Crystal, Minnesota, hereinafter referred to as "Crystal",

WHEREAS, the Cities of Brooklyn Center, Brooklyn Park, Crystal, Maple Grove, Minneapolis, New Hope, Osseo, Plymouth and Robbinsdale have entered into a Joint Powers Agreement creating the Shingle Creek Watershed Management Commission (the "Commission"), and

WHEREAS, the Commission has been funded by the nine member cities (the "Members") and has conducted extensive engineering studies and has adopted a watershed management plan, and

WHEREAS, the Cities of Brooklyn Center, Crystal and Robbinsdale have incurred flooding problems along Ryan Creek and in the Twin Lake/Ryan Lake area and the Commission believes it is in the interests of all parties to correct the deficiencies in Ryan Creek as outlined in a feasibility report prepared by James M. Montgomery Consulting Engineers and dated June, 1989, to prevent flooding and the report outlines the cost distribution to do the work, and

WHEREAS, as a part of said feasibility report Appendix B is included which is an estimate by the City of Minneapolis of costs to oversize a storm sewer in Minneapolis from Oliver Avenue North to Sheridan Avenue North and to increase the pipe size from 54" to 60" at an estimated increased cost of \$36,678.42 and the costs of said oversizing are to be considered as a part of this project and monies will be collected by Robbinsdale from all responsible members and paid over to the City of



Minneapolis when they complete that section of storm sewer as outlined on page 31 of the report and in Appendix B, and

WHEREAS, as a part of said feasibility report the City of Brooklyn Center (see Appendix C) has agreed to pay the cost of construction of the weir at France Avenue and also has agreed to pay any right of way acquisition costs that may be required to construct the weir at France Avenue, and

WHEREAS, on December 14, 1989, the Commission held a public hearing pursuant to Article VII, Subd. 4, of the Joint Powers Agreement, and the Commission ordered the improvements (the "Improvement") set forth below:

Construction of the improvements proposed for the Twin Lakes/Ryan Lake outlet as presented in the feasibility report dated June 8, 1989, which recommended that capital improvements are needed to accomplish the Commission's goals of increasing the low flow capacity of the Twin Lakes Outlet at France Avenue and reducing the 100-year flood elevations in Ryan Lake

and

WHEREAS, the City of Robbinsdale has been designated as the member of the Commission who will contract for the Improvements subject to all provisions of the Joint Powers Agreement, and it is deemed necessary that Robbinsdale have contracts with each of the other five members who have financial responsibility for this subwatershed and to contract and outline the method of proceeding to be followed in constructing this work, and

WHEREAS, Robbinsdale will prepare or hire a registered professional engineer to prepare plans and specifications and to work with the engineering departments of Brooklyn Center, Brooklyn Park, Crystal, Minneapolis, and New Hope in preparing the plans for the Improvements, and

WHEREAS, Commission Members Maple Grove, Osseo, and Plymouth have no financial responsibility for the improvement work in this subwatershed and therefore need not be parties to this agreement, and

WHEREAS, at the public hearing the total cost of the project was estimated to be \$153,900, including the cost of oversizing in Minneapolis but excluding the estimated cost of \$700 to construct the weir at France Avenue, and the allocation of these costs was established by the Commission on the basis of percentages, and

WHEREAS, the allocation of costs set forth by the Commission is as follows:

Municipality	Percent	Estimated Cost Per Notice
Brooklyn Center	7.9%	\$12,160
Brooklyn Park	12.1%	18,546
Crystal	31.4%	48,325
Minneapolis	8.1%	12,461
New Hope	18.3%	28,241
Robbinsdale	22.2%	34,167

and

WHEREAS, upon receipt of the final plans and specifications, Robbinsdale will proceed to advertise for bids and award contracts for the Improvement, and

WHEREAS, Minnesota Statutes Section 471.59 and Chapters 429 and 475 provide that two or more governmental units may enter into a cooperative agreement for the exercise of any power common to the contracting parties and the parties hereto do have power to construct flood walls; provide drainage of surface waters; construct, reconstruct, extend and maintain dikes and other flood control works; and to finance the same, and Robbinsdale plans to enter into contracts with each of the other five financially responsible Members affected by this construction of improvements:

NOW, THEREFORE, IT IS MUTUALLY AGREED By and between the parties hereto as follows:

1. Robbinsdale will prepare or will hire qualified professional engineers to prepare plans and specifications for the construction of the aforesated projects, which plans and specifications shall be submitted to the City Engineers of the five other contracting parties for review and comment.

2. Robbinsdale, after the aforementioned review of plans and specifications, and approval by the Robbinsdale City Council, will advertise for bids for the construction of the aforesated project, receive bids pursuant to said advertisement, and enter into a contract with the successful bidder or bidders at the unit price specified for the construction of the Improvements. Copies of the bids received will be furnished by Robbinsdale to the City Engineers of Brooklyn Center, Brooklyn Park, Crystal, Minneapolis, and New Hope promptly after opening thereof. Said bids will be open to review by all Members of the Commission for the period of twenty days after such bid opening. Robbinsdale shall award the contract in accordance with the provisions of Minnesota Statutes Chapter 429 and any other applicable state laws and shall conduct all bidding requirements pursuant to the provisions of Minnesota Statutes Section 429.041.

3. The construction of the entire project contemplated herein (excluding the storm sewer construction in Minneapolis) shall be under the supervision and direction of Robbinsdale, in consultation with Brooklyn Center, Crystal, and Minneapolis, relating to work to be done in Brooklyn Center, Crystal, and Minneapolis and all Members of the Commission who have entered into a similar contract with Robbinsdale shall have the right to enter upon the place or places where said construction is in progress for the purpose of making reasonable tests and inspections.



4. a) Robbinsdale will pay all of the construction costs, engineering costs and restoration costs as payments become due, from its funds and from funds received from the other governmental units, including payment to Minneapolis of the aforementioned oversizing costs, subject to the right of Robbinsdale to withhold from contractors for nonperformance and/or customary or contractually specified reserves. Each of the Members will pay all costs of right-of-way acquisition within their respective Cities for lands needed to construct the improvements, except Brooklyn Center has agreed to pay right-of-way acquisition costs in Robbinsdale to construct the weir at France Avenue.

b) The final costs of the Improvement shall be apportioned and divided between the six Members of the Commission in the percentage ratios stated above and as approved after a duly called and held public hearing by the Commission. The final computation of costs shall be calculated by Robbinsdale and the consulting engineer hired to design and construct the improvements pursuant to the approved percentages as approved by the full Commission after the public hearing held on December 14, 1989.

c) It is further agreed that the cost estimate of One Hundred Fifty Three Thousand Nine Hundred Dollars (\$153,900) is an estimate of the total cost of the Improvement and that the actual unit price set forth in the contracts with the successful bidders, and the actual final quantities as measured by the Robbinsdale Engineering Department (or the Minneapolis Engineering Department for the Minneapolis storm sewer) and any consulting engineers hired to perform professional services shall govern in computing the construction contract costs for apportionment pursuant to the aforestated formula.

5. Brooklyn Center, Crystal, Minneapolis and Robbinsdale agree to provide without cost to the other Members of the Commission any permits necessary for Robbinsdale to enter into any public right-of-way under the respective jurisdiction of either Brooklyn Center, Crystal, or Robbinsdale if the consent of said parties is required for construction and maintenance of these improvements. It is further understood and agreed that Brooklyn Center, Crystal, Minneapolis and Robbinsdale will obtain all necessary construction, slope, storm sewer, drainage, or other easements to cross private property within their respective corporate boundaries except that Brooklyn Center has agreed to acquire the necessary right-of-way to construct a weir at France per Appendix C of the feasibility report. The acquisition costs shall be borne by the acquiring municipality.

6. It is further agreed that within 60 days after an award by Robbinsdale to the successful bidders, the City of Crystal shall deposit with the treasurer of the City of Robbinsdale eighty percent (80%) of the estimated costs of its proportionate share computed as stated in paragraph three using actual unit prices contained in such contract with the successful bidder and the engineer's estimated quantities set forth in the construction contract. The Minneapolis storm sewer construction costs may be deferred if work will be delayed more than 60 days after the construction of the work supervised by Robbinsdale.

The remaining twenty percent (20%) of such proportionate share shall be paid to Robbinsdale by the City of Crystal upon the completion of the Improvement and certification by Robbinsdale to Crystal of Robbinsdale's final costs for the project. The final costs to be paid to Robbinsdale by the City of Crystal shall be verified by the professional engineer hired or in charge of the project based upon the aforesaid



formula for each responsible Member.

7. The improvements constructed pursuant to this agreement shall become the property of the City wherein the improvement is located and shall be maintained by said City where the improvement is located at the sole cost and expense of the latter. This maintenance requirement may be changed by the Members of the Commission if the authority is extended to the Commission and maintenance is included as a portion of the responsibilities of the Commission and duly ordered by the Commission. Brooklyn Center, Crystal, Minneapolis and Robbinsdale agree that the Improvements are available for the drainage of surface waters including the waters flowing to the Improvement from any other Member of the Commission and from lands located within the Shingle Creek Watershed.

8. Brooklyn Center, Crystal and Minneapolis hereby grant to Robbinsdale permission to enter into and upon those portions of public rights-of-way under Brooklyn Center, Crystal or Minneapolis' jurisdiction or under the jurisdiction of Hennepin County or the State of Minnesota if the consent of Brooklyn Center, Crystal or Minneapolis is required, for the purpose of constructing the Improvement. Robbinsdale, Brooklyn Center, Crystal and Minneapolis agree that they will permit all Members of the Commission, for the purpose of inspection or review, the right to enter on to all public rights-of-way included within the Improvement for the purpose of inspecting the Improvement.

9. Brooklyn Center, Crystal, Minneapolis and Robbinsdale agree to take all necessary action to provide for access to public and private lands as may be required for the design and construction of the Improvement.

10. Whenever there arises a disagreement between the parties

hereto as to plans and specifications as provided in Paragraph 1, or as to the proper costs due and payable by them under the terms hereof, or as to their proportionate share of costs or as to any other matter relating to this agreement, then any party hereto may apply to the American Arbitration Association for arbitration in accordance with the rules and regulations of said Association. Pending conclusion of such arbitration proceedings, any costs admittedly owed by one party to another pursuant to the terms hereof shall be paid in full and such payment shall be deemed not to prejudice or act as a waiver of any rights or claims asserted or held by any of the parties.

11. This agreement shall remain in force and effect throughout the period of useful life of the joint installation or of any renewals or replacements thereof; provided, however, that this agreement may be amended, extended or modified at any time by mutual consent of the parties set forth in a written amendment to this agreement.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their proper officers on their respective behalfs pursuant to resolution duly adopted by their respective governing bodies.

CITY OF ROBBINSDALE

By \_\_\_\_\_  
Its Mayor

By \_\_\_\_\_  
Its City Manager

CITY OF CRYSTAL

By \_\_\_\_\_  
Its Mayor

By \_\_\_\_\_  
Its \_\_\_\_\_

DATE: November 15, 1989  
TO: Jerry Dulgar, City Manager  
FROM: Bill Monk, City Engineer  
SUBJECT: Twin Lakes/Ryan Lake Outlet Modification

In 1984, nine cities with land tributary to the Shingle Creek Watershed entered into a joint powers agreement and formed the Shingle Creek Watershed Management Commission (SCWMC) to plan for and regulate water-related issues within the Shingle Creek Watershed. The first order of business for the Commission, which has one representative from each City, was to prepare a watershed management plan as required by the MN Metropolitan Surface Water Management Act of 1982.

It was during preparation of the management plan that the 100-year flood stage for the Twin/Ryan Lake basin was studied in detail. Forty-seven (47) residential buildings as well as numerous other structures, such as parking lots and streets, were found to be below the flood stage elevation. Additionally, the release of flood waters through the existing outlets is so slow that recovery of flooded properties/structures can take as long as 24 days.

For this reason the Watershed Commission initiated a study of the situation in relation to potential outlet modifications. The study was also timely in relation to plans by the City of Minneapolis to expand a downstream storm sewer in 1990 that carries lake outflow.

The specifics of the outlet situation are detailed in the attached feasibility study prepared by JMM Consulting Engineers. The recommended improvements included enlarging both the Twin Lake outlet at France Avenue and the Ryan Lake outlet at the Soo Line RR. While an expansion of a storm sewer in Minneapolis is also required as a part of the project, the Watershed Commission is only responsible for oversizing costs beyond those currently proposed by Minneapolis.

The larger outlets lower the 100-year flood stage by approximately one foot and reduce the time period for which the lakes are at flood levels. It is important to note that the improvements as proposed do not involve any change to the structure run out elevations and will not affect the low lake water levels.

Total costs for the outlet improvement project are estimated at \$153,900. Based on provisions of the joint powers agreement costs are proposed to be distributed back to the six Cities tributary to the lake basin. Fifty percent of the cost participation be based on land area and half on the tax



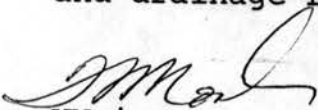
Jerry Dulgar  
November 15, 1989  
Page 2

capacity (assessed valuation) of that same area. This formula sets Crystal's share at \$48,324 due to the large area we have tributary to the lakes.

This project represents the only water quantity improvement meriting Commission consideration in this portion of the watershed. While Crystal property owners have not been impacted by high water/flood conditions in recent years, buildings in Crystal would be seriously impacted if flood levels of 956.0 were reached. The level of risk and impact by flood conditions are significantly reduced for lakeshore residents in Crystal, Robbinsdale and Brooklyn Center as well as further downstream in Minneapolis as a result of this project.

I am in favor of proceeding with this project as a Commission endeavor. While the City Council is not required to take formal action, their comments and concerns are important in terms of Crystal's vote on this issue. Further, to insure property owners along the lake are informed about the proposed project, said owners will be sent a copy of this memo and invited to attend an informational meeting on this matter in early December.

In terms of financing this project should it be approved by the Commission, a recommendation would be forthcoming to allocate funds from the Infrastructure Fund which currently has a balance of \$500,000. This funding method is appropriate in that the fund was established to deal with street and drainage related problems.



WM:jrs

Encls





**SHINGLE CREEK WMC**  
**PROJECT STUDY AREA**

**E.A. HICKOK & ASSOCIATES**  
**HYDROLOGISTS-ENGINEERS**  
**MINNEAPOLIS-MINNESOTA**

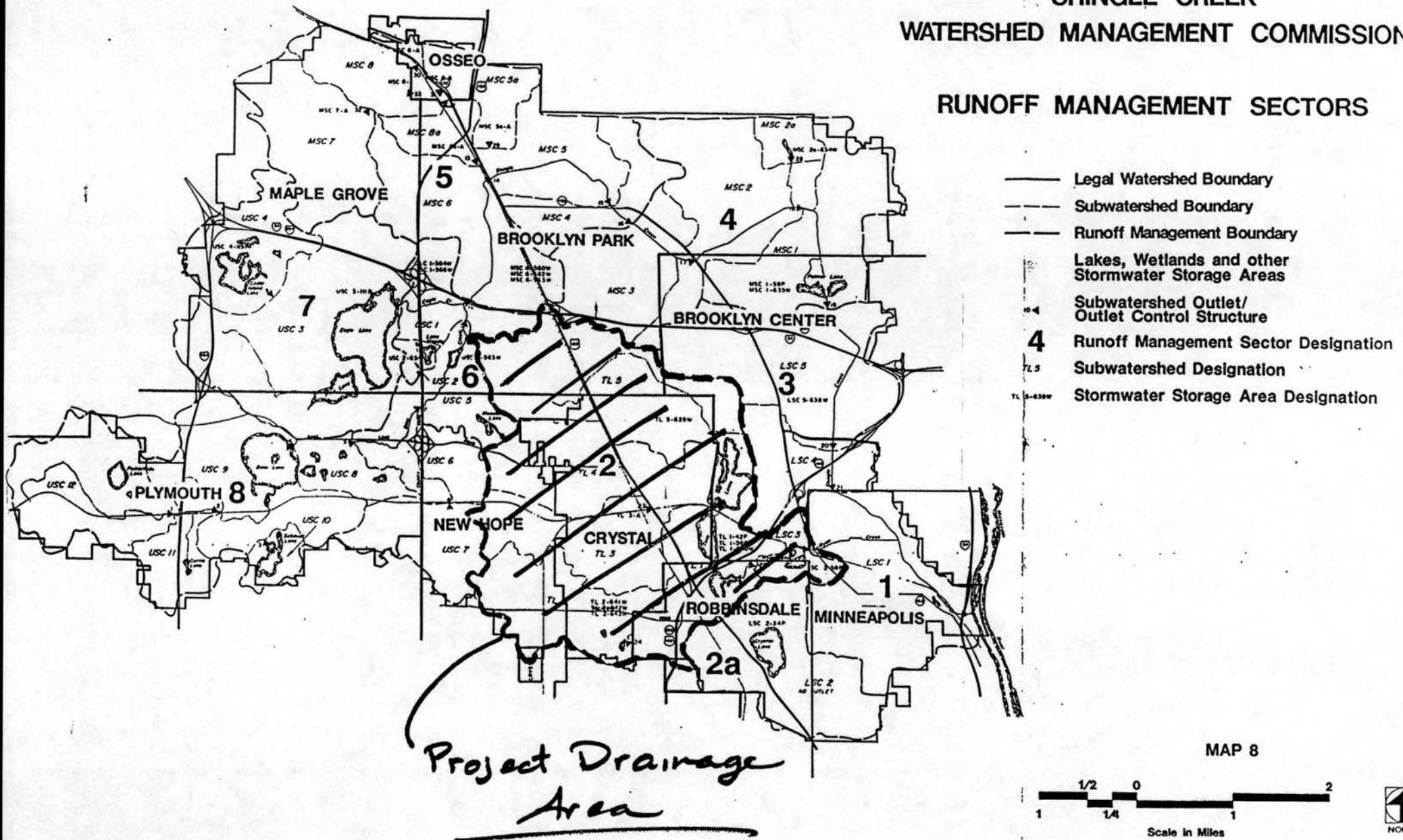
**AUG 88**  
**FIG 1**

# WATERSHED MANAGEMENT PLAN

## SHINGLE CREEK

### WATERSHED MANAGEMENT COMMISSION

#### RUNOFF MANAGEMENT SECTORS

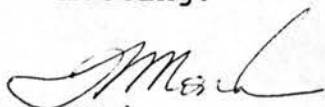


DATE: February 15, 1990  
TO: Jerry Dulgar, City Manager  
FROM: Bill Monk, City Engineer  
SUBJECT: Yunkers Park

This office has been working with representatives from New Hope to correct drainage problems in the area of Yunkers Park. Several optional plans have been reviewed with area residents as well as the Crystal Park and Recreation Commission. All the plans involve increasing the run-off storage capacity of the basin in Yunkers Park given the restrictions in the downstream storm sewers.

At this point, I would like to review the drainage situation with the City Council and outline the details of the corrective plan that has received the preliminary approval of affected residents and the Park Commission. If the Council concurs with the recommendation, staff will initiate work with New Hope on a detailed plan that specifies the work and cost responsibilities of both parties.

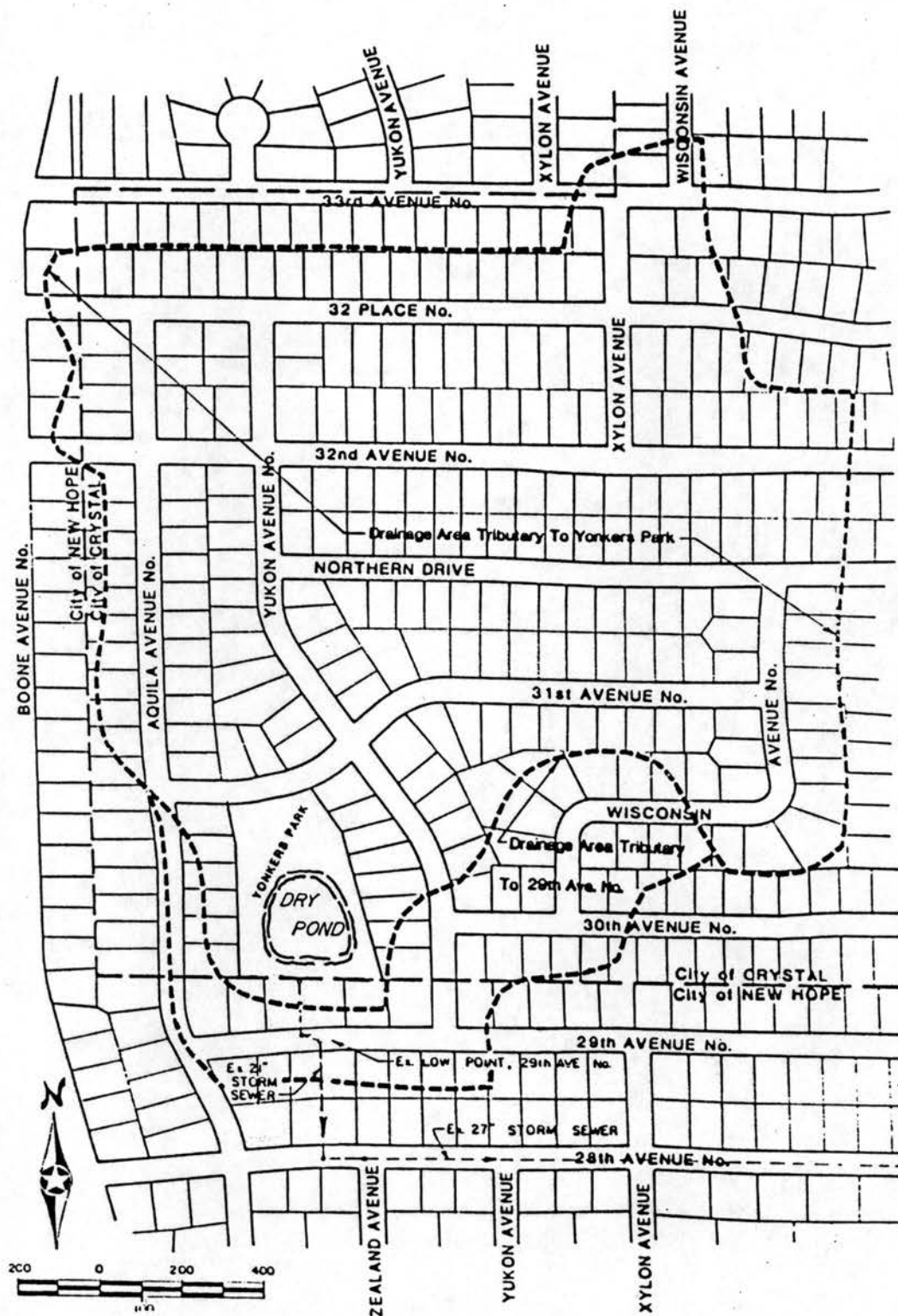
A detailed plan will be available for review at Tuesday's meeting.



WM:jrs

Encls





YUNKERS PARK  
DRAINAGE IMPROVEMENTS  
NEW HOPE, MINNESOTA



Panestros  
Rosene  
Anderlik &  
Associates

Engineers & Architects

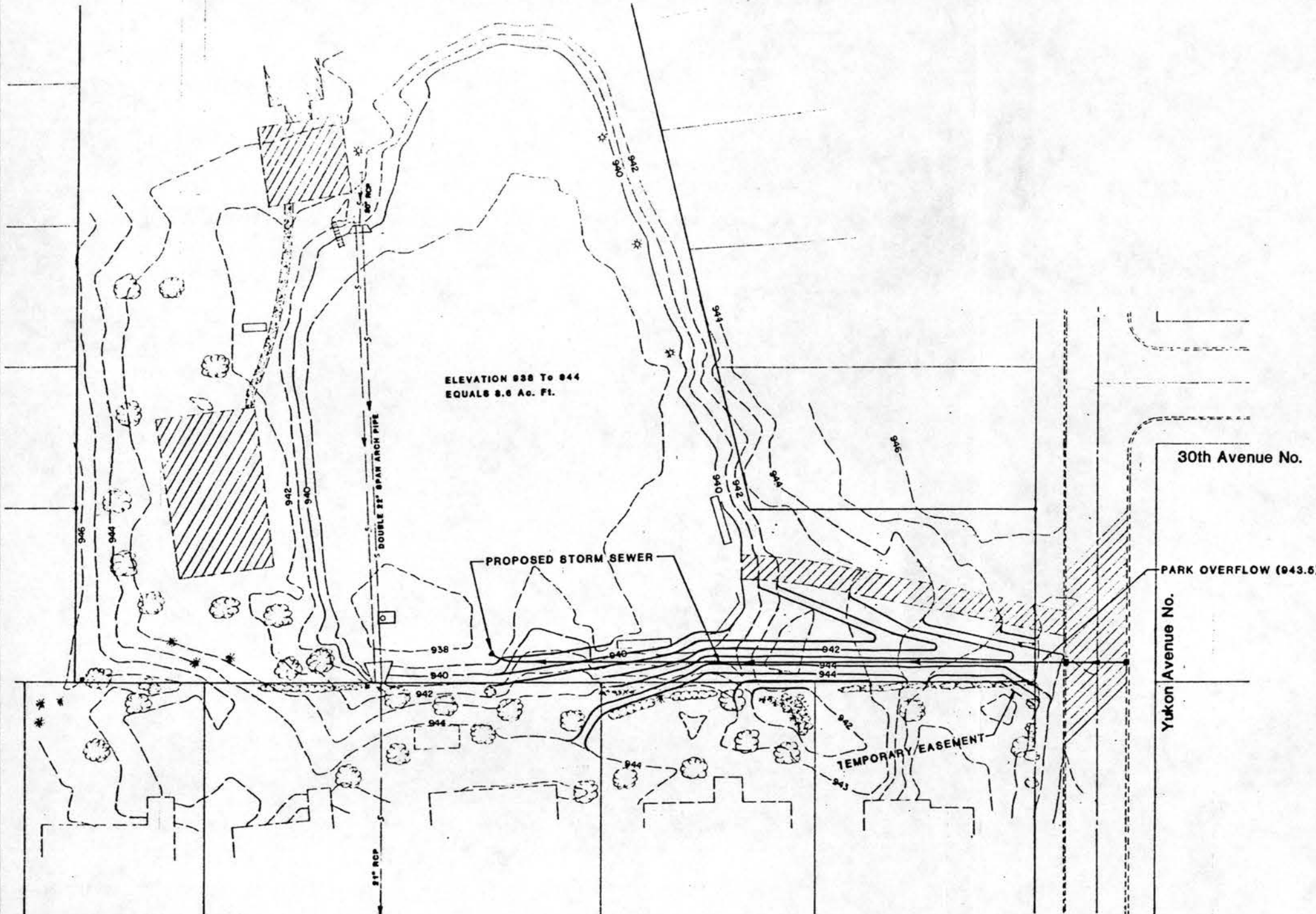
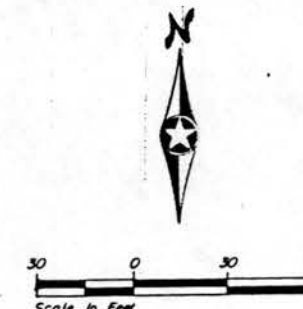
St. Paul, Minnesota

Date: AUG. 1989  
Comm. 34105

Fig. No. 1







BONESTROO, ROSENE, ANDERLIK &  
ASSOCIATES, INC. 1989

1. CHECK SHEET THAT THE PLAN AND PROPOSED BY ME OR UNDER MY  
SUPERVISION AND THAT I AM A duly registered professional  
engineer in the State of Minnesota.  
DATE 9/15/90 REG. NO. 14750 *Mark Hanna*

DESIGN	MAH	REVISIONS
CHECK	MAH	2/16/90 DES. CONTIGUOUS
APPROVED	MAH	

BONESTROO, ROSENE, ANDERLIK & ASSOC., INC.  
Engineers & Architects  
St. Paul, Minnesota

NEW HOPE, MINNESOTA  
DATE SEPT 1989 CONN 34105

YUNKERS PARK  
PRELIMINARY GRADING PLAN

SHEET

DATE: February 9, 1990  
TO: Jerry Dulgar, City Manager  
FROM: Bill Monk, City Engineer  
SUBJECT: Space Needs at City Hall

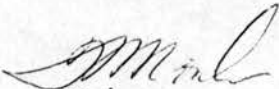
In 1987 Crystal contracted with Anderson Dale Architects, Inc. (ADA) to analyze the space needs to correct the operational deficiencies at City Hall and provide for the programming services of a new Community Center. Upon review of said report, a copy of which is attached, the City Council opted to proceed with the Community Center project and defer any action on City Hall until the full impacts of the Community Center financing package were known.

As the Community Center project actually got underway, a committee of staff members initiated an in-house review of space needs to determine whether the scope of a City Hall project could be reduced. The results of the staff analysis are also attached in the form of a committee report, dated December 6, 1989.

At this point, staff believes the accuracy of its findings need to be verified by a professional consultant familiar in space needs analysis. In light of ADA's previous study, they are in a position to perform the review at a reasonable cost and a compressed timetable.

Based on the findings of the proposed analysis, the Council will be in a position to determine whether a cost effective space needs project is feasible. Whatever the findings, both the Council and staff will be better able to address building-related issues as a package or a part of future budgets.

I recommend the City Council contract with Anderson Dale Architects to perform an analysis of the recommendations of the staff committee as outlined in Kurt Dale's proposal, dated February 1, 1990. Further, that an amount not to exceed \$5,800 be appropriated from the PIR Fund to cover costs of the report.

  
WM:jrs

Encls



Anderson Dale Architects, Inc.

2675 University Avenue  
St. Paul, Minnesota 55114  
612-642-9000

February 1, 1990

Mr. William Monk  
City Engineer  
City of Crystal  
4141 Douglas Drive  
Crystal, Minnesota 55422-1696

Dear Mr. Monk,

We are very pleased to submit the following proposal to review and comment on the space needs analysis and preliminary layouts for the City Hall that was recently completed by your committee.

Much of the information that we gathered and suggestions that were formulated, as part of the space needs analysis that we completed two year ago, can be reused. With this information we can provide a much more thorough analysis, without having to "relearn" how the City operates.

We will begin by "testing" the basic program, which indicated the relocation and expansion of various functions and additional required space.

From this point we will review how these space needs are proposed to be resolved.

This analysis will include comment on the proposed use of existing space within the building and on the addition of new space. We will review the preliminary sketches, the proposed space allocations and the associated construction/remodeling costs.

Our comments will include discussion on the proposed resolution of the overcrowding of the Police Department; the tight quarters and separated functions in the Administration area; the general lack of storage for administrative records, and the estimated cost projections.

As you requested, this report will not include sketches or "redesign" schemes, but will be limited to review and comment.

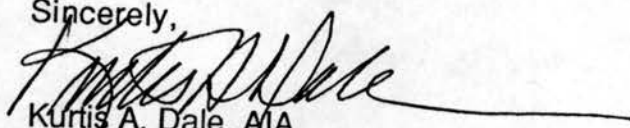
We feel that because of our previous work, our fee to provide this review and comment can be limited to \$5,800.00 plus normal reimbursable expenses.



As I mentioned in our meeting, we can comfortably complete this review and analysis within the 30 - 60 day time frame that you indicated, and with the Council's approval, begin on the conceptual design for the project.

We look forward to continuing our relationship with the City of Crystal, which I trust that you agree is a good one.

Sincerely,



Kurtis A. Dale, AIA  
Vice President

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 multipurpose 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	
Investigation		
Vehicle Storage	2,000 SF	
Evidence Storage	350 SF	
		4,600 SF
		1,600 SF
		2,000 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

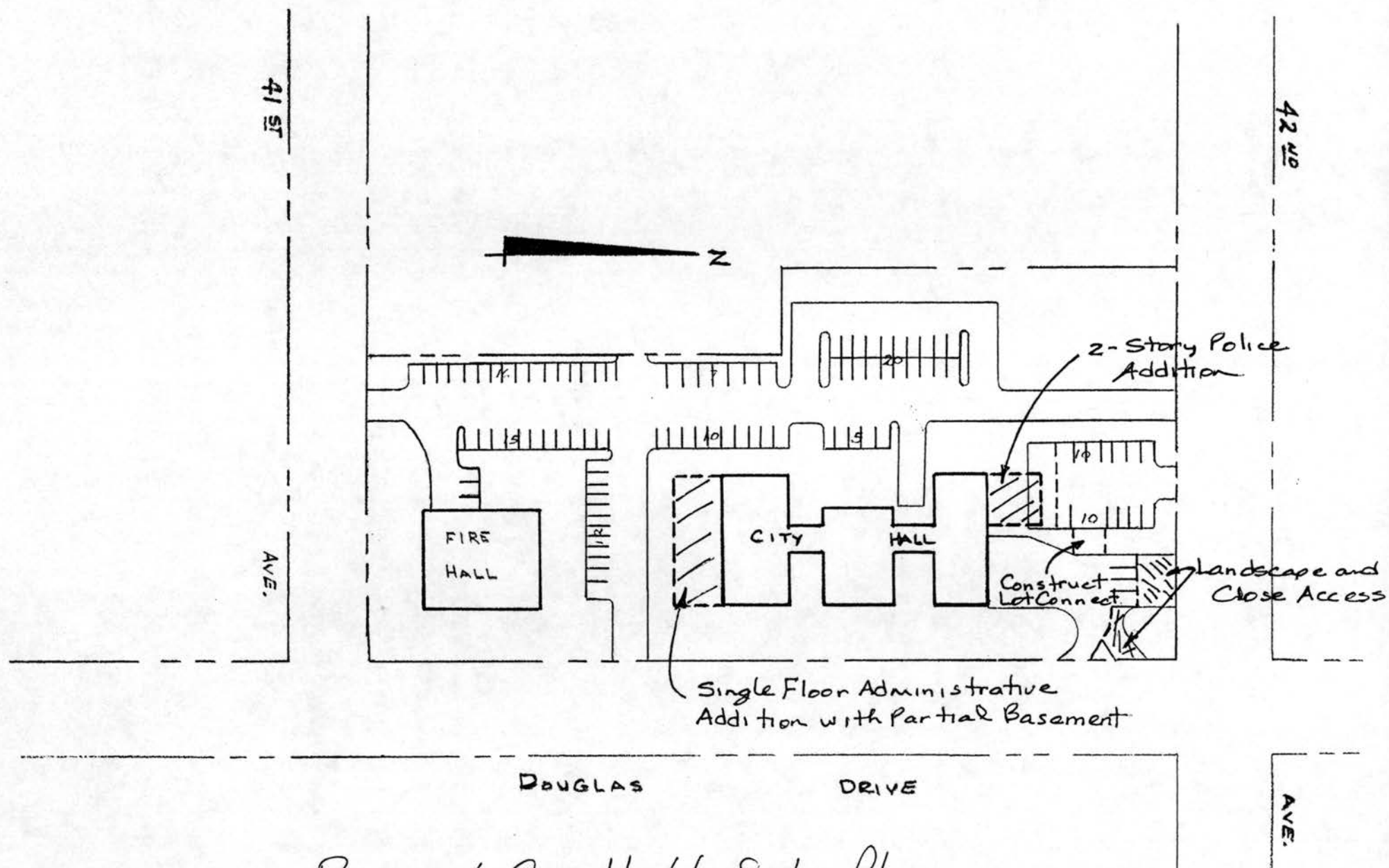
Estimated Expenditures

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

Balance

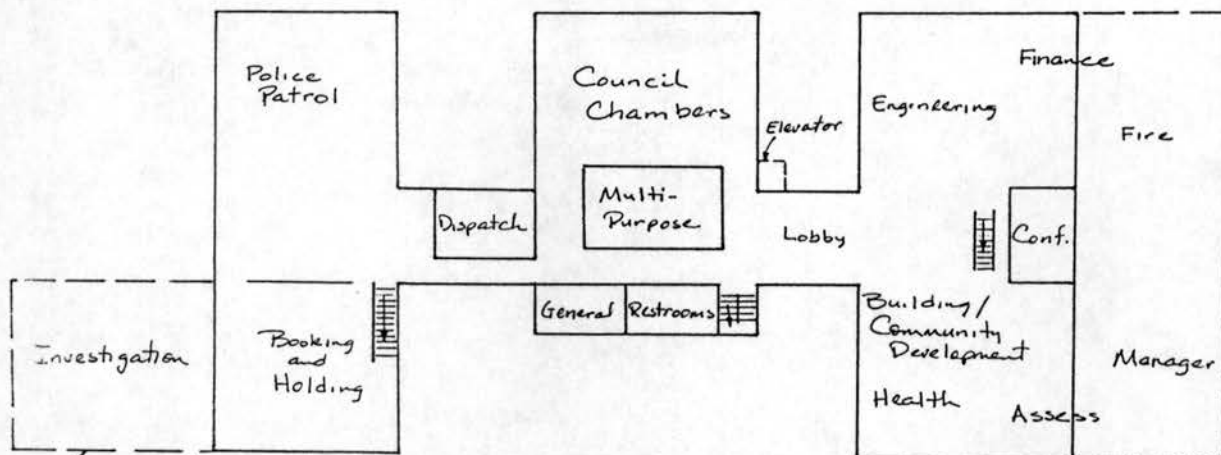
Fund A -	\$ 600,000
Fund B -	1,000,000
Fund C -	2,850,000
Total	<hr/> \$4,450,000

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



# Proposed City Hall Site Plan

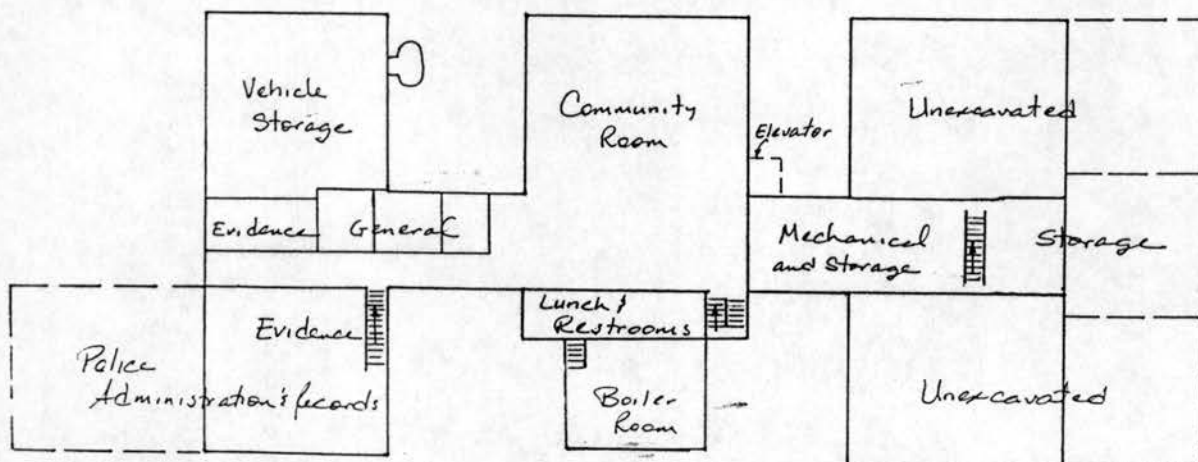
SCALE 1" = 100'



Proposed 2-Story  
Police Addition  
(40' x 40')

Proposed Admin.  
Office Addition with  
Partial Basement  
(36' x 100')

UPPER LEVEL  
CRYSTAL CITY HALL

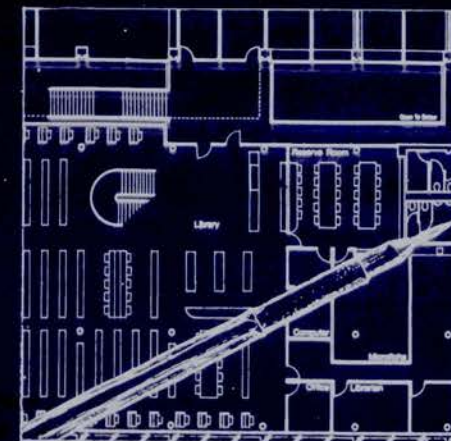
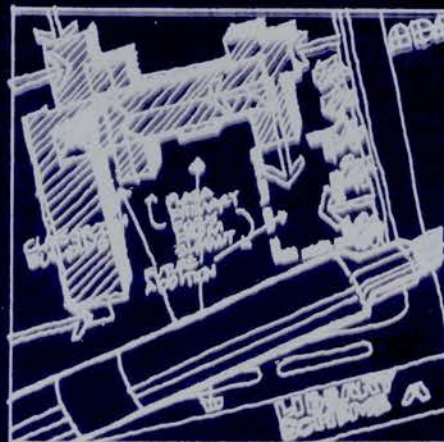


LOWER LEVEL

PROPOSED SPACE NEEDS LAYOUT



Storage	280
Future storage	250
General storage	250
Mechanical, boiler	600
Per	150
Processor	200
Ventilation	400
Funds equipment	400
Regulation	3000
EVE AREA TOTAL	47200*
ACTIVE AREA TOTAL	30500

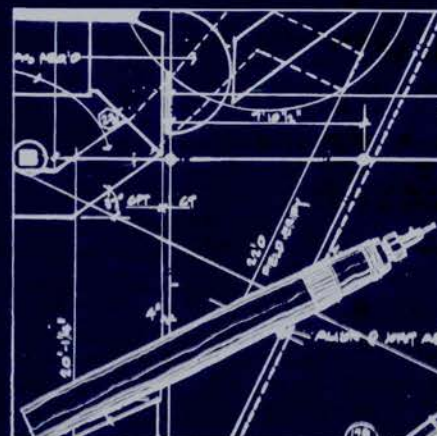



NEEDS REQUIREMENTS CLIENT INTERACTION PLANNING IDEAS SCHEMES MATERIALS COLOR TEXTURES SYSTEMS REVISION REFINEMENT


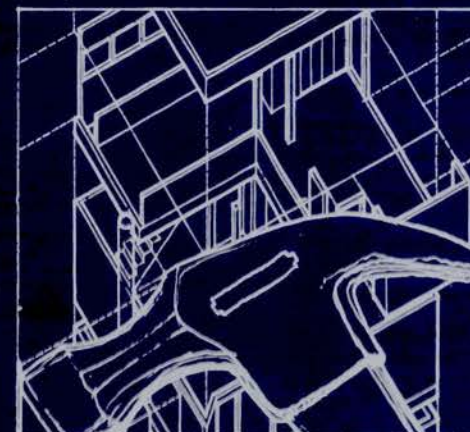
# SPACE NEEDS STUDY CITY OF CRYSTAL

CRYSTAL, MINNESOTA

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	9,840.00	- 0 -	9,840.00	- 0 -
24.5	(23,397.76	1,743.77	802.7	* (1,729.33
				469.35
85.0	131,554.88	205,154.25	97.6	26,428.62
26.9	8,611.00	- 0 -	20.9	8,611.00
	114,096.00	- 0 -		114,096.00
	67,403.00	34.00	67,279.00	19,097.23
84.8	68,811.00	51,516.00	96.1	16,097.00
94.8	4,954.00	4,776.30	99.7	217.80
4.4	148,718.20	25,867.28	20.3	118,920.00
26.3	148,118.00	64,620.00	71.6	* 60,179.00
.089	770,528.28	101,620.20	27.6	269,107.88
	20,972.00	- 0 -		20,972.00
99.0	18,548.00	1,614.00	68	
	2,120			

Item	197.72
Standard	615.75
Rental	18,900.00
Service	200.00
iber	7,151.72
ils	603.70
Hardware	64.58
and & Gravel	178.82
Industries	375.60
Smart Lumber	6,215.07
Concrete	15,622.18
Testing	16.50
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TEGRATION BUDGET COST CONTROL BLUEPRINT TECHNICAL DATA COMPETITION BUDGET BDSS SUPERVISION COORDINATION COMPLETION





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

Kurtis A. Dale, AIA  
Vice President

October 15, 1987

Mr. John Olson, Acting City Manager  
City of Crystal  
4141 Douglas Drive  
Crystal, Minnesota 55422-1696

Dear Mr. Olson,

The Space Needs Study that follows, represents the efforts of many. We really appreciate the time and thought that the Administration, Police, Parks and Recreation Department and yourself have invested into this project.

The information that is presented, and the conclusions/recommendations that are offered are the result of extensive interviewing and researching of the needs of the various departments and the existing facilities.

We began with an informal meeting of all parties, each verbally expressing their needs and desires and offering insight into the workings of their departments. Individual interviews followed, with the Police, Parks and Recreation Department and the Administration, giving us a more detailed look at the relationships within each group and how they work together. From this information, we developed space relationship diagrams and assigned square footages to the various activities.

At this point the Space Needs Studies for the Community Center and the Administration/Police took somewhat separate directions, that are discussed in detail on the following pages.

It is our feeling that this Space Needs Study is just a beginning. It is the initial tool for the City of Crystal to have functional, modern, well planned space for the City's development in the years to come.

It has been a pleasure working with the City of Crystal on this study and look forward to the resulting building projects.

Sincerely,

  
Kurtis A. Dale, AIA  
Vice President



**SPACE NEEDS STUDY**  
**CITY OF CRYSTAL**  
**CRYSTAL, MINNESOTA**

PREPARED BY

ANDERSON DALE ARCHITECTS, INC  
ASSOCIATED WITH  
KLEIN McCARTHY CO

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PRE-ARCHITECTURAL PROGRAM MEMO: OUTLINE SPECIFICATIONS  
EXISTING BUILDING MECHANICAL EQUIPMENT: OBSERVATIONS & RECOMMENDATIONS

## THE SPACE NEEDS ANALYSIS PROCESS

Beginning with the Statement of Need supplied by the Parks and Recreation Department, the Police and the Administration, we visited Thorson Community Center, toured the present facility and met with representatives from the Senior Citizen's Club. Similarly, we toured the present Administrative and Police spaces.

In subsequent discussions with the Parks and Recreation Department, the Administration and Police, we compiled lists of existing activities and activities desired in a new facility. These were then broken down into specific space needs and support functions, square footages were determined and relationships were studied.

Graphic representations of these activities and their relationships were constructed and reviewed with John Olson and the various Departmental Staffs.

A series of meetings followed, testing the program against needs, and square footages against the numbers of users and budget.

These comparisons resulted in the Pre-Architectural Programs that follow, and in the case of the Community Center, reducing the original program area supplied by the Parks and Recreation Department by approximately 8,000 sq. ft. or nearly \$ 800,000.

The Pre-Architectural Programs list the various spaces with a description of the proposed activities the physical characteristics of the space. The areas are indicated as "net area" and do not account for the general circulation, mechanical equipment sapce, wall thicknesses, etc. and other miscellaneous spaces that make up the "gross area". This additional area is indicated as the "net to gross addition" and represents approximately 25% of the net area.

The Project Cost Estimate follows the Pre-Architectural Program and is indicated as "square foot" costs derived from similar projects that are currently in design or under construction.

Finally, we have included sketches and diagrams outlining, our thoughts and conclusions, and indicating some of the factors considered in making our recommendations.

This Study represents a beginning, and as the analysis continues during Schematic Design, Design Development and Contract Documents, the space needs and resulting budget will become more clearly defined.

**ADMINISTRATION/POLICE**



## STATEMENT OF NEED - ADMINISTRATION

The administrative departments of the City of Crystal have grown into the City Hall building since its completion in 1964. Originally designed to hold not only the City offices but also Hennepin County Court, the building was divided to serve that purpose with the court services in the middle of the building and the city administration in the south wing.

Court services moved from the building in the early 1970's and the City Manager's office and the City Clerk moved from the south wing into the vacant court services area. Subsequently, the three-city health department was added but because of space considerations, their department was split in two places. A Housing and Redevelopment Authority Coordinator as well as an additional finance clerk has been added.

The introduction of computer equipment meant additional space was needed for most every department including the reception area. A space needs study of the south wing in early 1987, recommended changes in the location of offices which has now been accomplished. This relocation should help the space factors for most departments. If it does not, then the additional space may be needed to the south.

The biggest consideration, however, is the separation of services which face the resident or customer as they enter the building. A director located at the entrance does not fully explain the location of the necessary services and essentially two reception areas - one in the south wing and one for the City Manager's office - offers confusion for the visitor.

A related factor is that since the completion of the building the manager's office has grown in staff and equipment ( including election computer, word processor, and cable television).

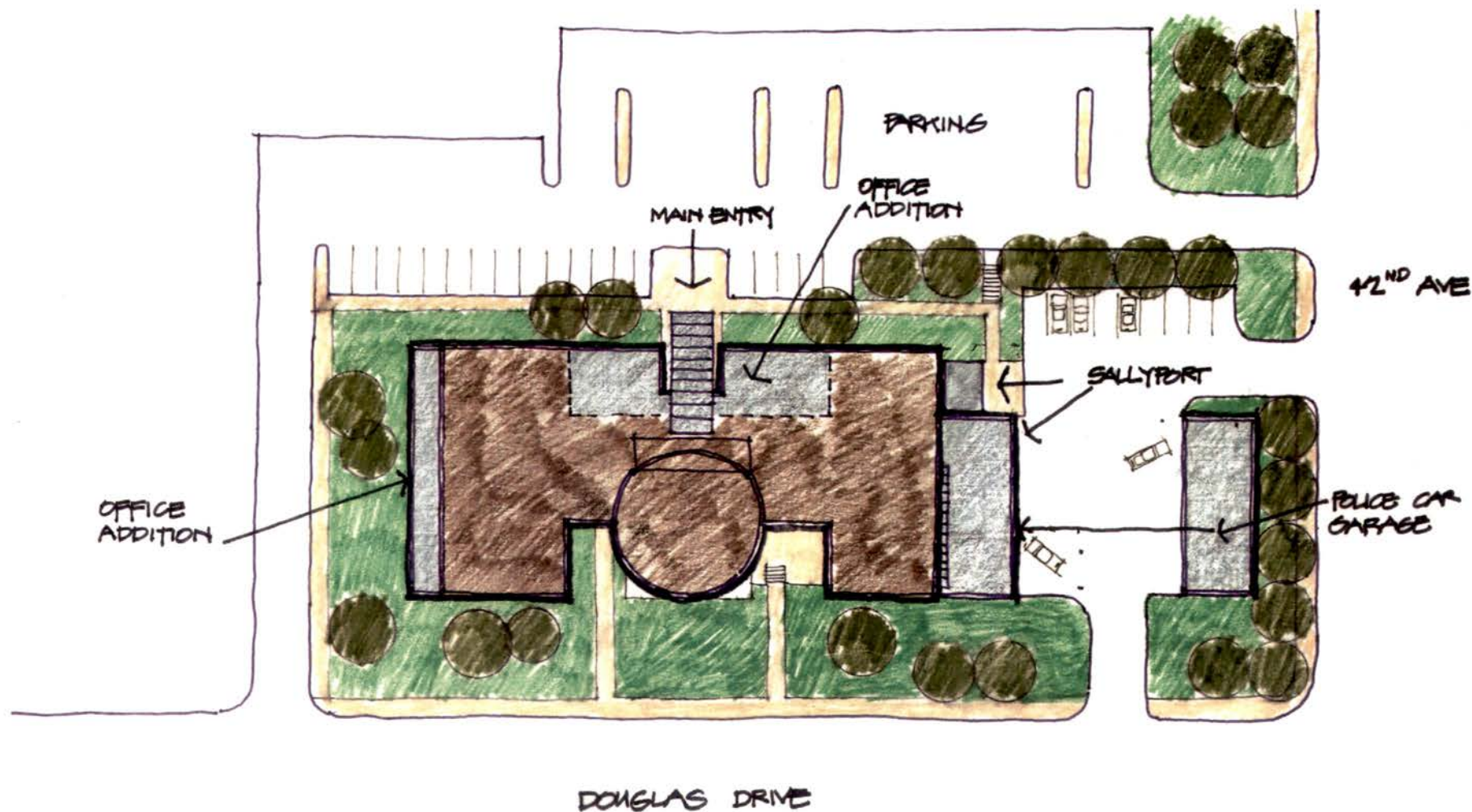
Also, the need for a larger City Council chamber will have to be considered to eliminate the need for moving the meetings when larger crowds are expected.

With the move of the City Manager and the introduction of new equipment, conference room space has also been cut to the minimum.

There is a need to provide more conference space and a coordinated administrative services area which can coordinate its lobby functions with the police department and provide better visibility for the Council chambers.

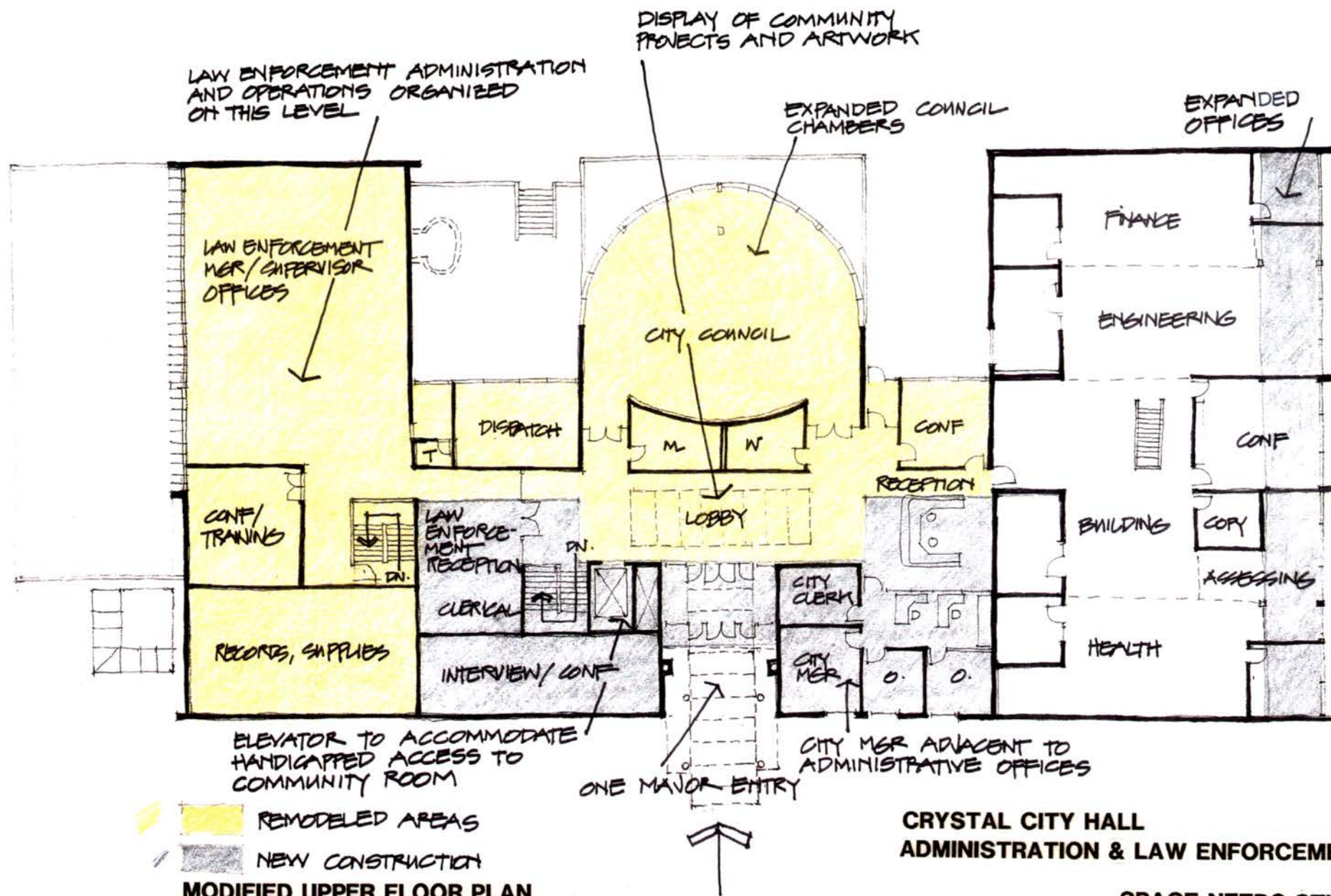
(Information supplied by John Olson, Acting City Manager)





**CRYSTAL CITY HALL  
ADMINISTRATION & LAW ENFORCEMENT**

**SITE PLAN**





## STATEMENT OF NEED - POLICE DEPARTMENT

The basic resource of any police agency is its personnel. Because of this, adequate housing facilities, vehicles, and other equipment and material should be provided in such a manner as to allow department personnel to operate at maximum effectiveness, yet a minimal cost for personal services. Perhaps no single item of police equipment or property has the potential for providing or denying the optimal utilization of personnel than the police building itself. The police facility is more a law enforcement tool, used for the achievement of the department's goals, than merely a shelter for the personnel and equipment. However, the current Crystal facility, due to the number of reasons listed below, contributes more in frustrating management in reaching its program objectives and demoralizing the department's personnel (morale is an established determinant of productivity)

The current facility housing the Crystal Police Department is currently inadequate for the following major reasons.

1. A heating and cooling system that does not have the capacity for adequately heating/cooling the entire facility.
2. Inadequate office and storage (records and evidence) space which has resulted in overcrowding and the inefficient use of existing space. Investigators are doubled up, sharing offices while supervisory and management personnel (with the exception of the Chief of Police) have no private offices. The investigators and management personnel require quite, private offices to adequately perform their duties (investigators, when interviewing suspects or victims, and managers/supervisors when dealing with personnel issues) Evidence, which should be stored in one room, is scattered into three closet storage areas within the police building and two storage areas outside of the police department at the city garage. Record storage, which also should be centrally located, is located in various file cabinets located throughout the building. Most of the file cabinets are either partially blocking hallways or occupying desk space.
3. Poor lighting conditions, dirty and worn ceilings and walls in need of repair and painting, worn carpeting and flooring, all of which contribute to a depressing, demoralizing work environment. In addition, poor acoustics create a noisy, disruptive work environment.

4. A detention/municipal jail lock-up that does not meet federal guidelines or state statutes, which could eventually open the City of Crystal to an extremely expensive civil liberties lawsuit (under 42 USC 1983)
5. Inadequate outside parking facilities do not provide enough space for close access to the building for on-duty personnel, clients, and visitors. In addition, more garage space is needed for storage of police vehicles not in use.

In conclusion, the handicaps of the police department's inadequate design need to be overcome in order to aid in the attainment of management, security, and program objectives and to increase employee morale and productivity. The most economical approach, however, if viewed from a 25 to 40 year vantage point, will be in the design and construction of a new facility which ultimately reduce the high personnel costs of those employees whose work performance will continue hampered or wasted through the limitations and constraints of the current building's poor design.

(Information supplied by Lt. Craig Tomseth)



POLICE DEPARTMENT PRE-ARCHITECTURAL PROGRAM  
 City of Crystal  
 4141 Douglas Drive  
 Crystal, Minnesota

Revised October 20, 1987

SPACE NAME	QTY	NET AREA	TOTAL	NSF
1. PUBLIC AREAS				
Lobby	1		200	
Public Toilets	2	80	160	
		Subtotal		360
2. ADMINISTRATIVE/ INVESTIGATIVE AREAS				
A. Private Offices:				
Chief of Police	1		220	
B. Manager/Supervisor Offices				
Administration	5	120	600	
Investigation	5	120	600	
Juvenile Specialist	1		180	
C. Secretarial Space				
Workstations				
( 1 is reception)	4	80	320	
Records, Supplies				
Reproduction	1		700	

SPACE NAME	QTY	NET AREA	TOTAL	NSF
D. Shared Spaces				
Conference/Family Room (6 people)	1		180	
Conference/Multi-Purpose Training Room (15 People)	1		330	
Toilets	2	80	160	
Interview Rooms (2-5 pers)	1		80	
Interview/Admin Hold	2	80	160	
		Subtotal		3530
3. CONTROL				
Dispatcher Station (2)	1		280	
Toilet	1		50	
		Subtotal		330
4. SUPPORT SPACES				
Utility Room/Storage	1		200	
Evidence Storage/Processing	1		800	
Muster Room	1		250	
Locker, Shower, Toilets (male & female)	2	150	300	
Break Room/Vending	1		200	
Custodial	1		60	
		Subtotal		1810

SPACE NAME	QTY	NET AREA	TOTAL	NSF
5. DETENTION				
A. Intake and Booking Area				
Sallyport (pedestrian)	1		100	
Sallyport (Vehicular)	1		900	
Intoxilizer Alcove	1		30	
Photo/Fingerprint Alcove	1		50	
Booking Lobby/Counter	1		200	
Secure Interview Rm (3 per)	1		80	
Holding Room	1		50	
Dress In/Out, Toilet, Shr.	1		150	
Clothing Issue/Prop. Stg.	1		150	
Custodial: Supplies, Equip.	1		100	
Detention Food Prep. Area	1		50	
		Subtotal		1860
B. Housing				
1 Person Cell w/Toilet	6	70	420	
Dayroom	1	6 x 36 sf	216	
Shower	1		30	
1-Female Hold w/Shower	1		100	
Custodial	1		80	
		Subtotal		846

SPACE NAME	QTY	NET AREA	TOTAL	NSF
6. VEHICLE STORAGE ( 2 additional spaces in Sallyport)	1	11 @ 300		3300

SUMMARY	NET AREA	X	FACTOR	=	GROSS AREA
1. Public areas	360	x	1.3		468
2. Administrative/ Investigative A thru D	3530	x	1.6		5,648
3. Control	330	x	1.3		429
4. Support Spaces	1810	x	1.5		2,715
5. Detention A. Intake/Booking B. Housing	1860 846	x	1.75		4,736
Subtotal	8736 net square ft.				13,996
6. Vehicle Storage	3300	x	1.25		4,125
TOTAL AREA					18,121



## ANALYSIS OF ADMINISTRATION/POLICE SPACE NEEDS

Early in the project we felt strongly that the present City Hall building needed to be studied in its entirety, rather than isolating the Administration from the Police and the Parks and Recreation Department. Questions of circulation, interaction and space usage resulted. The building entrance was an immediate point of concern. The present entrance divides the Administration into two areas, segregating the City Manager and the City Clerk from the remainder of the City offices, creating inefficiencies in daily operation. Questions as to "where to go" often are asked when this entrance is used by the public.

The Council Chamber is often crowded and the former Clerk of Court spaces directly west of the Chamber are poorly utilized. The office spaces currently are somewhat crowded but a replanning study that was completed earlier this year should allow some space until some additional space is built. Possible areas of expansion include not only the area to the south but the spaces adjacent to the main entry on both levels. An addition in this area would not only create additional area for the offices, but could eliminate the current entry situation.

The Police are currently in space that is very crowded. The housing and detention areas do not meet current Minnesota Department of Corrections standards for 72 hour holding facility, and generally the operation of the department is being adversely affected by poor internal circulation and crowded conditions. Possibilities exist to also expand the police area into the space adjacent to the main building entrance, utilizing both levels and making the public entrance dual multi-purpose. In addition, space is available for expansion to the north, in the area of the present parking lot,

If the present upper level is enlarged, and the existing spaces converted to Police Administration; the existing lower level could be enlarged and converted to Housing, Detention and Support, also containing the Sallyports and Vehicle storage. If these spaces were utilized in this manner, then the additional space required could be minimized.

Our recommendations for the Administration/Police Departments include the removal of the present enclosure around the cooling tower and transformer and conversion of this area into the new building entry. Enclosure of this space on either side of this entry allows for reorganization and expansion of the Administration and Police functions. Also recommended is the replanning and remodeling of the central interior spaces to accommodate a larger council chamber, more centrally located reception desk and an elevator.

PRELIMINARY PROJECT COST ESTIMATE  
ADMINISTRATION/POLICE

Revised October 20, 1987

Based on the current program, the preliminary estimates for the additions and remodeling for the Administration and Police area are as follows:

ADMINISTRATION

NEW CONSTRUCTION:

Upper Level: 3,250 sq ft. x \$ 80.00/ sq ft. (Office areas)	\$ 260,000
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Lower Level: 1100 sq ft. x \$ 80.00/sq ft	\$ 88,000
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REMODELLED AREA:

3,000 SQ FT X \$ 50.00/ SQ FT (Entry, Council Chamber, Toilets, Offices)	\$ 150,000
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SUBTOTAL	\$ 498,000
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POLICE DEPARTMENT

NEW CONSTRUCTION:

Upper Floor: 2,250 sq ft. x \$ 80.00/ sq ft. (Offices, reception )	\$ 180,000
---	------------

DEMOLITION AND REMODELLING:

Upper Floor: 4,800 sq ft x \$ 50.00 / sq ft	\$ 240,000
---	------------

(Demolish existing interior walls except Dispatch and  
construct Offices and Police administration areas)

Lower Floor: 6,700 sq ft x \$ 100.00 / sq ft

\$ 670,000

(Demolish lower floor walls and construct Detention,  
Housing and Booking areas in the location of the  
present Garage and Parks & Recreation Offices)

NEW CONSTRUCTION:

Vehicle Parking / Sally Port

4,750 sq ft x \$ 50.00 / sq ft

\$ 237,500

SUBTOTAL

\$ 1,327,500

OTHER COSTS

ELEVATOR:

\$ 50,000

2 STAIRWAYS

\$ 20,000

DEMOLITION OF HOSE TOWER

\$ 4,000

RELOCATE TRANSFORMER & COOLING TOWER

\$ 18,000

DEMOLITION OF COOLING TOWER / TRANSFORMER PADS

\$ 5,000

LANDSCAPING

\$ 20,000

UPGRADE BUILDING MECHANICAL SYSTEM

\$ 150,000

SUBTOTAL

\$ 267,000

TESTING (REQUIRED DURING CONSTRUCTION)

\$ 3,000

ARCHITECTURAL/ENGINEERING FEES

Remodeling

\$ 110,000

New Construction

\$ 65,000

Total Architectural Fees + Testing

\$ 178,000

TOTAL

\$ 2,270,500



**COMMUNITY CENTER**



## STATEMENT OF NEED - COMMUNITY CENTER

The current senior and recreational programming is in operation at Thorson Community Center, presently leased from District #281. This building is scheduled to be closed effective June 1988, due to excessive upkeep and remodeling costs.

The City leases approximately 39,000 sq. ft. from the district and sub-leases all but 5,284 sq. ft. which it utilizes for senior and other recreation department programming.

The City uses this space on a daily basis for senior programming as a lounge, which is used for card games, meetings, and as a drop-in center, etc. The small gymnasium in the school is used for congregate dining and special parties for the seniors as well as for volleyball, aerobics, basketball, etc. for other residents of the city.

Presently, only enough space is available in the senior lounge to accomodate 60-70 people at any one time. Membership in the Thorson Senior Citizens Club is now approaching 600.

Deficiencies and problems are also prevalent in the daily operation of the volleyball, basketball, aerobics, etc. programs. The Thorson gymnasium is under utilized because of conditions such as: under sizing, poor lighting, tile floor and low ceiling. Individuals are very unwilling to use the facilities for team play and exercise classes.

Crystal is unfortunate not to have a junior or senior high building where many of these activities could be offered. Also, three (3) of the six (6) elementary schools have closed their doors leaving less gymnasiums, meeting rooms, etc. to meet community recreational needs.

Finally, because of increased demand for senior citizen programming space brought about by a burgeoning senior population, increased need for day-care facilities because of both parents working, and, finally, a public awareness for additional and improved teen facilities and programming, a community center focusing on a central location is recommended.

The following space needs study sets forth basic guidelines, space requirements, activities, facilities, etc. to improve the quality and breadth of recreation activities in Crystal.

(Information supplied by the Parks and Recreation Department)

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(Information supplied by the Parks and Recreation Department)



## ANALYSIS OF COMMUNITY CENTER SPACE NEEDS

The Community Center Space Needs Study took a somewhat different direction, than the Administration/Police.

Since the Community Center was intended to be a new facility on the site of the Municipal Pool/Baseball Fields, many factors relating directly to the site had to be taken into account. As indicated on the enclosed diagram, the factors that were considered, ranged from climatic conditions, sun angle and winter winds; visual exposure to Douglas Drive; residential edges; public transportation; potential building orientation, new parking lots and potential reorientation of the baseball fields.

Spaces to be included within the Community Center, were generated from discussions with the Parks and Recreation Department, representatives from the Senior's Citizen's Club and Administration. Numerous meetings tested and retested the information and preliminary cost estimate, presented in the Pre-Architectural Program, in this report.

Our recommendations, are that a Community Center of approximately 31,500 sq ft constructed on the site adjacent to the Municipal Pool, with an additional 250 car parking lot.

Based upon the current program, preliminary estimates indicate that the Community Center should cost approximately \$3,100,000,

COMMUNITY CENTER PRE-ARCHITECTURAL PROGRAM

City of Crystal  
4141 Douglas Drive  
Crystal, Minnesota

SPACE NAME/ACTIVITY DESCRIPTION	QTY	NET AREA	TOTAL	NSF
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1. GYMNASIUM SPACES

Activities: Wrestling, basketball games, golf instruction, men's volleyball, women's volleyball, open gym, craft fair, ball skills, over 50 and fit, floor hockey, complete body workout, community chorus, theatre, grade school dance, drama class, kid aerobic fitness. Congregate Dining, Food Shelf Program.

Description: Gymnasium space, with stage and movable acoustic partition to divide the area for smaller activities and groups. Each half has the flexibility for use as a basketball court or volleyball court. Adjacent to these spaces are the Kitchen for use with Congregate Dining, the Food Shelf Storage and toilets. Finishes should be durable and easily cleaned, but should be selected to meet the specific demands of floor sports, food service and general group activities. Acoustics must be a consideration for noise control during sporting events, stage activities and dining.

Gymnasium	2	4800	9600	
Food Shelf Storage			175	
Gym Storage	2	375	750	
Toilets/Dressing	2	375	750	
Stage			500	
		SUBTOTAL		11,775



SPACE NAME/ACTIVITY DESCRIPTION	QTY	NET AREA	TOTAL	NSF
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## 2. KITCHEN

Description: The Kitchen's main use is for support of the Congregate Dining Program, requiring facilities for warming and assembling catered meals. This space will also serve as a preparation space for meals and snacks to be served in other meeting and conference rooms in the building. Materials must be in conformance with NSF standards, be easily cleaned and durable.  
Approximate kitchen equipment budget \$50,000

Food Preparation	1		800	
Dry Food Storage		100		
General Storage		100		
			200	
		SUBTOTAL		1000

## 3. MEETING ROOM

Activities: Santa snack, Bunny brunch, Kids New Year's party, Halloween party, Bridge lessons, Movies, Speakers/workshops, Committee meetings, Community meetings.

Description: Space for seating 30 people at tables or 60 at individual chairs. Features to include markerboard and projection screen for audio-visual use, space for coffee/light snack serving, coat storage etc. Accessible from the Kitchen.

	1	1000		1000
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SPACE NAME/ACTIVITY DESCRIPTION	QTY	NET AREA	TOTAL	NSF
4. CRAFTS SPACE				
Activities: Youth Art, Sketch and Paint, Silk Flowers, Ceramics, Greeting Cards, Calligraphy, Photography, Stitch and Sew, Video Class. Space will be used by all age groups.				
Description: Flexible space for individual or group craft projects, with support space for display, photography and pottery. Durable, easily cleaned finishes.				
Crafts Room	1	700		
Darkroom	1	100		
Kiln Room/Stg	1	100		
		SUBTOTAL		900
5. GAME ROOM				
Activities: Teen Center, 6 game Tables (ping pong, pool, electronic games) Senior pool tables with provisions to divide off the senior area.				
Description: Pleasant, durable space for hard usage by all ages. A focal space in the Community Center, appealing to children as well as adults as "their space". Visually controlled from the Front Desk, where game materials are distributed. Close to the Gymnasium for interactive activities, especially for children. Acoustic control important.				
	1			2000

SPACE NAME/ACTIVITY DESCRIPTION	QTY	NET AREA	TOTAL	NSF
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6. COMMUNITY CENTER OFFICES

Description: Central public contact space for Community Center programs. Visual control of building corridors and Game Room. Office spaces for Manager and storage space for game equipment. Front Desk to be shared by Parks and Recreation Department for program sign-up and general information.

Front desk	1	120
Managers Office	1	100
Storage Room	1	100
Lobby/Lounge	1	500
Vending Area	1	40

SUBTOTAL 860

7. PARKS AND RECREATION DEPARTMENT OFFICES:

Description: Sharing Front Desk activities with the Community Center, and adjacent to the Senior Center, the Parks and Recreation Offices include space for the Director, Secretaries and Meetings.

Front Desk	100
Secretarial Area	450
Workroom/Storage	500
Director's Office	170
Program Supervisors (3)	360
Part Time Office	120
Conference Room (use one of Community Center's Meeting Rooms)	

SUBTOTAL 1700



SPACE NAME/ACTIVITY DESCRIPTION	QTY	NET AREA	TOTAL	NSF
8. PUBLIC TOILETS	2	200		400
9. CHILD CARE SPACES				
Activities: Baby Sitting, Child Care, Pre School School.				
Description: Pleasant, child scaled space with provisions for many activities relating to the care and entertainment of children. Durable, easily cleaned finishes combined into a residential atmosphere.				
General Space	1	1400		
Director's Office	1	120		
Toilet (uni-sex)	1	100		
Toilet (staff)	1	120		
Workroom/Stg	1	100		
		SUBTOTAL		1840
10. SENIOR ACTIVITIES AREAS				
Activities: Bridge Lessons, Drop-in Center, Book Talkers, Card Games, Garden Club, Executive Board, Center Committees, Specioal Events, Support Group, Humanities.				
Description: Comfortable "gathering place" for the Crystal senior citizens, where planned activities and spontaneous happenings combine to make this a popular second home. Durable, but residential in character and scale, the Senior's Area will have an outside patio/garden and close to public transportation and automobile access.				
Multi-Purpose/Lounge/Library	1	3000		
Activities: Library, Television Area, Drop-In Center with two wall dividers				
Director's Office		120		
		SUBTOTAL		3120



SPACE NAME/ACTIVITY DESCRIPTION	QTY	NET AREA	TOTAL	NSF
11. SENIOR TOILETS	2	250		500
12. STORAGE/UNIT KITCHEN	1			120

TOTALS				25,215
Net to Gross Addition ( circulation, walls, etc.)				6,303
Total Gross Area				31,518

Preliminary Project Cost Estimates:

Building @ \$100.00/sq. ft. including Sitework, (Planting, patios, sidewalks)	\$3,100,000
Parking Lots (250 cars as per City zoning Requirements)	\$ 130,000
Testing costs (survey & soil testing)	\$ 5,000
SAC Charges 17 units @ \$525.00/unit (sewer charges)	\$ 8,925
Architectural/Engineering Fees	\$ 264,000
TOTAL ESTIMATED COST	\$3,507,925

## COMMUNITY CENTER SITE ANALYSIS

The proposed site for the Community Center is located on Douglas Drive, centrally located within the City, adjacent to the Municipal Swimming Pool. This site of approximately 15 acres, currently contains the Pool, three baseball fields and associated parking. It is bounded by a cemetery on the east, and residences on the south and surrounding a single residence on Douglas Drive. Present site planning must work around this residence, and treat it as future space available at an undetermined date.

The existing Pool building houses the Pool equipment and the locker room/toilets and is open during the summer months.

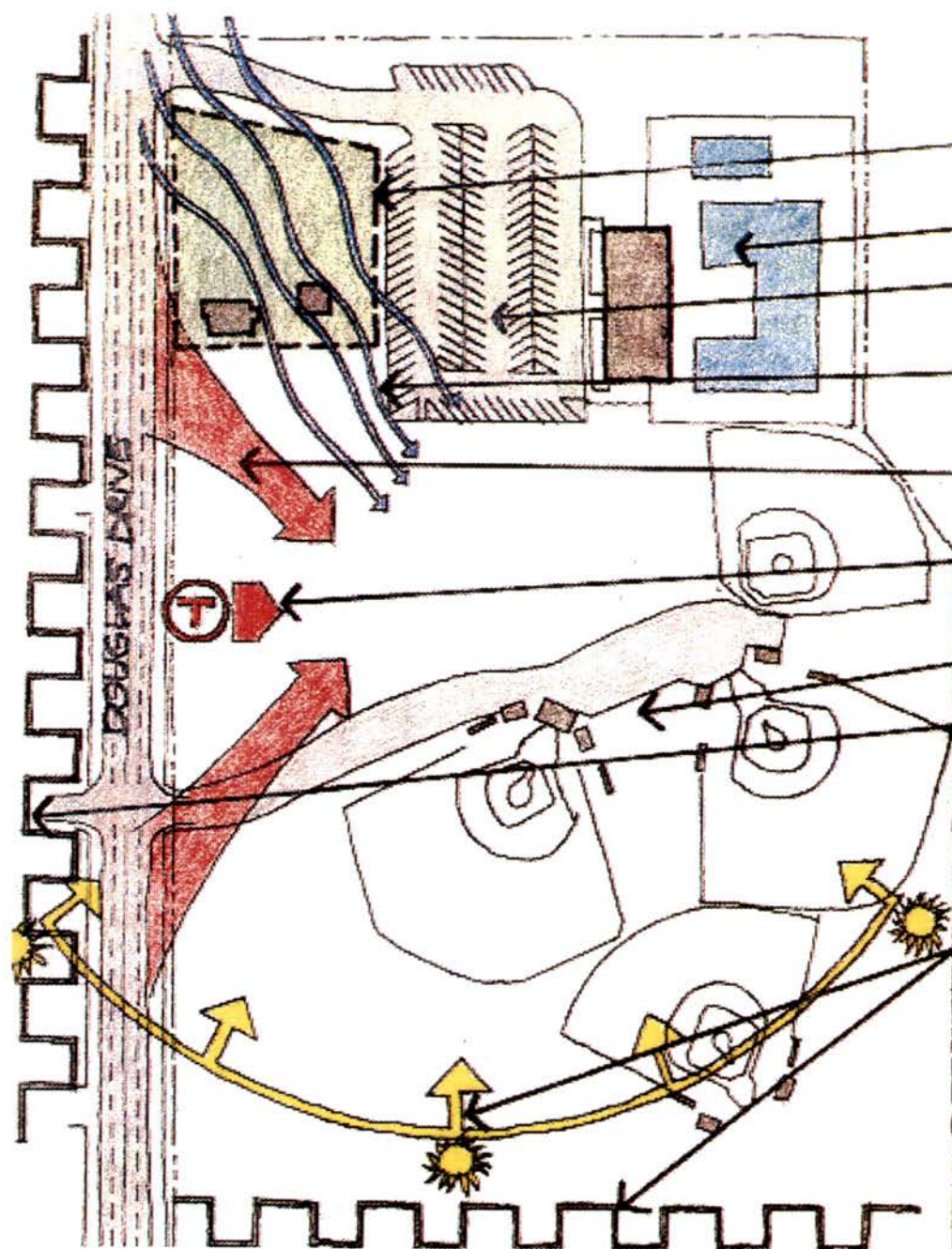
The adjacent parking lot for approximately 120 cars serves the Pool and summer baseball activities during the summer, but is not used during the majority of the year.

The three existing baseball fields are located on the central portion of the site, remote from the parking lot. As a result, parking for the baseball games takes place on the surrounding grass areas. The present baseball fields take up a large part of the site available for a building site.

Douglas Drive is the major north/south connecting link through Crystal, supporting bus transportation and a moderate traffic load. The site has good visibility from the street.

Building Entry plazas, and other spaces needing an exterior exposure seem naturally to orientate themselves on the south side where the sun exposure is nearly ideal. The building position should avoid access and exterior spaces on the north.





EXISTING SINGLE RESIDENCE  
FUTURE SPACE AVAILABLE  
AT AN UNDETERMINED DATE

EXISTING MUNICIPAL  
SWIMMING POOL

120 CAR PARKING LOT  
USED PRIMARILY FOR  
SUMMER ACTIVITIES

N.E. WINTER EXPOSURE -  
AVOID BUILDING ENTRY IN  
THIS DIRECTION

GOOD EXPOSURE OFF OF  
DOUGLAS DRIVE

BUS ACCESS TO SITE

BALLFIELDS TAKE UP LARGE  
PORTION OF USABLE SITE

SINGLE RESIDENTIAL EDGE  
TO THE SOUTH AND WEST

SOUTHERN EXPOSURE BEST  
FOR BUILDING ENTRANCES,  
PLAZAS, SPACES WITHIN THE  
BUILDING REQUIRING  
ORIENTATION TO THE OUTSIDE

## COMMUNITY CENTER SITE ANALYSIS

SPACE NEEDS STUDY  
CITY OF CRYSTAL



## COMMUNITY CENTER SITE PLAN CONCEPT

Resulting from the Pre-Architectural Program, we have a building of approximately 31,000 sq ft and a parking lot for an additional 250 cars. (approximately 87,500 sq ft or 2.0 acres)

Our feeling is that the present parking and the new parking should be linked for ease of vehicular flow through the site, however because of the size of the two parking lots, we feel it important that they remain individual lots to avoid the "sea of cars" feeling on the site.

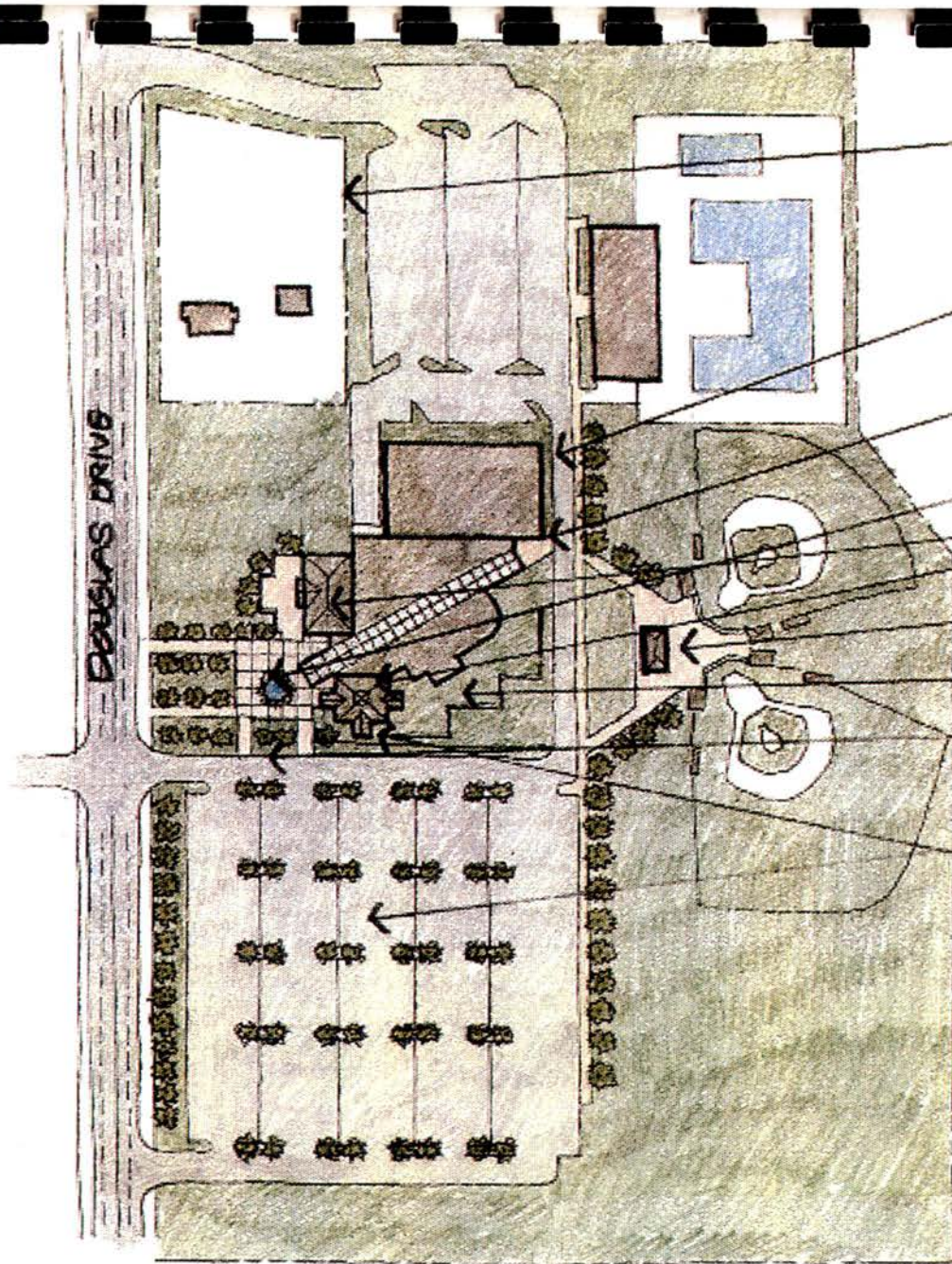
By linking the two parking lots the Pool parking can be used for overflow parking for the Community Center. The new parking lot should utilize landscaped islands to break up the large areas of pavement. A service drive for kitchen deliveries will be located off of the existing parking lot.

The Community Center building location is determined by the need for close proximity to Douglas Drive and the public transportation for the seniors and to the Municipal Pool building for interactive use during the summer months. A landscaped walk will link the Municipal Pool and the Community Center. The Gym and Gameroom are located adjacent to this walkway, as they are the primary spaces used by children in conjunction with the Pool in the summer.

The Senior Center and Childcare areas are located on the opposite end, near automobile access and public transportation. Spaces within the Community Center requiring exterior exposure are located on the south or west sides.

Two of the three existing baseball fields will remain in their present location. Sidewalks from the parking lot and the Community Center will link up with the ballfields and a new concession building could be built, centrally located to serve both fields.





FUTURE SPACE FOR PARK DEVELOPMENT

LINK COMMUNITY CENTER PARKING WITH POOL PARKING FOR OVERFLOW

CONNECT POOL AND COMMUNITY CENTER WITH TREE LINED SIDEWALK FOR INTERACTIVE USE OF TWO FACILITIES

MAIN ENTRY PLAZA OFF OF DOUGLAS DRIVE

SENIOR CENTER AND CHILD CARE LOCATED CLOSE TO FRONT ENTRY

REMAINING EXISTING BALLFIELDS BUILD NEW CONCESSION STRUCTURE

OUTDOOR SPACE FOR PLAY-STRUCTURES

DROP OFF AREA

250 CAR PARKING LOT WITH LANDSCAPED ISLANDS TO BREAK UP LARGE PAVING AREAS

LOCATE PEOPLE SPACES WITHIN THE BUILDING TO THE SOUTH AND WEST SIDES

## COMMUNITY CENTER SITE PLAN CONCEPT

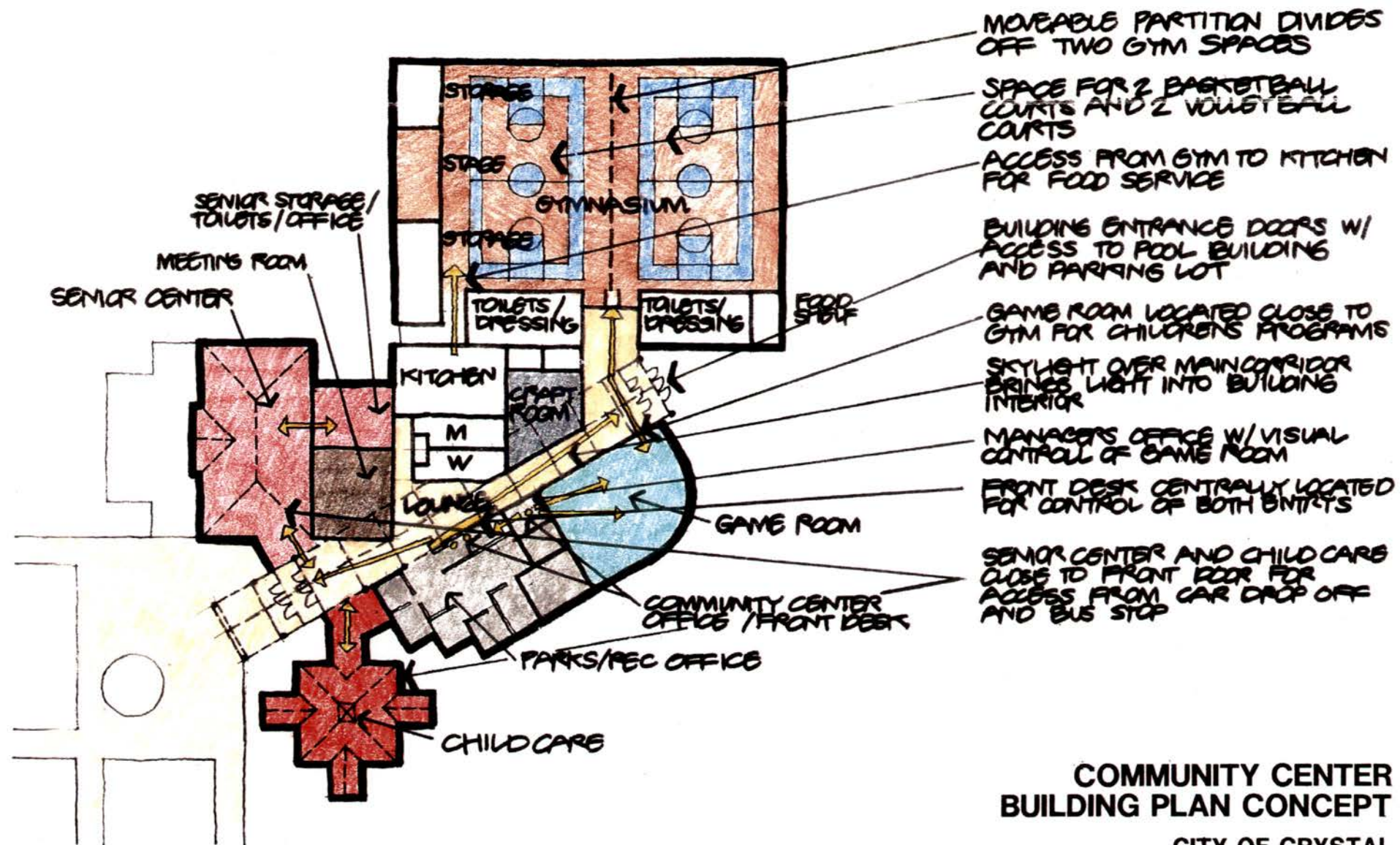
SPACE NEEDS STUDY  
CITY OF CRYSTAL



## COMMUNITY CENTER BUILDING PLAN CONCEPT

The conceptual layout of the building plan is based on site and interior functional relationships. The site relationships require the Senior Center and Child care to be located near the front entry and close to bus and automobile access. Gym and Game Room functions are located together, close to the Municipal Pool for shared activities during the summer months. The main interior corridor links the main entry directly with the access to the Municipal Pool and ballfields.

The interior relationships pivot around the front desk area and Parks & Recreation Department office. The front desk is positioned to visually control both ends of the corridor as well as the Game Room area. The Lounge and Toilets are central in location. The Senior Center, Meeting Room and Child Care require separation from the noisy Gymnasium and Game Room. Spaces requiring views and outdoor activity space are located on exterior walls. Other spaces where views are not as important are located on the interior, gathering light from the skylight over the corridor. For further description of each space, refer to the pre-architectural program.



## COMMUNITY CENTER BUILDING PLAN CONCEPT

CITY OF CRYSTAL  
SPACE NEEDS STUDY



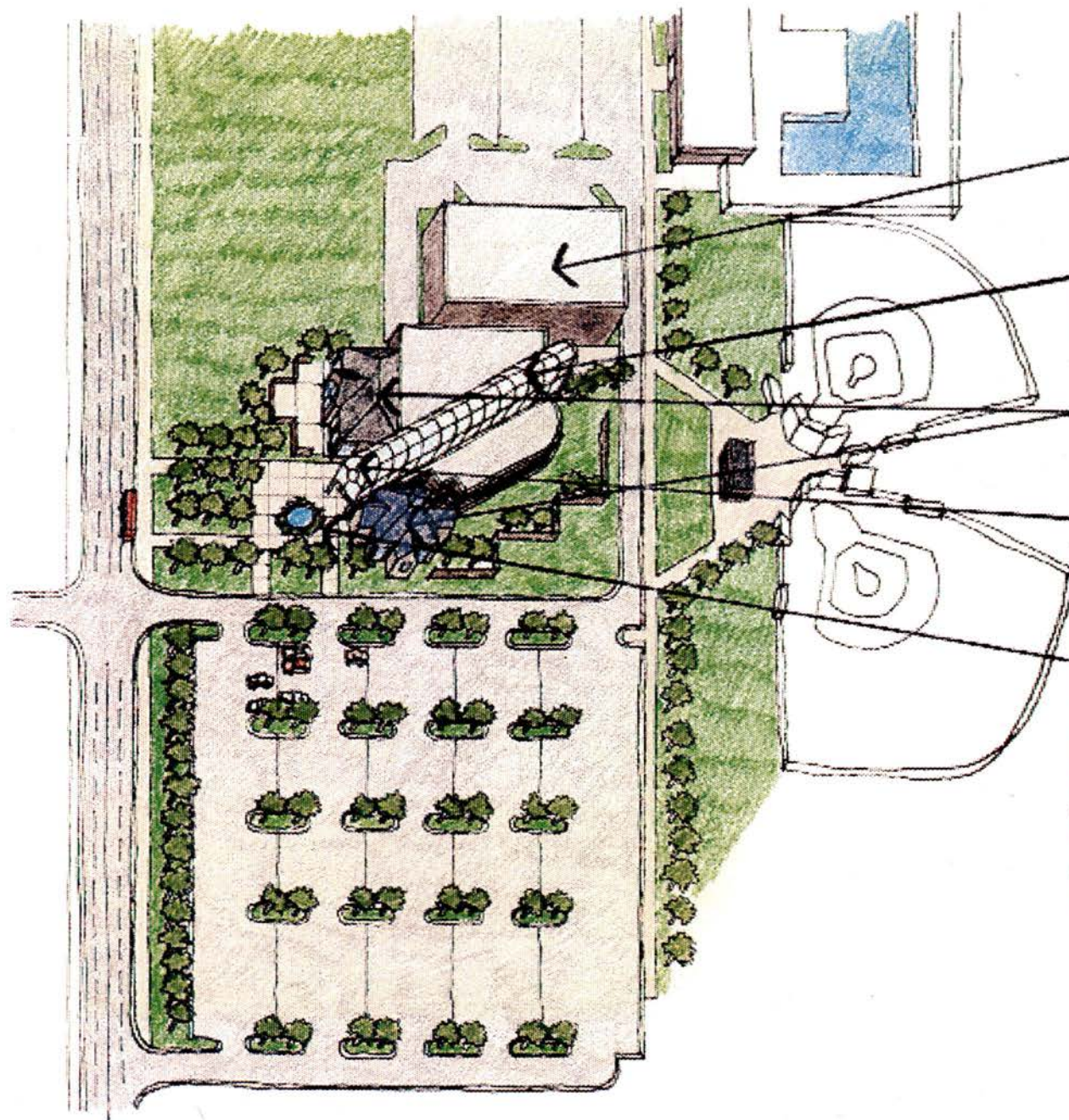
## COMMUNITY CENTER IMAGE

The primary goal of the Community Center is to be used by all age groups in the City of Crystal. We feel that the building's architectural character should reflect this goal. The building should look and feel like it is a fun place to be, and to attract the young. At the same time, it wants to be a comfortable and friendly place that senior citizens can use as a gathering place. The center is a civic building, belonging to the community, not a private "health club". The architecture can respond to these issues through the use of shape, color, scale and appropriate materials.

A plaza at the main entrance near Douglas Drive, begins to establish the Community Center as a civic building. In combination with the plaza, a vertical element near the entrance helps to create a "landmark". The Senior Center and Child Care are more residential in character, blending easily into the surrounding neighborhood.

The main corridor space is expressed with a skylight that bathes the highly traveled corridor with natural light. Finally, the large mass that encloses the Gym is located away from Douglas Drive, and anchors the building to the site.





LARGE GYM MASS IS HELD BACK FROM STREET AND ANCHORS THE BUILDING TO THE SITE

A SKYLIGHT EXPRESSES THE MAIN CORRIDOR SPACE WHILE PROVIDING NATURAL LIGHT INTO THE BUILDING INTERIOR

THE SENIOR CENTER AND CHILD CARE REFLECT A RESIDENTIAL SCALE RELATING TO THE NEIGHBORHOOD

A VERTICAL STATEMENT AT THE MAIN ENTRANCE CREATES A "CNC LANDMARK"

A PUBLIC PLAZA OFF OF DOUGLAS DRIVE HELPS ESTABLISH THE CENTER AS A "CIVIC PLACE".

NOTE: THIS IMAGE REPRESENTS A PROPOSED CONCEPT. THE ULTIMATE APPEARANCE OF THE BUILDING WILL BE THE RESULT OF A LONGER TIME OF STUDY BY THE CITY AND DESIGN TEAM.

## COMMUNITY CENTER IMAGE

CITY OF CRYSTAL  
SPACE NEEDS STUDY





GADA & ASSOCIATES, INC.  
CONSULTING ENGINEERS

MEMORANDUM

TO: Kurt Dale

FROM: Ram Gada 

SUBJECT: Mechanical Relocation

PROJECT: Crystal City Hall

DATE: October 12, 1987

Based on our brief observation at the project site and proposed building expansion, we list the following major modification/relocation which will be necessary:

1. Raising existing 12" I.D. boiler stack above new building roof.
2. Extending and relocating outside air duct for basement A.C. unit #2.
3. Extending and relocating combustion air duct for boiler and emergency generator at basement.
4. Extending emergency generator engine exhaust.
5. Remove and eliminate existing 2000 gal. underground oil tank (as long as other 10,000 gal. tank is present at the site).
6. Raise up the existing air cooled condensing unit on new roof and repipe refrigerent piping to basement water chiller.
7. Remove and reinstall existing three (3) expansion tanks at boiler room raised slab. Repipe as required.
8. Boiler room will need second exit. (General construction scope).

"Ball park" cost estimate to relocate above mechanical items 1 thru 7 is \$15,000 to \$18,000.

RECOMMENDATION ON EXISTING WATER CHILLER/CONDENSER

1. According to the manager, present capacity of the chiller is not enough. They have to run sprinkler lines over condenser coil.

Kurt Dale  
October 12, 1987  
Page 2

2. Unit was installed in 1964. Age is a factor to receive parts in case of major repair.
3. New building addition will require additional cooling capacity (approximately 10 ton for 3000 sq. ft. addition).

Based on above, we recommend you to replace existing chiller at basement and air cooled condenser at the grade with new unit with additional tonnage capacity for new expansion. New unit will be energy efficient.

Our "ball-park" budget estimate for a new 70 ton water chiller and roof mounted air cooled condensing unit is \$55,000 to \$60,000.

ct



PRE-ARCHITECTURAL PROGRAM MEMO  
City of Crystal, MN  
4141 N. Douglas Drive  
POLICE DEPARTMENT

DATE: 1 September 1987  
BY: George Klein  
SUBJECT: Programming Meeting on  
25 August 1987

ANDERSON DALE/KMC ASSOCIATED ARCHITECTS

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PRESENT WERE: Chief Jim Mossey, Police Department  
Lt. Craig Thomseth, Manager Support Services Division  
Lt. Rick Gautsch, Manager Patrol & Investigation Division  
Lt. Dave Pelchia, Investigation Supervisor  
Judy Aaker, Communications Clerk/Dispatch  
Deb Lien, Secretary for Clerical & Records  
Curt Dale, ADAI Architects  
Rich McCarthy, KMC Architects  
George Klein, KMC Architects

Purpose of the meeting: To introduce the Design Team to the Client/User Team and to begin the Pre-architectural Programming Process.

Architects Dale and Klein described the programming process and stated that the work will be completed by 30 September 1987. It was stated that at least two (2) meetings with each interviewee can be anticipated. The first is to gather information about the spaces to be included in the building and to record all of the discussions. The second meeting will be utilized to review the program memos and make corrections as required.

Ultimately, the architects will provide a written description of each component of the police department and a graphic diagram showing component size and relationship to the other components.

This "Pre-architectural Program" is used to prepare cost estimates for building budgets, and when funds are available, will be used by the building designer at the time the Schematic Design phase begins.

Each staff attendee was asked to present a brief description of his/her duties and to describe the kind of space required to perform them.

Dispatch

Judy Aaker described the present dispatcher work station. It is a 2-position station - occasionally occupied by two (2) persons when shifts overlap. The existing station is cramped - counter space is at a premium. The large "MENSIS" monitor on the counter impedes the view of the CCTV monitors at the console. A toilet room should be nearby to eliminate the necessity to leave the work station area for a bathroom break. This should be adjacent to a women's locker room for 8 - 10. Certain clerical tasks, if removed from the dispatch area, will reduce the interruptions experienced. Location should be out of main traffic flow and yet able to monitor entrance and lobby area. Acoustic consideration must be given to radio transmitting and receiving. Ventilation noise must be masked. Lighting design should consider glare and contrast to minimize eye fatigue from monitoring TV screens. Dispatch should be able to monitor by both audio and video all the cells, intake and booking, the sallyport and all other entrances to the detention areas. Cells should be continuously monitored; rotation okay on other cameras. Intercom to cells is desired since dispatcher cannot leave his/her post without relief during the night shift. Intercom should also connect to lobby (voice activated) and to clerical. Future data terminals in patrol cars will require space for an additional computer terminal in dispatch.



Public lobby, viewed by dispatch, must be well lighted with public toilets available. Seating for 6 - 8. There should be 2 - 3 interview rooms easily accessible from lobby with room for three (3) persons to be seated. (e.g., attorney visit with man and wife). Entry for arresting officer (A.O.) and prisoner must be separate from the public lobby.

#### **Office of Police Chief Jim Mossey**

Approximately 220 sq. ft. will allow for a large desk with lockable file drawers, credenza and adjacent conference table for 4 - 6 people.

Provide monitoring space for a TV monitor with cable for channels 17 and 31, weather monitoring and Civil Defense. Provide a storage cabinet (or closet) and bookcases. Provide access to the office from the main public lobby. (Discrete access to a secondary exit corridor is desirable.)

#### **Other Offices**

Private offices for administrative and investigative personnel should be adjacent to clerical stations, records and the public reception area. Need to discuss potential expansion.

Administrative: Five (5) offices are required, acoustically separate for confidentiality. Provide desk with computer terminal, one (1) lockable file drawer and typing ell (leaf - extension?). Each office should have one (1) visitor chair, coat hanging space and one (1) file cabinet.

Investigative: Six (6) offices, including one (1) large enough to seat 5 - 6 for the Juvenile Specialist. Equipment to be same as "Administrative" above. A separate key access entrance is desirable for investigators.

#### **Conference/Interview/Holding Rooms**

One (1) room to seat six (6) adjacent to the public lobby. This room will serve as a family room with minimum "police" look. Comfortable, living room arrangement will permit counseling with families and/or victims. Video taping from discrete camera locations.

One (1) room to seat fifteen (15) for multi-use as a large conference/training room. It should have toilets and coffee (beverage?) (snack?) service nearby, such as a Dwyer unit. Can serve as an Emergency Operating Center (EOC)/

Two (2) interview rooms with varying seating capabilities from 2 - 5 persons, near public entry and administration.

One (1) secure interview room near detention center for three (3) persons to be used for victim/witness interviews. One-way glass from an adjacent room with variable lighting levels, audio/video jacks and panic button.

Possibly one or two additional rooms may double as interview rooms and/or holding rooms for status offenders. Up to four (4) persons may be held at one time. Rooms are secure but unlocked.

### Clerical Stations

Three (3) current, plus future expansion capabilities?, at 80 sq. ft. each work station. Clerical staff to be in an "open office" setting, utilizing partial-height panels (PHP) for a balance between privacy and openness. Telephone conversations and office machine chatter need some acoustical attention. Lighting should preclude glare/contrast for viewing of CRT at each work station. Location must be such as (able?) to serve records, dispatch, administrative and investigative offices. Presumably, during working day hours, one (1) clerical station can double as a reception desk to relieve the dispatcher. During evening and night shifts, the dispatch station will handle receptionist duties. Work station equipment includes: Typewriter, POSSE computer system used in records management and dictaphone. Two (2) printers -- one for POSSE; one for word processing. Each work station should include space for a visitor's chair, file drawers and upper shelving for storage. (Need more information on desired file storage methods, task lighting requirements, etc.) Records will soon be on microfilm. (Needs more discussion.)

### Utility Rooms

Required for equipment storage, such as cameras, surveillance equipment, search warrant equipment, portable radios battery-charging shelf. Emergency oxygen bottles will be recharged here.

### Armory

Can be a locker or storage cabinet. No reloading will be done on the premises.

### Evidence Storage

Approximately 800 sq. ft., including space for one (1) vehicle. (Consider storage for vehicle in sallyport.) One room should be designed for transfer of evidence to meet "chain of evidence custody" requirements. There must be a sink with floor drain for evidence processing; ~~locker~~ for secure storage.

*SAFE (N.I.C.)*

### Patrol Officer

Requirements include a muster room for roll-call with appropriate space for report writing in cubicles with shelving for forms; officers' locker room and toilets (shower?). Separation is desired between officers checking in and those checking out at shift changes.

### Intake and Booking Area

Incomplete information as yet.

#### a.) General access requirements:

Separate entrance for A.O. and prisoner, monitored or controlled by dispatcher with CCTV coverage. At vehicle and/or pedestrian sallyport(s). Provide gun locker and panic button.

Two (2) vehicle sallyport with drive-thru, also monitored by CCTV. Arresting Officer currently handles booking and intake process solo.



\* TV CABLE ?

b.) Intake process includes:

Clothing change into disposable garments. Provide storage for prisoner clothing (locker or storage cabinet, ventilated.)

Shower stall, toilet (?)

Photo, fingerprinting and breathalyzer areas

c.) Holding cells:

Male and female. No juvenile. Meet requirements of MN DOC agency rules, IACP, ACA, CAC and AJA recommendations.

Miscellaneous Requirements

More information needed regarding:

~~CHEMICAL~~

~~Clinical testing area, near detention area.~~

Break room and food (vending) requirements.

Large Community meeting room, as a multi-purpose facility, in combination with other community/city hall functions.

~~OWN POLICE FUNCTIONS~~

cc: ADAI

MUSTER ROOM:

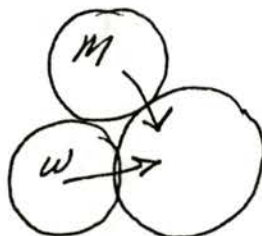
REPORT WRITING SPACES. (4) PHONE JACKS.

TABLET ARM CHAIRS. 8-10

RADIO JACK/SPEAKER.

MARKED.

REPT FORM STG.



SEPARATE  
COMMON ENTRANCE

**PRE-ARCHITECTURAL PROGRAM MEMO**  
City of Crystal, MN  
4141 N. Douglas Drive  
**POLICE DEPARTMENT**

**DATE:** 22 September 1987  
**BY:** Rich McCarthy  
**SUBJECT:** Outline Specification

**ANDERSON DALE/KMC ASSOCIATED ARCHITECTS**

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**o Codes and Standards**

The City of Crystal, MN Police Department 72-hour holding facility is required to conform to the State Building Code (SBC) and the adopted Uniform Building Code (UBC) 1985 Edition. The NFPA Life Safety Code should be reviewed as applies. In addition, the facility must be reviewed and approved by the MN Department of Corrections (DOC) for the State Building Code Division. MN DOC codes and standards include: Chapter 2900, "Department of Corrections Rules Governing the Construction of New Corrections Facilities" (including suggested waiver items) and Chapter 2910, "Department of Corrections Rules Governing Adult Detention Facilities". Optional detention facility standards would be the American Correctional Association (ACA) - Commission on Accreditation for Corrections "Standards for Adult Local Detention Facilities".

**o Structure, Exterior Envelope/Secure Perimeter, and Interior Security Partitions**

The above-referenced codes and standards mandate Type I or Type II - FR (fire-resistant) construction and conformance with Group I-3 occupancy requirements. Typical wall and partition construction includes 8" thick C.M.U. with concrete or mortar-filled cores, vertical steel rod reinforcement each core, horizontal steel reinforcement each course and hardening compound used to treat mortar joints. Horizontal reinforcement may be deleted in selected non-perimeter security partitions. Prefab steel grillage systems are discouraged. Prefab steel panel systems are acceptable but significantly more expensive. Floor construction is typically pre-cast or cast-in-place concrete.

**o Openings**

Security doors will be 14-gauge hollow metal with appropriate vision panels, shutters, food pass and speak port as required. Security frames will be 12-gauge hollow metal with loop-type security anchors, water-proof/pass-proof thresholds, electrical conduit and security hardware preparation. Doors in and within the secure perimeter will have electrically-operated, security-type locksets with manual override function. Hardware accessories will include electric monitor hinges and/or strikes and pulls and closers as appropriate. Selected groups of doors will inter-lock electronically.

Glazed openings will include door vision panels, borrowed lights and exterior windows framed with hollow metal fabrications or security-duty aluminum extrusions. Glazing materials include multi-layer glass/clad polycarbonate laminates - composition/thickness depending upon security level, abuse-resistance and size.

**o Finishes**

C.M.U. walls and partitions will include integral glazed finish or epoxy-type paint materials. Floors, depending upon security level/surveillance opportunities, will range from sealed concrete to VCT. Suspended ceilings will be high-strength gypsum or cement plaster on metal lath. Ceramic tile/GCMU shower and toilet rooms will be provided. Non-detention areas will conform to general building standards.

**o Detention Furnishings**

These will include epoxy-finished, pre-cast concrete or steel fabrications. Detention-grade accessories will be furnished.



o **Electrical Construction**

Systems include typical panel and distribution with particular needs for security-grade lighting fixtures, switches, receptacles, devices and coverplates. An emergency generator back-up is required to power all security and life safety-related equipment and provide minimal lighting. Special systems include central control station with door controls/monitors, intercom, CCTV monitors and building safety (fire) alarm system panel or subpanel. As above, most doors are wired for electric operation and monitor, and each cell is equipped with separate control and monitor devices.

o **Mechanical Construction**

Plumbing fixtures will be stainless steel type security fixtures with separate remote shut-off controls, overflow shut-off clean-outs and concealed back-up drains. HVAC will be provided via a separate air-handling unit due to the full-time operation of the facility. Detention living areas must be equipped with controls providing automatic smoke evacuation and 100% fresh air under detector-activated emergency situations. The detention area must be provided with automatic fire protection sprinklers.

cc: **ADAI**

John Olson  
Craig Thomseth  
Chief Mossey

## ORDINANCE NO. 90-\_\_\_\_\_

AN ORDINANCE RELATING TO THE  
CRYSTAL COMMUNITY CENTER: AMENDING  
CRYSTAL CITY CODE, SUBSECTION 815.13.

## THE CITY OF CRYSTAL ORDAINS:

Section 1. Crystal City Code, Subsection 815.13 is amended to read:

815.13. Liquor and Beer in Parks. Subdivision 1. General Rule. Except as otherwise permitted by this subsection, the use, consumption, display, and presence of intoxicating liquor (liquor) and non-intoxicating liquor (beer) as those terms are defined in Chapter XII of this Code, is prohibited in parks and related facilities including vehicle parking facilities immediately adjoining a park and the Crystal Community Center.

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

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Clerk

CR205-7:Ord11.

MINUTES OF THE  
ENVIRONMENTAL QUALITY COMMISSION OF CRYSTAL, MINNESOTA  
JANUARY 18, 1990  
7:30 P.M.  
SOUTH CONFERENCE ROOM

The Chair called the meeting to order at 7:36 P.M., recognizing a quorum. Those members present were: Beth Jarvis, Gerald Schoultz, Phyllis Isaacson, Mary Pat Hanauska, Larry Lemanski, Gary Joselyn (Council Liaison), Julie Jones (Staff Liaison), Lerry Teslow (arrived 7:38 P.M.), and Diane Christopher (arrived 8:56 P.M.).

Those members absent were: Ryan Schroeder, Gail Gove and Jerry Farrell.

The first order of business was approval of the December 21, 1989, regular meeting minutes. Mary Pat Hanauska moved to approve the minutes as written and Phyllis Isaacson seconded the motion.

Motion Carried.

The second order of business was introductions for the new Council Liaison, Council Member, Gary Joselyn.

The third order of business was continued discussion of the plastics issue. The Commission members discussed other cities plastics ordinances, reduction of the use of plastics, and the banning of certain plastic materials. It was decided to further discuss the need for a plastics ban or ordinance in the City of Crystal at the next meeting.

The fourth agenda item was discussion of plans for Earth Day 1990. The Commission members discussed the possibility of conducting a tree planting project. Lerry Teslow noted that the State Park Department is not advising the planting of trees this year due to the severe drought conditions. It was the consensus of the group that it may be a waste of volunteers' time to conduct a tree planting project for Earth Day 1990.

Julie Jones then explained the expenses for renting space in area schools and suggested Brookdale as an alternative space for an Earth Day event on April 22, 1990. Since space is currently available at Brookdale at no rental fee, the Commission members agreed that Brookdale would be a better site for the event. Phyllis Isaacson moved to hold an Earth Day 1990, event at Brookdale on April 22, 1990. Mary Pat Hanauska seconded the motion.

Motion Carried.

The Commission members then discussed potential booth displays and speakers for the Earth Day 1990 event. The following list of ideas was formed:

1. Composting
2. Hennepin County garbage display (assigned to Julie)
3. BFI display (assigned to Julie)
4. Master Gardners booth (assigned to Beth)
5. Federated Garden Clubs of Minnesota (assigned to Beth)
6. Speaker on environmental effects on weather (assigned to Mary Pat)
7. Water use and water quality - Fresh Water Foundation (assigned to Larry T.)
8. Audubon Society booth (assigned to Gail)
9. Plastics costume characters (assigned to Julie)
10. Booth for politicians
11. Sierra Club booth (assigned to Phyllis)
12. Waste water (assigned to Pauline)
13. Booth for Kids to Save the Earth (assigned to Diane)
14. Xeriscaping - Deb Brown as speaker (assigned to Beth)
15. Booth for Crib Diaper Service (assigned to Julie)
16. Booth for West Hennepin Human Services - Energy Audits (assigned to Julie)
17. Minnesota Ride Share booth

Mary Pat Hanauska suggested establishing a subcommittee to make further plans for the Earth Day event prior to the regular February meeting, inviting other cities' recycling coordinators to attend. The meeting date of Thursday, February 1, 1990, at 7:00 P.M. at the City Hall was established as a meeting date for this purpose. All available members were asked to attend.

The fifth agenda item was a staff update on the Hennepin County Yard waste problem. Julie Jones explained that little developments have been made on the County level since the December meeting. However, a yard waste committee has been established by the Hennepin County Board of Commissioners. The purpose of the yard waste committee is to get the cities and the county staff people together in compiling a solution to the county's yard waste problems for 1990. The committee will be holding several meetings over the next two weeks.

The sixth agenda item was continued discussion of the pesticides issue. Lerry Teslow reported on her findings of which chemicals are being used by the State Park system and private lawn care companies. 2,4-D and other chemicals were discussed.



Under New Business, Julie Jones gave a report on the National Recycling Congress which she attended last October. She also gave a brief update on the Energy Audit Program.

Under Other Business, Lerry Teslow showed the commissioners a new magazine entitled Garbage, giving members information on how to subscribe to the magazine.

Lerry Teslow then moved to adjourn the meeting. Gerald Schoultz seconded the motion.

Motion Carried.

The meeting adjourned at 9:56 P.M.

CRYSTAL PARK & RECREATION DEPARTMENT  
YEAR-END ACTIVITY REPORT  
1989

SENIOR ACTIVITIES

ACTIVITY	REGISTRATION 1989	REGISTRATION 1988	ACTIVITY	REGISTRATION 1989	REGISTRATION 1988
Y E A R   R O U N D:					
Center Membership			Tripsters		
As of December	610	596	Crystal Registration	407	375
				16 trips	12 trips
Senior Center Groups			Paint Class	8	8
As of December					
Welcome	4	4			
500 Days	72	72			
500 Evenings	40	40			
Scrapbook	2	2			
Poker for Fun	21	21			
Bridge Day	56	60			
Bridge Evening	40	40			
Duplicate Bridge	48	40			
Cribbage	44	44			
Executive Committee	12	11			
Out to Lunch Bunch	414	430			
	9 trips	10 trips			
Brunch Bunch	256	279			
	6 events	9 events			
Cook-out	197	113			
	5 events	3 events			
Special Events	492	1144			
	7 events	15 events			

CRYSTAL PARK & RECREATION DEPARTMENT  
YEAR-END ACTIVITY REPORT  
1989  
SPECIAL EVENTS/ACTIVITIES

ACTIVITY	REGISTRATION 1989	REGISTRATION 1988	ACTIVITY	REGISTRATION 1989	REGISTRATION 1988
Y O U T H:			O T H E R:		
Santa Snack	40	32	Winterfest	400+	400+
Halloween Party	40	80	Snow Fun Day	225+	200+
Bike Rodeo	300	325	Bass Lake Road Planting	6 groups	5 groups
Bunny Supper	100	102	Crystal Frolics Events (P & R sponsored)		
Easter Egg Hunt	250+	500+	Pool Fun Day	75	150
Playground Events	970	956	Tennis Tourney	9 dbl/23 sgl	17 dbl/47 sgl
8 events		8 events	Softball Tourney: Men'	53 teams	52 teams
			Kiddie Parade	127	100
			Sr. Cribbage Tourney	66	68
			Sr. 500 Tourney	116	112
			Sr. Bridge Tourney	96	96
			Volleyball Tourney	4 teams	N/A
			Adaptive Program		
			Crystal Registrants	38	40
			Integration Program		
			Fall Qtr	56 units of service	N/A
			Summer Qtr	23 units of service	N/A
			(1 Unit of Service defined as 15 minutes)		

CRYSTAL PARK & RECREATION DEPARTMENT  
YEAR-END ACTIVITY REPORT  
1989

SPECIAL FACILITIES

ACTIVITY	REGISTRATION 1989	REGISTRATION 1988	ACTIVITY	REGISTRATION 1989	REGISTRATION 1988
Skating Rinks	9971	10,253	Picnic Permits	55	46
Bassett Creek	863	905	Softball Practice Permit	742	358
Broadway	723	926	Becker Concert Series	19,655	13,845
Crystal Highlands	950	919	Average per concert	438	381
Forest	898	970			
Iron Horse	521	525			
Lions Valley Place	2917	2767			
North Lions	489	583			
Twin Oak	815	831			
Welcome	1287	1234			
Yunkers	508	593			
*Attendance is for season: 88/89 and 87/88					
Playgrounds	7478	5338			
Bassett Creek	436	470			
Becker	208	134			
Broadway	526	419			
Cavanagh	191	175			
Crystal Highlands	524	282			
Forest	1085	436			
Lee	220	188			
Lions Soo Line	92	94			
Lions Valley Place	437	441			
North Bass Lake	173	174			
North Lions	715	420			
Skyway	121	176			
Twin Oak	1693	918			
Welcome	551	477			
Yunkers	232	381			
Kentucky	205	100			
Iron Horse	69	53			
Morning Playgrounds	345	N/A			
Swimming Pool	36,028	43,073			
Swimming Lessons	579	509			



CRYSTAL PARK & RECREATION DEPARTMENT  
YEAR-END ACTIVITY REPORT  
1989  
YOUTH ACTIVITIES

ACTIVITY	REGISTRATION 1989	REGISTRATION 1988	ACTIVITY	REGISTRATION 1989	REGISTRATION 1988
F A L L     S E A S O N:			S U M M E R     S E A S O N:		
Basketball Grades 3 - 6	98	95	Softball Grades 3 - 12	259	257
Soccer Grades 1 - 6	105	100	T-Ball/Mite Ball Grades K - 2	347	328
Flag Football Grades 3 - 6	70	91	Tennis Lessons Grades 1 - 8	85	64
Volleyball Grades 4 - 8	33	N/A	Tennis League Grades 7 - 12	10	14
W I N T E R     S E A S O N:			Nature Nuts	48	14
Hockey Grades K - 3 (1989/90) Grades 1 - 8 (1988/89)	22	61	Pre-school/Elementary		
Wrestling Grades 1 - 6	65	48	Super Sports Grades 1 - 6	31	24
			M U L T I P L E     S E S S I O N S:		
Learn to Hockey Skate Grades 1 - 4	13	12	Gymnastics (F,W,SP,SU) Pre-school - Grade 8	242	307
Learn to Figure Skate Grades 1 - 4	30	24	Dance (F,W,SP) Pre-school - Grade 6	75	90
S P R I N G     S E A S O N:			Kids Cooking (F, SP) Preschool - Grade 4	23	23
Pilo Polo/Floor Hockey Grades 2 - 5	30	18	Kids Kapers (F,SP) Preschool - Grade 4	20	19
Nerf Soccer	27	21	Arts School (F,SP,SU) Grades 1 - 6	40	8
S U M M E R     S E A S O N:			Bowling Grades 1 - 8	68	N/A
Tiny Tots Pre-school	75	70	Teen Dance (F,W,SP) Grades 7 - 9	1229 7 events	1258 6 events
Special Friend/Me Preschool	8	N/A			
Ball Skills Pre-school	31	30			
Arts & Crafts Grades 1 - 6	68	54			

CRYSTAL PARK & RECREATION DEPARTMENT  
YEAR-END ACTIVITY REPORT  
1989  
ADULT ACTIVITIES

ACTIVITY	REGISTRATION 1989	REGISTRATION 1988	ACTIVITY	REGISTRATION 1989	REGISTRATION 1988
F A L L     S E A S O N:			M U L T I P L E     S E S S I O N S:		
4 Man Football Lge	6 teams	7 teams	Walk (F,W,SP)	76	76
Fall Softball Leagues			Exercise (F, W, SP)	81	214
Men	23 teams	26 teams	Open Gyms		
Women	5 teams	6 teams	Basketball	25	30
Co-Rec	13 teams	7 teams	Volleyball	27	25
W I N T E R     S E A S O N:			Co-Rec Volleyball		20
Ski Trips	166	168	Volleyball Leagues (F, W, SP)		
6 trips		6 trips	Men	43 teams	40 teams
S U M M E R     S E A S O N:			Women	27 teams	27 teams
Softball Leagues			Co-Rec	43 teams	41 teams
Men	47 teams	48 teams	Golf Leagues (SP, SU, F)		
Women	16 teams	18 teams	Women	45	42
Co-Rec	16 teams	17 teams	Men - Spring/summer	45	48
Tennis Lessons	7	31	Men Fall	20	29
Tennis Leagues	41	52	Getaway		
Neighborhood Volleyball	19 teams	20 teams	Crystal Registration	80	66
Sand Volleyball	4 teams	N/A	8 trips		6 trips

CRYSTAL PARK AND RECREATION DEPARTMENT  
MONTHLY REPORT  
JANUARY 1990

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PROGRAM ACTIVITIES: JANUARY START

ACTIVITY NAME	REGISTRATION		LOCATION	AGE GROUP	DAY/TIME
	1990	1989			
BEGINNING SKATE LESSONS	12	10	WELCOME	GRADES K-4	SAT AFTERNOON
	10	10	BROADWAY		
	15	10	LIONS VALLEY PLACE		
	---	---			
TOTAL	37	30			
LEARN TO HOCKEY SKATE	5	7	WELCOME	GRADES 1-4	WEEKDAY EVENING
	5	6	LIONS VALLEY PLACE		
	---	---			
TOTAL	10	13			
YOUTH HOCKEY	22	61	AREA PARKS	GRADES K - 3	WEEKDAY EVES/WKEND
WRESTLING INSTRUCTION	32	41	SANDBURG MIDDLE	GRADES 1-6	WEEKDAY EVENING
	27	24	HOSTERMAN MIDDLE		
	---	---			
TOTAL	59	65			
WRESTLING OPEN GYM	10	8	HOSTERMAN MIDDLE	GRADES 1-6	WEEKDAY EVENING
DANCE INSTRUCTION - WINTER	40	36	FOREST	PRESCHOOL TO GRADE 5	WEEKDAY EVENING
GYMNASTICS - WINTER	57	91	SANDBURG MIDDLE	PRESCHOOL TO GRADE 6	WEEKDAY EVENING
ADULT SKI TRIPS					
TROLLHAUGEN	23			ADULT	WEEKDAY DAY
WELCH VILLAGE	25				
WILD MOUNTAIN	28				
AFTON ALPS	25				
	---				
TOTAL	101	86			

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PROGRAM ACTIVITIES: JANUARY START

ACTIVITY NAME	REGISTRATION		LOCATION	AGE GROUP	DAY/TIME
	1990	1989			
-----					
MORNING EXERCISE					
January	10	NA	N H ICE ARENA	ADULT	WEEKDAY MORNING
CO-REC OPEN VOLLEYBALL			HOSTERMAN	ADULT	WEEKEND AFT.
Power	16	NA			
Beg/Intermediate	22	NA			
SKATING RINKS					
JANUARY ATTENDANCE :					
	554	484	FOREST		
	179	296	IRON HORSE		
	321	380	BASSETT CREEK		
	745	682	WELCOME		
	372	410	BROADWAY		
	230	240	YUNKERS		
	389	470	CRYSTAL HIGHLANDS		
	1404	1480	LIONS VALLEY PLACE		
	440	485	TWIN OAK		
	190	196	NORTH LIONS		
	----	----			
TOTAL	4824	5123			

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ONGOING PROGRAMS - JANUARY 1990

SENIORS*	ADULTS
CENTER MEMBERSHIP: 615	MEN'S VOLLEYBALL LEAGUE
(December 1989 - 615/January 1989 - 585)	WOMEN'S VOLLEYBALL LEAGUE
CENTER GROUPS:	CO-REC VOLLEYBALL LEAGUE
Quarterly Update/Last Quarter in ()	ADULT OPEN BASKETBALL
CRIBBAGE: 40 (44)	ADULT OPEN VOLLEYBALL
WELCOME: 4 (4)	CO-REC OPEN VOLLEYBALL
500 DAY: 76 (72)	WALK PROGRAM
500 NITE: 40 (40)	
SCRAPBOOK: 4 (2)	
POKER FOR FUN: 21 (21)	
BRIDGE DAY: 56 (56)	
BRIDGE NITE: 40 (40)	
DUPLICATE BRIDGE: 48 (48)	
EXECUTIVE COMMITTEE: 12 (12)	
SPECIAL EVENTS:	
OTLB: 48 to Venetian Inn	
BRUNCH BUNCH: 56 - Program featured Alaska slides	



-----  
ONGOING PROGRAMS - JANUARY 1990  
-----

YOUTH  
  
BASKETBALL LEAGUE

OTHER ACTIVITIES

TMH-EMH/ADAPTED\*\*  
COMMUNITY TRIPSTERS\*\*  
ICE CAPADES: 118 Total/33 Crystal  
GETAWAY\*\*  
N/A

\*\*--CO-SPONSORED WITH OTHER AGENCIES

-----  
PROGRAMS COMPLETED  
-----

JANUARY: NONE



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

ADMINISTRATIVE OFFICE

February 8, 1990

George Haasken  
Gambling Manager  
Knights of Columbus Council #3656  
4947 West Broadway  
Crystal, MN 55429

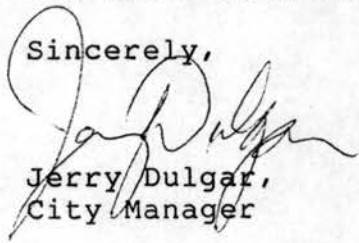
Re: Gambling License No. A-00200-001

Dear Mr. Haasken:

On November 8, 1989, the Crystal City Council approved a renewal of your gambling license application which included Bingo on Sunday and Tuesday from 7:00-11:00.

This week City of Crystal residents received the attached flyer at their residences which indicates a starting time of 6:15 p.m. It seems you are not in compliance with the license that was approved by the City of Crystal Council and issued by the State of Minnesota Department of Revenue Gaming Division.

Sincerely,



Jerry Dulgar,  
City Manager

cc: Crystal City Council  
cc: Department of Revenue, Gaming Division



Department of Revenue - Gaming Division  
Mail Station 3315  
St. Paul, MN 55146-3315  
(612) 297-5300

Approved 11-8-89

For Board Use Only

Paid Amt: \_\_\_\_\_

Check No. \_\_\_\_\_

Date: \_\_\_\_\_

### GAMBLING LICENSE RENEWAL APPLICATION

LICENSE NUMBER: <b>A-00200-001</b>		/ EFF. DATE: <b>03/01/89</b>		/ AMOUNT OF FEE: <b>\$200.00</b>																			
1. Applicant—Legal Name of Organization <b>KNIGHTS OF COLUMBUS COUNCIL 3656 CRYSTAL</b>		2. Street Address <b>4947 West Broadway</b>																					
3. City, State, Zip <b>Crystal, MN 55429</b>		4. County <b>Hennepin</b>		5. Business Phone <b>( 612 ) 537-1492</b>																			
6. Name of Chief Executive Officer <b>Thomas Tophen</b>		7. Business Phone <b>( 612 ) 493-1390</b>																					
8. Name of Treasurer or Person Who Accounts for Revenues <b>Don Redden</b>		9. Business Phone <b>( 612 ) 537-4953</b>																					
10. Name of Gambling Manager <b>George Haasken</b>		11. Bond Number <b>BR231977A</b>		12. Business Phone <b>( 612 ) 537-7283</b>																			
13. Name of Establishment Where Gambling Will Take Place <b>Knights of Columbus Hall Crystal</b>		14. County <b>Hennepin</b>		15. No. of Active Members <b>1429x 1677</b>																			
16. Lessor Name <b>No Lessor</b>		17. Monthly Rent: <b>\$0</b>																					
18. If Bingo will be conducted with this license, please specify days and times of Bingo.																							
<table border="1"><thead><tr><th>Days</th><th>Times</th><th>Days</th><th>Times</th><th>Days</th><th>Times</th></tr></thead><tbody><tr><td><b>Sunday</b></td><td><b>12:00-4:00</b></td><td><b>Tuesday</b></td><td><b>7:00-11:00</b></td><td></td><td></td></tr><tr><td><b>Sunday</b></td><td><b>7:00-11:00</b></td><td></td><td></td><td></td><td></td></tr></tbody></table>						Days	Times	Days	Times	Days	Times	<b>Sunday</b>	<b>12:00-4:00</b>	<b>Tuesday</b>	<b>7:00-11:00</b>			<b>Sunday</b>	<b>7:00-11:00</b>				
Days	Times	Days	Times	Days	Times																		
<b>Sunday</b>	<b>12:00-4:00</b>	<b>Tuesday</b>	<b>7:00-11:00</b>																				
<b>Sunday</b>	<b>7:00-11:00</b>																						
19. Has license ever been: <input type="checkbox"/> Revoked Date: <b>No</b> <input type="checkbox"/> Suspended Date: <b>No</b> <input type="checkbox"/> Denied Date: <b>No</b>																							
20. Have internal controls been submitted previously? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "No," attach copy)																							
21. Has current lease been filed with the board? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No," attach copy) <b>(Not Required)</b>																							
22. Has current sketch been filed with the board? <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No," attach copy) <b>(Not Required)</b>																							

#### GAMBLING SITE AUTHORIZATION

By my signature below, local law enforcement officers or agents of the Board are hereby authorized to enter upon the site, at any time, gambling is being conducted, to observe the gambling and to enforce the law for any unauthorized game or practice.

#### BANK RECORDS AUTHORIZATION

By my signature below, the Board is hereby authorized to inspect the bank records of the General Gambling Bank Account whenever necessary to fulfill requirements of current gambling rules and law.

#### OATH

I hereby declare that:

1. I have read this application and all information submitted to the Board;
2. All information submitted is true, accurate and complete;
3. All other required information has been fully disclosed;
4. I am the chief executive officer of the organization;
5. I assume full responsibility for the fair and lawful operation of all activities to be conducted;
6. I will familiarize myself with the laws of the State of Minnesota respecting gambling and rules of the board and agree, if licensed, to abide by those laws and rules, including amendments thereto.

23. Official Legal Name of Organization <b>KNIGHTS OF COLUMBUS COUNCIL #3656 - Crystal</b>	Signature (Chief Executive Officer) <i>Thomas Tophen</i>	Date <b>10/19/89</b>	Title <b>GRAND KNIGHT</b>
---	---	-------------------------	------------------------------

#### ACKNOWLEDGEMENT OF NOTICE BY LOCAL GOVERNING BODY

I hereby acknowledge receipt of a copy of this application. By acknowledging receipt, I admit having been served with notice that this application will be reviewed by the Charitable Gambling Control Board and if approved by the Board, will become effective 60 days from the date of receipt (noted below), unless a resolution of the local governing body is passed which specifically disallows such activity and a copy of that resolution is received by the Charitable Gambling Control Board within 60 days of the below noted date.

24. City/County Name (Local Governing Body) <b>Crystal, MN</b>	Township: If site is located within a township, please complete items 24 and 25:
Signature of Person Receiving Application: <i>George Haasken</i>	25. Signature of Person Receiving Application
Title <b>City Clerk</b>	Title:
Date Received (this date begins 60 day period) <b>10-20-89</b>	Township Name
Name of Person Delivering Application to Local Governing Body: <i>E. O.</i>	



# **GRAND OPENING**

# **CRYSTAL CASTLE**

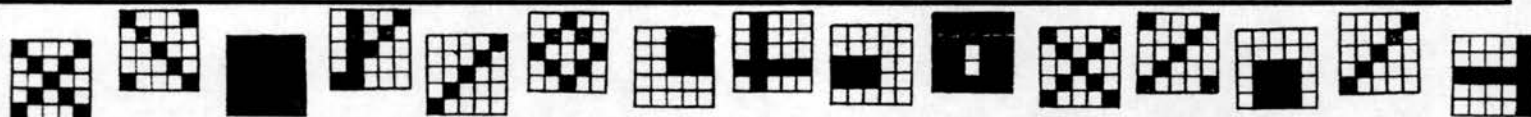
# **" BINGO "**



**SUNDAY & TUESDAY 6:15P.M**

**FEBRUARY**

## **LAS VEGAS TRIP DRAWING**



## **18 PULLTAB GAMES**

## **\$500.00 TIP BOARD**

**2 SESSIONS - 43 BINGO GAMES - MARK YOUR  
OWN - KING & QUEEN - SPEEDO BINGO  
BONAZA BINGO**

**T.V MONITORS - FOOD & REFRESHMENTS**

**PACKAGES - \$8.00 - \$12.00 - \$16.00 - \$20.00**

**COUPON**

**EARLY BIRD PACKAGE  
(10 GAMES)**

**FEB. 11TH OR 13TH 1990  
6:15P.M**

**FREE FREE FREE**

**SPONSORED BY**

**CRYSTAL KNIGHTS OF COLUMBUS  
4947 WEST BROADWAY  
CRYSTAL, MN 55429  
537-1492**





# Knights of Columbus

FATHER WILLIAM BLUM COUNCIL, No. 3656

4947 West Broadway

Crystal, Minnesota 55429

To: City of Crystal

Re: Time Change in Bingo

Enclosed please find a copy of the  
letter we submitted to the State of Mn.

Thank you



# Knights of Columbus

FATHER WILLIAM BLUM COUNCIL, No. 3656

4947 West Broadway

Crystal, Minnesota 55429

January 25, 1990

Department of Revenue - Gaming Division  
Mail Station 3315  
St. Paul, MN 55146-3315

This letter is to inform your office that the times of bingo will be changed for License No. 00200--Knights of Columbus 3656.

These changes will be effective Sunday February 4, 1990.

<u>Days</u>	<u>Times</u>
Sundays	6:15 p.m. to 8:00 p.m.
Tuesdays	6:15 p.m. to 8:00 p.m.
Sundays	8:30 p.m. to 10:15 p.m.
Tuesdays	8:30 p.m. to 10:15 p.m.
One Sunday per year	12:15 p.m. to 2:45 p.m.
One Sunday per year	3:00 p.m. to 5:00 p.m.

Please inform us if further information is necessary.

Yours very truly,

KNIGHTS OF COLUMBUS

By George Haasken  
Gambling Manager

*Darlene*

1

DUE DATE: NOON, WEDNESDAY, February 14, 1990

MEMO TO: Jerry Dulgar, City Manager

MEMO FROM: Darlene George, City Clerk

ACTION NEEDED MEMO: From the February 6, 1990 Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of February 6, 1990. These items should be taken care of by noon, Wednesday, preceding the next regularly scheduled Council meeting and returned to the City Clerk for her review.

DEPARTMENT      ITEM

CONSENT AGENDA

HEALTH  
DEPARTMENT

1. Consideration of Boy Scout Troop #365, St. James Lutheran Church, 6700 - 46th Place North, to operate an itinerant food establishment (chili feed) at 6700 - 46th Place North on February 3rd and 4th, 1990.  
ACTION NEEDED: Approval is after the fact, file necessary license papers.  
ACTION TAKEN: Action Needed Memo not returned by the Health Department.

REGULAR AGENDA

ADMINISTRATIVE  
SECRETARY

1. Consideration of applications for appointment to the Park and Recreation Advisory Commission of Mary Krogstad, 3236 Brunswick Avenue North, and R. L. "Rollie" Smothers, 6315 55th Avenue North, for an unexpired term expiring December 31, 1991.  
ACTION NEEDED: Send letter advising Mary Krogstad of appointment with pertinent papers and update the Park & Rec. Advisory Commission roster.  
ACTION TAKEN: Letter and papers sent 2-9-90 and roster updated. Letter also sent to Rollie Smothers advising of notification of future openings.

ADMINISTRATIVE  
SECRETARY

2. Consideration of the applications for appointment to the Human Relations Commission from Bonnie J. Toenies, 2930 Douglas Drive #212, and James Allen Brown, 5313 Hampshire Avenue North, for unexpired terms expiring December 31, 1990.  
ACTION NEEDED: Send Bonnie Toenies and James Brown letters advising of appointment along with pertinent papers and update the Human Relations Commission roster.  
ACTION TAKEN: Letters and papers sent 2-9-90 and roster updated.

CITY  
MANAGER

3. Consideration of the salaries of the City Assessor, Finance Director, and Park and Recreation Director for 1990.  
ACTION NEEDED: Review and adjust salaries as directed by the City Council.  
ACTION TAKEN: Salaries processed to the Finance Department on 2-13-90 for Police Chief, Director of Park & Rec., Finance Director, and Assessor.

PUBLIC WORKS  
DIRECTOR

4. Consideration of awarding a bid on Bassett Creek Park Pond Dredging Project.  
ACTION NEEDED: Proceed with award of bid to Stenger Excavating, not to exceed \$23,280 and contingent upon approval by the Minnesota Department of Natural Resources.  
ACTION TAKEN: Bidders notified of award and contract documents being prepared.

PUBLIC WORKS  
DIRECTOR

5. Consideration of Second Reading of an Ordinance rezoning a portion of a lot at 6000 Lakeland Avenue.  
ACTION NEEDED: Notify property owner of adoption of the ordinance.  
ACTION TAKEN: Owner notified and paperwork initiated.



## CITY CLERK

ACTION NEEDED: Publish the ordinance.

ACTION TAKEN: Ordinance sent for publishing 2-7-90.

PUBLIC WORKS  
DIRECTOR

6. Consideration of Site Improvement Agreement for the motel plan at 6000 Lakeland Avenue North.  
ACTION NEEDED: Proceed with execution of the agreement as directed by the City Council.  
ACTION TAKEN: Owner notified; awaiting return of executed agreement.

PUBLIC WORKS  
DIRECTOR

7. Consideration of the First Reading of an Ordinance Amendment on Variance Procedures.  
ACTION NEEDED: Invite the Planning Commission to the February 20, 1990 Council Meeting for their input.  
ACTION TAKEN: Commission members to be invited for City Council meeting and writing of formal ordinance version in process.

ADMINISTRATIVE  
SECRETARY

ACTION NEEDED: Place second reading on the February 20, 1990 Council agenda.

ACTION TAKEN: Item placed on 2-20-90 Council Agenda.

PUBLIC WORKS  
DIRECTOR

8. Consideration of Second Reading of an Ordinance Amendment regarding Conditional Use Permit Provisions for an Amusement Center.  
ACTION NEEDED: Notify Nicklow's of adoption of the ordinance.  
ACTION TAKEN: Final documentation process initiated.

## CITY CLERK

ACTION NEEDED: Publish ordinance.

ACTION TAKEN: Ordinance faxed for publishing 2-8-90.

PUBLIC WORKS  
DIRECTOR

9. Review of proposal for analysis of committee report on Space Needs.

ACTION NEEDED: Place the space needs item back on the February 20, 1990 Council agenda and obtain the previous space needs material prepared by Anderson Dale Architects and make it available to the City Council for its review prior to the February 20, 1990 meeting.

ACTION TAKEN: New packet being prepared.

PUBLIC WORKS  
DIRECTOR

10. Review of recommendation for 36th Avenue reconstruction project.

ACTION NEEDED: Prepare feasibility study and notify impacted property owners before any formal action is taken.

ACTION TAKEN: Schedule informal hearing to solicit citizen input at City Council meeting in March.

## CITY CLERK

11. Consideration of Second Reading of an Ordinance Relating to Certain Licenses; Amending Crystal City Code, Section 1000 by adding a subsection.

ACTION NEEDED: Publish ordinance.

ACTION TAKEN: Ordinance sent for publishing 2-7-90.

ASSISTANT  
CITY MANAGER

12. Discussion of the City of Crystal Mission Statement.  
ACTION NEEDED: Finalize Mission Statement upon receipt of changes from Councilmembers.  
ACTION TAKEN: Waiting for changes.

CITY CLERK

13. Discussion of the recommendation for appointment of staff and elected officials to the newly authorized General Advisory Committee of the Metropolitan Waste Control Commission.  
ACTION NEEDED: Place on a Council agenda for Council's approval in the form of a resolution of support upon receiving applications from staff and/or elected officials.  
ACTION TAKEN: Noted.

ASSISTANT  
CITY MANAGER

14. Discussion of membership in the North Metro Convention Tourism Bureau.  
ACTION NEEDED: Contact a representative of the Tourism Bureau to appear at the combined Economic Development Authority Advisory Commission/Council Meeting on March 13, 1990.  
ACTION TAKEN: Charlie Cook contacted 2-12-90 to appear at April 10 EDA Advisory Commission meeting.

ASSESSOR

15. Discussion of homestead classification of Brent Gisslen, 6427 - 41st Avenue North.  
ACTION NEEDED: Notify Mr. Gisslen of denial of homestead and his opportunity to appeal through the Board of Review process.  
ACTION TAKEN: Property owner notified 2-12-90 by letter.

## CITY MANAGER

16. Consideration of City Manager's contract for 1990.  
ACTION NEEDED: Execute contract for signatures and advise Finance Director of changes retroactive to January 1, 1990. Also note that for consideration of the 1991 contract a personnel committee should be appointed for review of City Manger's salary making a recommendation to the Council with goals and objectives being set by the City Manager.  
ACTION TAKEN: Contract prepared for signatures and Finance Department advised of Council action; instructions for 1991 noted.

## CITY CLERK

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

OPEN FORUM

## CITY MANAGER

1. Linda Museus, chair of the Human Relations Commission, appeared before the City Council to discuss a project of a marketing class in District 281 which she considers stereotyping that could lead to behavior which violates the Minnesota Human Rights Act.  
ACTION NEEDED: Contact the School District for further information on the project.  
ACTION TAKEN: In process.





association of  
metropolitan  
municipalities

## FUNDING AND TAX COMPARISON DATA

### METRO VS NON - METRO

- .Property Tax Paid per Income and % of income.
- .Graphics of property tax paid per income and % of income.
- .Total Aids/Credits Received by \$ and % and Major State Taxes paid by \$ and %.
- .Effective Tax Rates - Metro and Non-Metro
- .Major changes in TIF - 1988 and 1989

Prepared by the

Association of Metropolitan Municipalities

January 26, 1990

# Linking Minnesota Property Taxes and Incomes

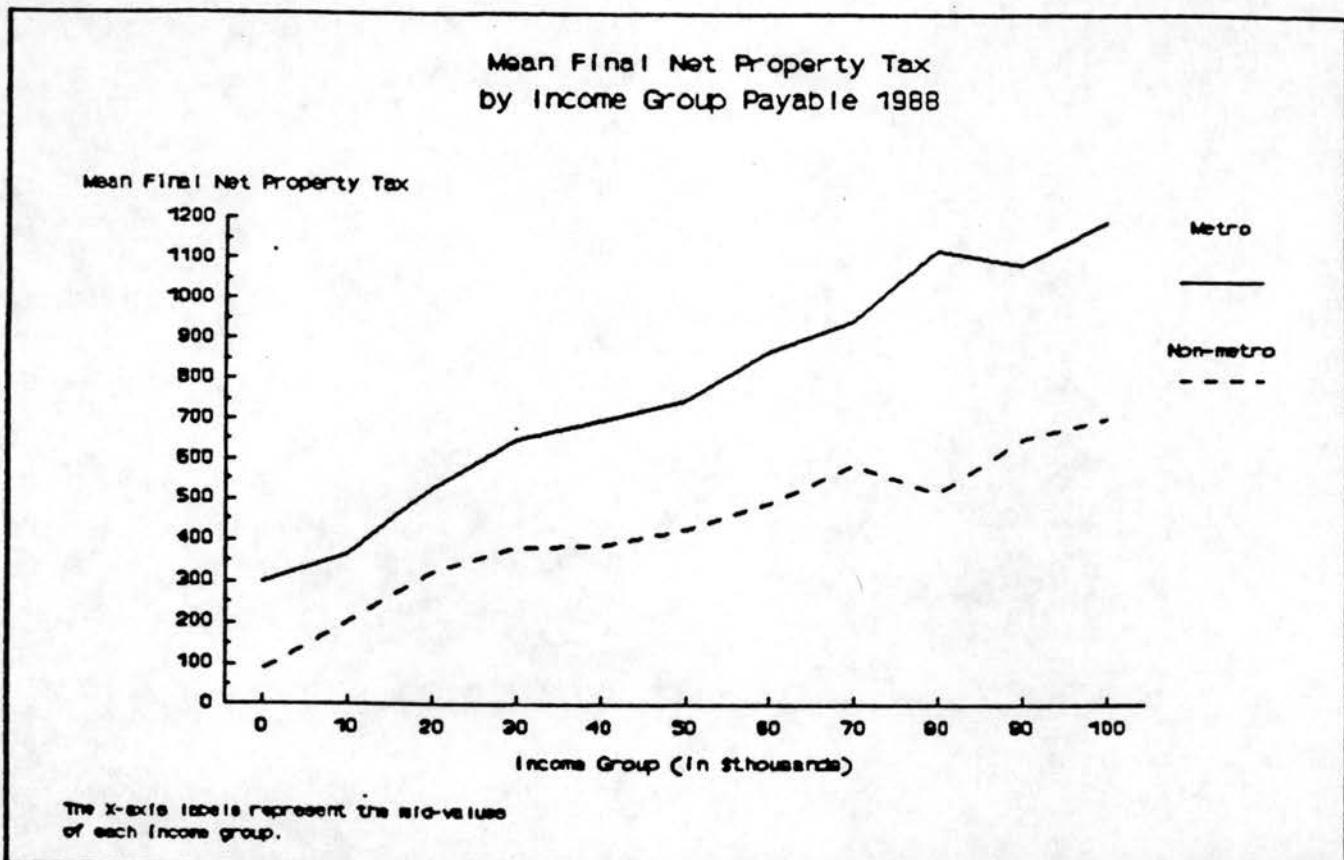
Table 4-3

## Mean Final Net Property Tax by Income Group Metro and Non-metro Regions

<u>Income</u>	<u>Mean Final Net Property Tax</u>		<u>Final Net Property Tax as a percentage of Income</u>	
	<u>Metro</u>	<u>Non-metro</u>	<u>Metro</u>	<u>Non-metro</u>
\$ 5,000 or less	\$ 299	\$ 85	10.87%*	4.81%*
\$ 5,001 - \$ 15,000	368	201	3.50	1.93
\$15,001 - \$ 25,000	529	321	2.63	1.64
\$25,001 - \$ 35,000	648	384	2.14	1.30
\$35,001 - \$ 45,000	697	385	1.77	0.98
\$45,001 - \$ 55,000	748	426	1.52	0.87
\$55,001 - \$ 65,000	868	493	1.46	0.83
\$65,001 - \$ 75,000	946	587	1.35	0.86
\$75,001 - \$ 85,000	1,120	520	1.41	0.66
\$85,001 - \$ 95,000	1,085	650	1.21	0.72
\$95,001 - \$105,000	1,194	703	1.20	0.69
Over \$105,000	2,059	981	1.29	0.62
For All Cases	\$721	\$339	2.11%	1.54%

\* As noted in Table 2-3, this statistic is volatile for the lowest income group because the denominator for individual cases can be so small. These values should be interpreted with caution.

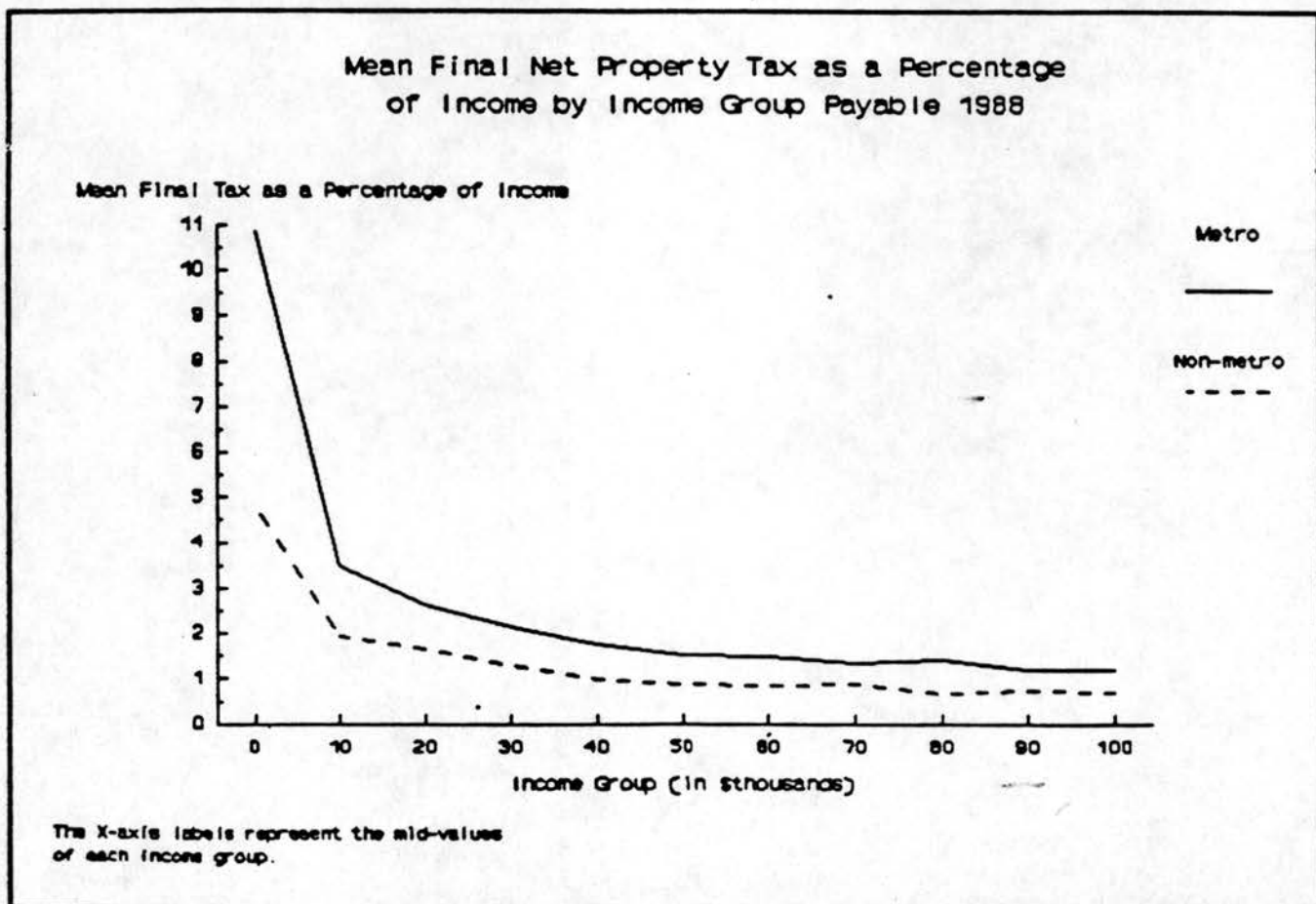
Figure 4-3



Research Department  
 Minnesota House of Representatives  
 February 1989

HRD Graphics

Figure 4-4



HRD Graphics

**STATEWIDE BREAKDOWN OF MAJOR STATE AIDS AND TAXES  
METRO AND NON-METRO**

**TABLE 28**

	METRO		NON-METRO	
	AMOUNT * (\$1000)	PERCENT OF STATE **	AMOUNT * (\$1000)	PERCENT OF STATE **
<b>I. MAJOR STATE AIDS/CREDITS</b>				
<b>A. AIDS TO LOCAL GOVERNMENTS</b>				
EDUCATION AID (1987-1988 SCHOOL YEAR)	633738.	41.7	886506.	58.3
HIGHWAY AID (1987 CALENDAR YEAR)	59752.	25.6	173461.	74.4
LOCAL GOVERNMENT AID (1988 CALENDAR YEAR)	163741.	50.6	159865.	49.4
HUMAN SERVICES AID (1987 CALENDAR YEAR)	<u>409994.</u>	51.4	<u>387535.</u>	48.6
<b>TOTAL AIDS</b>	<b>1267225.</b>	<b>44.1</b>	<b>1607368.</b>	<b>55.9</b>
<b>B. PROPERTY TAX CREDITS (PAYABLE 1988)</b>				
HOMESTEAD CREDIT	346197.	56.6	265120.	43.4
TACONITE HOMESTEAD CREDIT	0	0	11126.	100.0
AGRICULTURAL AID	6094.	6.0	95965.	94.0
BUSINESS CREDIT	8790.	39.9	13257.	60.1
MISCELLANEOUS PROPERTY TAX CREDITS	<u>349.</u>	18.7	<u>1516.</u>	81.3
<b>TOTAL PROPERTY TAX CREDITS</b>	<b>361430.</b>	<b>48.3</b>	<b>386984.</b>	<b>51.7</b>
<b>C. PROPERTY TAX REFUNDS (1986 FILED 1987)</b>	102192.	64.9	55148.	35.1
<b>TOTAL AIDS/CREDITS</b>	<b>1730847.</b>	<b>45.8</b>	<b>2049499.</b>	<b>54.2</b>
<b>II. PROPERTY TAX DATA</b>				
<b>A. PROPERTY TAX LEVY (PAYABLE 1988)</b>				
COUNTY LEVY	493890.	52.7	442483.	47.3
CITY/TOWN LEVY	365855.	57.6	268983.	42.4
SCHOOL DISTRICT LEVY	903925.	59.9	605803.	40.1
MISCELLANEOUS DISTRICTS	<u>420751.</u>	92.1	<u>36069.</u>	7.9
<b>TOTAL GROSS LEVY</b>	<b>2184421.</b>	<b>61.7</b>	<b>1353340.</b>	<b>38.3</b>
<b>LESS PROPERTY TAX CREDITS</b>	<b>361430.</b>	<b>48.3</b>	<b>386984.</b>	<b>51.7</b>
<b>NET PROPERTY TAXES PAYABLE</b>	<b>1822991.</b>	<b>65.4</b>	<b>966356.</b>	<b>34.6</b>
<b>B. PROPERTY VALUATION (1987 ASSESSMENT)</b>				
MARKET VALUATION	70814913.	57.3	52835915.	42.7
ASSESSED VALUATION	18658040.	62.4	11236560.	37.6
<b>C. AVERAGE MILL RATE</b>	117.		120.	
<b>III. MAJOR STATE TAXES</b>				
INDIVIDUAL INCOME TAXES (1986 FILED 1987)	1407040.	67.7	672185.	32.3
SALES/USE TAX (1987 CALENDAR YEAR)	969828.	66.9	480487.	33.1
MOTOR VEHICLE EXCISE TAX (1987 CALENDAR YEAR)	121557.	55.6	97079.	44.4
MOTOR VEHICLE LICENSE TAX (1987 CALENDAR YEAR)	108794.	49.3	111716.	50.7
MOTOR FUELS TAX (1987 CALENDAR YEAR)	176837.	47.7	193681.	52.3
CORPORATE INCOME TAX (1986 CALENDAR YEAR)	<u>163425.</u>	72.8	<u>61083.</u>	27.2
<b>TOTAL STATE TAXES</b>	<b>2947482.</b>	<b>64.6</b>	<b>1616231.</b>	<b>35.4</b>



	Effective Tax Rates As A % Of Market Value							
	Metro				Non Metro			
	1987	1988	1989	Est. 1990	1987	1988	1989	Est. 1990
Farm Homestead	.9	.9	.85	.93	.8	.8	.85	.84
Farm Non Homestead and Timberlands	1.5	1.5	1.70	1.75	1.2	1.4	1.53	1.58
Seasonal Recreational Residential	2.1	2.1	2.19	2.32	1.9	2.0	2.12	2.18
Residential Homestead	1.4	1.4	1.46	1.37	1.1	1.1	1.11	1.05
Residential Non Homestead	3.2	3.3	3.45	3.07	3.5	3.7	3.62	3.05
Apartments	3.6	3.8	3.84	3.56	3.6	3.8	3.63	3.28
Vacant Land	4.4	4.6	5.11	5.10	4.8	5.1	5.32	5.12
Commercial and Industrial	4.7	4.9	4.97	5.04	4.8	4.8	4.67	4.43
Seasonal Recreational -Commercial	2.0	1.6	2.39	2.13	1.8	1.8	1.69	1.61
Public Utility	4.1	4.1	4.17	5.13	3.3	3.4	3.64	3.96
Mineral				-	7.9	9.4	5.15	5.91
Railroad	5.0	5.2	5.24	5.23	5.1	5.4	5.35	5.15
Personal	4.8	5.1	5.17	5.18	4.6	5.0	4.96	4.81
Total Real	2.5	2.6	2.62	2.53	1.7	1.8	1.78	1.71

(MN. Dept. of Revenue)

# Major Changes in Tax Increment Financing 1988 - 1989 Legislative Sessions

ISSUE	AMENDMENT
Districts capture additional increment resulting from increased local tax rate.	<p>For districts established after May 1, 1988, the original tax rate is certified. The district will receive increment generated by the original rate. Taxes attributed to increases in the rates will be distributed to the appropriate taxing authorities, and not the district.</p> <p>Example: Original rate = 100      Captured Value (CV) = \$10,000      1991 Rate = \$10,500  1991 Rate = 105      Original Rate X (CV) = \$10,000      \$500 distributed to taxing units</p>
Redevelopment district definition does not adequately define redevelopment.	<p>Several amendments were adopted in 1988 and 1989. The amendments include:</p> <ol style="list-style-type: none"> <li>1) Elimination of redevelopment criteria regarding unusual terrain and soil conditions, underutilized air rights and a contaminated sewage lagoon in an industrial park;</li> <li>2) Require that the district be based on the area of the parcels rather than the number of parcels;</li> <li>3) Define an occupied parcel;</li> <li>4) Require each non-contiguous area to qualify as a redevelopment district.</li> </ol>
Districts with soils conditions do not need 25 years to collect increment.	<p>Soils district established in 1988 amendments. Characteristics of soils districts are:</p> <ul style="list-style-type: none"> <li>- 12 year duration;</li> <li>- Pay for county road costs if improvements needed;</li> <li>- Use of increment restricted to acquire land on which the improvements will occur. Improvements are the cost of correcting the unusual terrain or soil deficiencies and cost of related public improvements.</li> </ul>
Tax increment plan needs additional information.	<p>Plan must include:</p> <ul style="list-style-type: none"> <li>- Identification and description of studies and analysis used to make the but for finding;</li> <li>- Identification of all parcels to be included in the district;</li> <li>- Fiscal analysis of district with and without TIF.</li> </ul>

ISSUES	AMENDMENT
Other units need to be involved.	Authority must provide copy of district's fiscal impact to the school board and county board, 30 days prior to public hearing. County is responsible for enforcement of the four year knock-down provision. County may charge reasonable administrative fees.
There needs to be a full disclosure of the district.	Two annual reports are required. One is sent to the state auditor. The report to the auditor is usually part to the city's annual financial report. The annual TIF report must be sent to the county, city and school district. The 1989 Session adopted an amendment that requires the filing of an annual report to the Commissioner of Revenue. Although the requested data is similar in both reports, the Revenue report requests data on the type of property by class that is captured, and pooling of increments. The report is due March 1 of each year. The auditor's report is due July 1 of each year.
TIF districts capture the tax base for a long period of time.	<p>A 1989 amendment permits a municipality, at the time of initial approval, to provide for a shorter maximum duration limit. A 1988 amendment limits soil districts to 12 year duration. The 1988 legislature also limited the duration of pre-1979 districts as follows:</p> <ul style="list-style-type: none"> <li>- No increment will be paid after 4/1/2001 or the term of a nondefeased bond or obligation outstanding after 4/1/90, whichever is greater. The latest date is for payment is 4/1/2009;</li> <li>- Increments paid after 4/1/2001 will be used to pay or defease bonds issued before 4/1/90, or bonds issued to refund the principal of outstanding bonds and pay associated issuance costs.</li> </ul>
Increment derived from a redevelopment district should be used to correct the blight.	A 1989 amendment requires that 90% of the increment collected in a redevelopment district must be used to finance the cost of correcting the blight.
Parcels within a district must have improvements within four years.	The four year "knock-down" provision was amended in 1989 to define qualified improvements of a street to be (1) the construction or opening of a new street, (2) relocation of a street, and (3) substantial or rebuilding of an existing street.

ISSUES	AMENDMENT
Housing districts should provide housing for low and moderate income persons	The 1988 amendments required that no more than 1/3 of the improvements in a district be non-housing use – commercial. The 1989 amendments require single family owner occupied housing to meet the income limits of the tax exempt mortgage bond program. Multifamily units must also satisfy the tax exempt bond limits, or provide that 50% of the units are occupied persons whose income is 80% or less of the area median income. The rental limits are in effect for the duration of the district while the ownership limits apply to the initial occupants.
Districts should not be able to capture developments already planned.	Prior planned improvements can not be included in the district's captured value.