



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

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SPECIAL WORK SESSION/COUNCIL AGENDA

August 28, 1990

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the Special Meeting of the Crystal City Council was held on August 28, 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

P Carlson
P Moravec
P Irving
P Grimes
P Herbes
P Langsdorf (arrived at 7:28 p.m.)
A Joselyn

Staff

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

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

- Discussed the following items:*
1. The City Council ~~considered~~ a ~~Housing Maintenance Code~~ for the City of Crystal.

- a Housing Maintenance Code for the City of Crystal
- State Aid Street System
- Travel Guidelines for City Employees and Elected Officials
- "Use of Personal Auto" expenses for the 1990 City of Crystal Budget.

2. ~~The City Council discussed the State Aid Street System.~~

*Don't put following in minutes -
Housing Maintenance Code:*

- Staff recommends adopting Code w/ licensing; inspection on complaint?
add point of sale inspections + fees
- check w/ Robbinsdale + New Hope on a combined inspector?
- What is possibility of Combined Fire/Housing Inspector?
- Council thinks fees should be raised to cover costs
- Direct Attorney to draft Ordinance w/ full service and point of sale inspection + fees; set up joint mtg. w/ Environmental Commission to discuss.

3. The City Council discussed employees' and elected officials' travel guidelines.

4. The City Council considered use of personal auto expense (1990 Budget).

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

Motion Carried.

Meeting adjourned at 9:35 p.m.

Harlene

COUNCIL AGENDA - SUMMARY

WORK SESSION MEETING OF
August 28, 1990
COMMUNITY ROOM

Call to order

Roll call

Pledge of Allegiance to the Flag

Agenda Items

1. Consideration of Housing Maintenance Code.
2. Discussion of State Aid Street System.
3. Discussion of employees' and elected officers' travel guidelines.
4. Consideration of use of personal auto expense (1990 Budget).

Informal Discussion and Announcements

Adjournment

M E M O R A N D U M

DATE: August 23, 1990

TO: Jerry Dulgar, City Manager

FROM: John Olson, Asst. City Manager/
Community Development Director

SUBJECT: Work Session on Housing Maintenance Code

As the City Council begins its discussion of the Housing Maintenance Code, it will have several questions to answer as it proceeds to determine what its final action will be.

First, Council has to decide, of course, if it wants a Housing Maintenance Code, asking such questions as, "Is it needed?" and "Is the licensing of rental housing the first step?"

The Planning Commission and the Environmental Quality Commission both have indicated in their recommendations that a Housing Maintenance Code is needed and that they believe that the first step in the process would be the licensing of rental housing.

Environmental Quality Commission has recommended also that the Council adopt the point of sale inspections for ownership property.

Second, it should consider how the code will be enforced and financed.

At the last meeting in which this was discussed, I presented the scenario of what has been called " Fee For Service". I have again attached that information to this memo.

A Fee For Service Program will not be self-supporting and that there will have to be a subsidy from the General Fund Budget.

I have also attached the necessary fee schedule to fund a completely self-supporting program which is another option the Council may wish to consider.

The Council may wish to consider just licensing the rental properties with a business license (with the cost covering only the administrative fees for licensing) and having inspections occur upon complaint. If this option is chosen then a licensed rental property owner would have to correct deficiencies, if justified complaints are raised. If they do not, their license can be suspended or revoked and they can no longer do business or rent units.

Third, the Council may wish to discuss the format of the code. This may be something for the staff to work out, however, I believe the Council should be aware of the two different views of the Housing Maintenance Code.

The Environmental Quality Commission has recommended a Housing Maintenance Code which is very specific in the procedures and standards the City will follow in enforcing the code. This code is similar to, but not exactly like codes now being used in Brooklyn Center and Brooklyn Park.

Several staff have questioned whether the code should be this specific or whether the City should adopt the Uniform Housing Code prepared by the State of Minnesota which references several other documents and can be used to accomplish the same task.

The argument for the more detailed code is that the licensees will then know specifically, without having to look for various documents, what the City will be using as its standards for inspection.

The Uniform Housing Code proponents believe that such a specific code would not allow as much flexibility as the Uniform Housing Code does and that perhaps specific code is redundant of all the codes which are referred to in the Uniform Code.

The Council may consider the third option which would be to adopt the Uniform Housing Code as the City Code, work out any inconsistencies between the Uniform Housing Code and the Housing Maintenance Code, recommended by the Environmental Quality Commission, and use those inspection standards in the Housing Maintenance Code as operating procedures and adopted by reference and publishing them along with the ordinance when it is approved.

I have asked the City Prosecutor's office to review both documents to give us some indication whether one version or the other would be more easily used in court. He will send his comments to me prior to the work session and I will include them for Council information.

Subject to eliminating the inconsistencies and the prosecution attorney's recommendation, the Council may wish to elect the third option as a compromise. The level of service is also a policy decision the Council will have to make and it depends on whether they want a fully funded program, a fee for service program or a rental licensing program with inspection upon complaint.

JAO:jt
Encl.

HOLMES & GRAVEN

CHARTERED

470 Pillsbury Center, Minneapolis, Minnesota 55402

(612) 337-9300

DAVID J. KENNEDY

Attorney at Law

Direct Dial (612) 337-9232

August 13, 1990

Ms. Julie Jones
Redevelopment Coordinator
City of Crystal
4141 Douglas Drive North
Crystal, Minnesota 55422

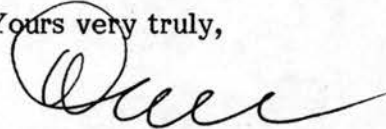
Re: Housing Maintenance Code - Rental Dwellings

Dear Julie:

Enclosed find a draft of the housing code. I have changed the form of the Commission's draft to comply with our ordinance form and have made a number of editorial changes. The only change of substance is in Subsection 426.55 where a board of appeals is created. The Commission's draft had nothing on such a board.

My only general comment is that the draft seems to me to be excessively long and detailed and although I have not compared carefully, I think that some of the provisions may directly conflict with our present Section 425 on housing maintenance. I think, too, that the adoption of an existing housing code (e.g. Uniform Housing Code) as is done in present Section 425 would make for a more workable system of regulation. I'm sure the enforcement people would feel more comfortable. If this is not done, however, there will have to be a careful review of present Section 425 and the new draft to sort out which terms and procedures apply to what and to make the regulatory system uniform or at least compatible.

Yours very truly,



David J. Kennedy

DJK:caw

Enclosure

cc: Jerry Dulgar (no encl.)
Bill Barber, Building Inspector (no encl.)

ORDINANCE NO. 90-_____

AN ORDINANCE RELATING TO HOUSING:
RENTAL UNIT LICENSING: AMENDING
CRYSTAL CITY CODE BY
ADDING A SECTION.

THE CITY OF CRYSTAL ORDAINS:

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

Section 426 - Housing Maintenance - Licensed Rental Dwellings

426.01. Purpose. Subdivision 1. The purpose of this Section is to protect the public health, safety and the general welfare of the people of the City. These general objectives include, among others, the following:

a) protection of the character and stability of residential areas within the City;

b) correction of and prevent housing conditions that adversely affect or are likely to adversely affect the life, safety, general welfare and health in rental property;

c) providing for minimum standards for heating and sanitary equipment and for light and ventilation necessary to protect the health and safety of occupants of rental dwellings;

d) preventing the overcrowding of rental dwellings;

e) providing for minimum standards for the maintenance of existing rental residential buildings and to thus prevent throughout the City.

Subd. 2. Intention. With respect to disputes between tenants and landlords and except as otherwise specifically provided by this Section, it is not the intention of the City to intrude upon the accepted contractual relationship between tenant and landlord. The City does not intend to intervene as an advocate of either party, nor to act as an arbiter, nor to be receptive to complaints from tenant or landlord which are not specifically and clearly relevant to the provisions of this Section. In the absence of such relevancy with regard to rental disputes, it is intended that the contracting parties exercise legal sanctions available to them without the intervention of the City. In enacting this Section it is not the intention of the City to interfere or permit interference with legal rights to personal privacy.

426.03. Definitions. Subdivision 1. For purposes of this section, the terms defined in this subsection have the meanings given them.

Subd. 2. "Accessory use or structure" means a non-residential use or structure subordinate to, and serving the principal use or structure on the same lot and customarily incidental thereto.

Subd. 3. "Building" means a structure having a roof providing shelter or enclosure for persons, animals, or chattel; if the structure is divided by party walls without openings, each portion of the building so separated is deemed a separate building.

Subd. 4. "Compliance Official" means the City Manager.

Subd. 5. "Dwelling" means a building or one or more portions thereof occupied or intended to be occupied for residential purposes; the term does not include rooms in motels, hotels, nursing homes, boarding houses, trailers, tents, cabins or trailer coaches.

Subd. 6. "Dwelling unit" means a single family dwelling or a dwelling unit designed to accommodate one family.

Subd. 7. "Family" means:

a) a (i) person or (ii) group of persons related by blood, marriage, or adoption, together with domestic servants or guests, maintaining a common household in a dwelling unit;

b) group home or foster home of not more than six wards or clients maintained by an authorized person or persons, related by blood, marriage, or adoption, together with domestic servants or guests, maintaining a common household in a dwelling unit approved and certified by the appropriate public agency;

c) a group of not more than five persons not related by blood, marriage or adoption maintaining a common household in a dwelling unit.

Subd. 8. "Flush water closet, means a toilet with a bowl and trap made in one piece, but is connected to the City water and sewer system or other approved water supply and sewer system.

Subd. 9. "Gargage" has the meaning given by Section 605 of the this Code.

Subd. 10. "Habitable building" means a building or part thereof that meets minimum standards for use as a home or place of abode by one or more persons.

Subd. 11. "Habitable room" means a room or enclosed floor space used or intended to be used for living, sleeping, cooking or eating purposes, excluding bathrooms, water closet, compartments, laundries, furnace rooms, unfinished basements, (i.e., those without required ventilation, required electric outlets and required exit facilities), pantries, utility rooms of less than 50 square feet of floor space, foyers, communicating corridors, stairways, closets, storage spaces, and workshops, hobby and recreation areas in parts of the structure below ground level or in attics.

Subd. 12. "Heated water" means water heated to a temperature of not less than 110 degrees Fahrenheit, or such lesser temperature required by government authority, measured at faucet outlet.

Subd. 13. "Kitchen" means a space which contains a sink with counter working space, space for installing cooking and refrigeration equipment, and space for the storage of cooking utensils.

Subd. 14. "Maintenance" means upkeep of property and equipment in a safe working condition for which it was installed or constructed.

Subd. 15. "Multiple family dwelling" means a dwelling or portion thereof containing two or more dwelling units.

Subd. 16. "Occupant" means a person (including an owner or operator) living, sleeping, cooking and eating in a dwelling unit or living and sleeping in a rooming unit.

Subd. 17. "Operate" means to charge a rental charge for the use of a unit in a rental dwelling.

Subd. 18. "Operator" means the owner or agent who has charge, care, control, or management of a building, or part thereof, in which dwelling units or rooming units are let.

Subd. 19. "Owner" means a person who alone or jointly with others is in actual possession of, or has charge, care or control of, dwelling, dwelling unit, or rooming unit as owner, employee or agent of the owner, or as trustee or guardian of the estate or person of the title holder: a person representing the owner must comply with the provisions of this section to the same extent as the owner.

Subd. 20. "Permissible occupancy" means the maximum number of persons permitted to reside in a dwelling unit or rooming unit.

Subd. 21. "Plumbing" means the following supplied facilities and equipment in a dwelling: gas pipes, gas burning equipment, water pipes, steam pipes, garbage disposal units, waste pipes, water closets, sinks, installed dishwashers, lavatories, bathtubs, shower baths, installed clothes-washing machines, catch basins, drains, vents, and any other similar fixtures are the installation thereof, together with connections to water, sewer and gas lines.

Subd. 22. "Premises" means a platted lot or part thereof or unplatted parcel of land, and adjacent right-of-way either occupied or unoccupied by dwelling or non-dwelling structure, including a building and accessory structures.

Subd. 23. "Public hall" means a hall, corridor or passageway for providing egress from a dwelling unit to a public way and not within the exclusive control of one family.

Subd. 24. "Refuse" has the meaning given by Section 605 of this Code.

Subd. 25. "Rental dwelling" or "rental unit" means a dwelling or dwelling unit let for rent or lease.

Subd. 26. "Repair" means the reconstruction or renewal ^{of} ~~or~~ any part of an existing building or its utilities, facilities or equipment for the purpose of maintenance.

Subd. 27. "Rodent harborage" means a place where rodents commonly live, nest, or establish their habitat.

Subd. 28. "Rooming unit" means a room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking and eating purposes.

Subd. 29. "Rubbish" has the meaning given by Section 605 of this Code.

Subd. 30. "Safety" means the condition of being reasonably free from danger and hazards that may cause accidents or disease.

Subd. 31. "Substandard dwelling" means a dwelling or dwelling unit that does not conform to the minimum standards established by this Code.

Subd. 32. "Supplies" means items paid for, furnished by, provided by or under the control of the owner, operator, or agent of a dwelling or dwelling unit.

Subd. 33. Relation to other Code Definitions. Except as expressly provided in this section, words, terms, and phrases used in this section have the meanings given them by the City Code. In cases where conflicting definitions of a word, term, or phrase make its precise meaning unclear in its application to particular facts, the City Manager is authorized to resolve the conflict subject to the provisions of subsection 305.71 relating to appeals.

426.05. Licensing of Rental Units. It is unlawful to operate a rental dwelling without first having obtained a license. After expiration of an initial licensing period the license is issued every four years and expires on the anniversary date of issuance. An application for license renewal must be filed at least 90 days prior to license expiration date.

426.07. Application. This section establishes minimum standards for maintaining rental dwelling units, accessory structures and related premises. A building and its premises used in whole or in part as a home or residence, or as an accessory structure thereto, for a single family or or person, and a building used in whole or in part as a home or residence of two or more persons or families living in separate units must conform to the requirements of this section without regard to when the building may have been construed, altered, or repaired. This Section is intended to provide standards for licensed rental housing and to provide standards to allow resolution of complaints regarding licensed rental housing.

426.09. License. Subdivision 1. Fees. License fees are due 60 days prior to the license expiration date. In the cases of new unlicensed dwellings, license fees are due upon issuance of the certificate of occupancy. In the cases of licensing periods of less than two years, license fees are prorated monthly. License fees are set in Appendix IV.

Subd. 2. Conditions. A delinquency penalty of 5% of the license fee for each day of operation without a valid license will be charged operators of rental dwellings. A license is nontransferable. The license fee is not refundable upon revocation or suspension. The license fee is refundable, prorated monthly, upon proof of transfer of legal control or ownership.

426.11. Licensing Phase-In Policy. Commencing on _____, 1991, initial licensing inspections will begin according to inspection areas established by the Compliance Official. Rental properties will receive initial inspections to receive licensing no later than _____, 1992.

426.13. Application. Subdivision 1. Information. Applications for a license or renewal of a license must be made by the owner of a rental unit. Application forms are filed with the Compliance Official. The applicant must supply:

a) name, address, and telephone number of dwelling owner, owning partners if a partnership, corporate officers if a corporation;

b) name, address and telephone number of designated resident agent, if any;

c) name, address and telephone number of vendee, if the dwelling is being sold through a contract for deed;

d) legal address of the dwelling;

e) number of dwelling units within the dwelling; and

f) description of procedure through which tenant inquiries and complaints are to be processed.

Subd. 2. Notice of Change. The licensee must give notice in writing to the Compliance Official within five business days after any change of this information in the application. Notice of transfer of ownership is governed by Section 426.21.

426.15. Resident Agent Required. An operating license will not be issued or renewed for a nonresident owner of rental dwelling units (an owner who does not reside in any of the following Minnesota Counties: Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington) unless the owner designates in writing the name of a resident agent (an agent who does reside in any of the following Minnesota Counties: Hennepin, Ramsey, Anoka, Carver, Dakota, Scott, or Washington) who is (i) responsible for maintenance and upkeep, (ii) legally constituted and empowered to receive service of notice of violation of the provisions of the City ordinances, to receive orders and to institute remedial action to effect such orders, and (iii) to accept service or process pursuant to law. The Compliance Official must be notified in writing by the owner of a change of resident agent.

426.17. Conformance to Laws. An operating license will not be issued or renewed unless the rental dwelling unit and its premises conform to this section, the ordinances of the City and the laws of the State of Minnesota.

426.19. Inspection Condition. An operating license will not be issued or renewed unless the owner of the rental unit agrees in the application to permit inspections pursuant to subsection 426.29.

426.21. Posting of License. The licensee of a building containing three or more dwelling units must conspicuously post the current license in the main entry way or other conspicuous location in a frame with a glass or plastic cover.

426.23. Transfer. The licensee must give notice in writing to the Compliance Official within five business days after having legally transferred or otherwise disposed of the effective control of licensed rental dwelling. The notice must include the name and address of the person succeeding to the ownership or control of the rental dwelling or dwellings. For purposes of this subsection the term "effective control" means that control exercised over property by a business proprietor, whether as owner or lessee or by an owner or lessee of other property.

426.25. Occupancy Register Required. The owner of a licensed rental dwelling containing three or more dwelling units must keep a current register of occupancy for each dwelling unit. The register must provide the following information:

- a) dwelling unit address;
- b) number of bedrooms in dwelling unit;
- c) names of adult occupants and number of adults and children (under 18 years of age) currently occupying the dwelling units;
- d) dates renters occupied and vacated dwelling units;
- e) a chronological list of complaints and requests for repair by dwelling unit occupants, which complaints and requests are related to the provisions of this section; and
- f) a similar chronological list of corrections made in response to requests and complaints.

The register must be available for viewing or copying by the Compliance Official at reasonable times.

426.27. License Suspension or Revocation. An operating license is subject to suspension or revocation by the City Council if the licensed owner fails to operate or maintain licensed rental dwellings and units therein consistent with this section and the law. If an operating license is suspended or revoked by the City Council, it is unlawful for the owner to permit new occupancy of vacant rental units until a valid operating license is issued by the City Council.

426.29. Enforcement. Subdivision 1. Inspection Authority. The Compliance Official administers and enforces the provisions of this section. The Compliance Official may inspect on complaint, change in ownership, or otherwise when reason exists to believe that a violation of this Section has been or is being committed. Inspections must be conducted during reasonable daylight hours. The Compliance Official must present evidence of official capacity to the occupant in charge of a licensed dwelling unit.

Subd. 2. Inspection Access. If an owner, occupant, or other person in charge of a dwelling unit licensed under this section fails or refuses to permit free access and entry for inspection purposes, the Compliance Official may, upon a showing of probable cause, obtain orders from a court of competent jurisdiction for the inspection.

426.31. Responsibilities of Owners and Occupants. Subdivision 1. General Rule. An owner may not occupy or let to another person a dwelling, dwelling unit or rooming unit unless it and the related premises are fit for human occupancy and comply with all applicable legal requirements of the State of Minnesota and the City.

Subd. 2. Maintenance of Shared or Public Areas. The owner of a dwelling containing two or more dwelling units must maintain or provide for maintenance of the units shared or public areas of the dwelling and related premises.

Subd. 3. Maintenance of Occupied Areas. The occupant of a dwelling, dwelling unit or rooming unit must maintain that part of the dwelling, dwelling unit, rooming unit and related premises occupied and controlled by that person.

Subd. 4. Storage and Disposal of Rubbish. The occupant of a dwelling, dwelling unit or rooming unit must store and dispose of rubbish and garbage and other organic waste that might provide food for insects or rodents in the manner prescribed by Section 605 of this Code.

Subd. 5. Responsibility for Storage and Disposal of Garbage and Rubbish. The owner of a multiple family dwelling must supply facilities for the storage and disposal of rubbish and garbage. In the case of single or two-family dwellings, the occupant must furnish such facilities as prescribed by Section 605 of this Code.

Subd. 6. Responsibility for Storm and Screen Doors and Windows. The owner of a rental dwelling unit is responsible for providing, maintaining and hanging screens and storm doors and storm windows required by this Section.

Subd. 7. Responsibility for Pest Extermination. The occupant of a dwelling containing a single dwelling unit is responsible for the extermination of vermin infestations and rodents on the premises. The occupant of a dwelling unit in a dwelling containing more than one dwelling unit is responsible for such extermination whenever the dwelling unit is the only one infested. If infestation is caused by the failure of the owner to maintain a dwelling in a reasonable rodent-proof condition, extermination is the responsibility of the owner. If infestation exists in two or more of the dwelling units in any dwelling or in

the shared or public parts of dwelling containing two or more dwelling units, extermination is the responsibility of the owner. The Compliance Officer may require the occupants to make the unit ready for extermination.

Subd. 8. Rodent Harborages Prohibited in Occupied Areas. An occupant of a dwelling or dwelling unit may not accumulate boxes, firewood, lumber, scrap metal or other similar materials in a manner that provides a rodent harborage in or about the dwelling or dwelling unit. Outside stored materials must be stacked neatly in piles at least four inches off bare soil or ground.

Subd. 9. Rodent Harborages Prohibited in Public Areas. The owner of a dwelling containing two or more dwelling units may not accumulate or permit the accumulation of boxes, lumber, scrap metal or similar materials in a manner that may provide a rodent harborage in or about shared or public areas of a dwelling or its premises. Materials stored outside by the owner or permitted to be stored by the owner must be stacked neatly in piles at least four inches off bare soil or ground.

Subd. 10. Prevention of Food for Rodents. The owner or occupant of a dwelling unit must store, place or allow to accumulate materials that may serve as food for rodents in a site accessible to rodents.

Subd. 11. Maintenance of Plumbing Fixtures and Facilities. The occupant of a dwelling unit must maintain all supplies, plumbing fixtures and facilities in a clean and sanitary condition.

Subd. 12. Minimum Heating Capability and Maintenance. In every dwelling unit or rooming unit when the control of the supplied heat is the responsibility of a person other than the occupant, a temperature of at least 68 degrees Fahrenheit or such lesser temperature required by government authority must be maintained at a distance of three feet above the floor and three feet from exterior walls in all habitable rooms, bathrooms and water closet compartments.

Subd. 13. Removal of Snow and Ice. The owner of a multiple dwelling is responsible for the removal of snow and ice from parking lots and driveways, steps and walkways on the premises. Individual snowfalls of three inches or more or successive snow falls accumulating to a depth of three inches shall be removed from walkways and steps within 24 hours after cessation of the snowfall. Public sidewalks must be cleared according to Section 810 of this Code.

Subd. 14. Minimum Exterior Lighting. The owner of a multiple dwelling or dwellings is responsible for providing and maintaining safe and effective illumination in exterior parking areas and walkways.

Subd. 15. Maintenance of Driving and Parking Areas. The owner of a multiple family dwelling or dwellings is responsible for providing and maintaining in good condition paved and delineated parking areas and driveways for tenants.

Subd. 16. Proper Egress. Sleeping rooms in the dwelling must have operable windows for proper egress according to the Uniform Building Code regulations applicable in the year the structure was built or modified.

Subd. 17. Smoke Detectors: Alarms. Dwelling units must be equipped with operable smoke detectors and alarms according to state law.

Subd. 18. Well Abandonment. A private well that is not currently in use must either be tested and reactivated or properly abandoned by a licensed well driller according to the requirements of the State Well Abandonment Code.

Subd. 19. Lead-Based Paint. When lead-based paint exists on surfaces accessible to children, the painted surfaces must be properly sealed to remove the possibility of continued lead exposure.

Subd. 20. Friable Asbestos. When friable asbestos exists in a dwelling, it must be removed by a licensed asbestos removal contractor according to the current regulations of the State Health Department.

426.33. Minimum Standards: Basic Equipment and Facilities.
Subdivision 1. General Rule. It is unlawful to rent or let to another for occupancy, dwelling or dwelling unit for the purposes of living, sleeping, cooking and eating therein that does not comply with the requirements of this subsection.

Subd. 2. Kitchen Facilities. The owner must:

a) provide a kitchen sink in good working condition properly connected to an approved water system and providing an adequate amount of heated and unheated running water under pressure that is connected to an approved sewer system;

b) provide cabinets, shelves or counters or tables for the storage of eating, drinking and cooking equipment and utensils and of food that does not require refrigeration for safekeeping and a counter or table for food preparation:

cabinets, shelves and counter or table must be of sound construction furnished with surfaces that are easily cleanable and that will not impart any toxic or deleterious effect to food;

c) provide a stove or similar device for cooking food and a refrigerator or similar device for the safe storage of food that are properly installed with necessary connections for safe, sanitary and efficient operation; a stove, refrigerator or similar devices need not be installed when a dwelling unit is not occupied or when the occupant is expected to provide same on occupancy, in which case sufficient space and adequate connections for the installation and operation of the stove, refrigerator or similar device must be provided.

Subd. 3. Toilet Facilities. Within the dwelling unit there must be a nonhabitable room which is equipped with a flush water closet. The room must have an entrance door which affords privacy. The flush water closet must be equipped with easily cleanable surfaces, be connected to an approved water system that provides an adequate amount of running water under pressure to cause the water closet to be operated properly, and connected to a sewer system.

Subd. 4. Lavatory Sink. Within the dwelling unit there must be a lavatory sink. The lavatory sink may be in the same room as the flush water closet, or in located in another room, and must be located in close proximity to the door leading directly into the room in which the water closet is located. The lavatory sink must be in good working condition and properly connected to an approved water system providing an adequate amount of heated and unheated water under pressure and connected to an approved sewer system.

Subd. 5. Bathtub and Shower. Within the dwelling unit there must be a nonhabitable room which is equipped with a bathtub or shower in good working condition. The room must have an entrance door affording privacy. The bathtub or shower may be in the same room as the flush water closet, or in another room, and must be properly connected to an approved water supply system and provide an adequate amount of heated and unheated water under pressure and connected to an approved sewer system.

426.35. Stairways, Porches and Balconies. Stairways, inside or outside of a dwelling, dwelling unit and porches and balconies must be kept in safe condition and sound repair. Flights of stairs, porches and balcony floors must be free of deterioration. Stairwells and flights of stairs that are more than four risers high must have handrails installed 30 to 34 inches high, measured vertically from the nose of the stair tread to the top of the handrail. Porches, balconies or decks more than 30 inches high must have a guard rail at least 36 inches above the floor.

Handrails and guardrails must be firmly fastened and maintained in good condition. A flight of stairs may not have settled out of its intended position or have pulled away from the supporting or adjacent structures enough to cause a hazard. A flight of stairs may not have rotting, loose or deteriorating supports. Excepting spiral and winding stairways, the treads and risers of every flight of stairs must be essentially uniform in width and height. Stairways must be capable of supporting a live load of 100 pounds per square foot of horizontal projection.

426.37. Access to Dwelling Unit. Access to or egress from a dwelling unit must be provided without passing through another dwelling unit.

426.39. Door Locks. Subdivision 1. General Rule. It is unlawful to rent or let to another for occupancy dwelling or dwelling unit unless all exterior doors of the dwelling or dwelling unit are equipped with safe, functioning, locking devices. Dwellings must be furnished with door locks.

Subd. 2. Security system. For the purpose of providing a reasonable amount of safety and general welfare for persons occupying multiple family dwellings, an approved security system must be maintained for each multiple family building to control access where an air lock exists at the entrance of the building. The security system must consist of locked building entrance or foyer doors, and locked doors leading from hallways into individual dwelling units. Dead-latch type door locks must be provided with releasable lever knobs (or door knobs) on the inside of building entrance doors and with key cylinders on the outside of building entrance doors. Building entrance door latches must be of a type that are permanently locked from the outside and permanently unlocked from the inside.

Subd. 3. Dead bolts. A door that provides ingress and egress for a dwelling unit within a multiple family building must be equipped with an approved lock that has a deadlocking bolt that cannot be retracted by end pressure, provided, however, that the door must be openable from the inside without the use of a key or any special knowledge or effort.

426.41. Minimum Standards for Light and Ventilation. Subdivision 1. General Rule. It is unlawful to occupy as occupant or let to another for occupancy, dwellings or dwelling unit that does not comply with the requirements of this subsection.

Subd. 2. Habitable Room Ventilation. Except where there is supplied some other device affording ventilation and approved by the Compliance Official, a habitable room must have at least one window facing directly outdoors which can be opened easily. The minimum total of openable window area in a habitable room is the greater of (i) 4% of the floor area of the room or (ii) four square feet.

Subd. 3. Nonhabitable Room Ventilation. Bathrooms, water closet compartments and laundry and utility rooms must contain at least 50% of the ventilation requirements for habitable rooms contained in subdivision 2. Windows are not required if the rooms are equipped with a ventilation system which is approved by the Compliance Official.

Subd. 4. Electric Service, Outlets and Fixtures. Dwelling units and public and common areas must be supplied with electric service, functioning overcurrent protection devices, electric outlets, and electric fixtures that are properly installed, maintained in a safe working condition, and connected to a source of electric power in a manner prescribed by this Code. The minimum capacity of such electric service and the minimum number of electric outlets and fixtures are as follows:

a) a dwelling containing one or two dwelling units must have at least the equivalent of 60 ampere, three-wire electric service per dwelling unit;

b) a dwelling unit must have at least one branch electric circuit for each 600 square feet of dwelling unit floor area;

c) a habitable room must have at least one floor or wall-type electric convenience outlet for each 60 square feet or fraction thereof of total floor area, and in no case less than two such electric outlets, provided, however, that one ceiling or wall-type light fixture may be supplied in lieu of one required electric outlet;

d) water closet compartments, bathrooms, kitchens, laundry rooms, and furnace rooms must contain at least one supplied ceiling or wall type electric light fixture and bathrooms, kitchens and laundry rooms must contain at least one electric convenience outlet;

e) public halls and stairways in rental dwellings must be adequately lighted by natural or electric light at all times, so as to provide effective illumination: public halls and stairs in structures containing not more than two dwelling units may be supplied with conveniently located light switches controlling an adequate lighting system which may be turned on when needed, instead of fulltime light;

f) a convenient switch or equivalent device for turning on a light in each dwelling unit must be located near the point of entrance to such unit.

426.43. Minimum Thermal Standards. Subdivision 1. General rule. It is unlawful to occupy as owner, occupant or let to another for occupancy any dwelling or dwelling unit that does not have heating facilities which are properly installed and

maintained in safe and working condition and capable of safely heating all habitable rooms, bathrooms and water closet compartments in every dwelling unit located therein to a temperature of at least 68 degrees Fahrenheit at a distance of three feet above floor level and three feet from exterior walls.

Subd. 2. Cooking. Gas or electric appliances designed primarily for cooking or water heating purposes are not heating facilities within the meaning of this subsection.

Subd. 3. Portables. Portable heating equipment employing flame and the use of liquid fuel is prohibited.

Subd. 4. Space heaters. It is unlawful to install, operate or use a space heater employing a flame that is not vented outside the structure in an approved manner.

426.45. General Structural Requirements. Subdivision 1. General rule. It is unlawful to occupy or let to another for occupancy a dwelling or dwelling unit that does not comply with the requirements of this subsection.

Subd. 2. Foundations, Exterior Walls and Roofs. The foundation, exterior walls and exterior roof must be substantially water tight and protected against vermin and rodents and must be kept in sound condition and repair. The foundation element must adequately support the building at all points. Exterior walls must be free of structural deterioration or any other condition which might admit rain or dampness to the interior portion of the walls or to the interior spaces of the dwelling. The roof must be tight and have no defects which admit rain and roof drainage must be adequate to prevent rain water from causing dampness in the walls. Exterior surfaces, other than decay resistant materials, must be protected from elements and decay by paint or other protective covering or treatment. If approximately 25% or more of the total exterior surface is unpainted or lacks a protective coating or is determined by the Compliance Official to be deteriorated, the surface must have a protective covering applied. If approximately 25% or more of the total exterior surface of the pointing of any brick, block or stone wall is loose or has fallen out, the surface must be repaired.

Subd. 3. Windows, Doors and Screens. Windows, exterior doors, and hatchways must be substantially tight and shall be kept in sound condition and repair. Windows, other than a fixed window or storm window, must be capable of being easily opened. Windows, doors and frames must be constructed and maintained in such relation to the adjacent wall construction as to completely exclude rain, wind, vermin and rodents from entering the building. Openable windows or other devices required by this subsection must be supplied with 16-mesh screens during the insect season.

Subd. 4. Floors, Interior Walls and Ceilings. Floors, interior walls and ceilings must be protected against the passage and harborage of vermin and rodents and shall be kept in sound condition and good repair. Floors must be free of loose, warped, protruding or rotted flooring materials. Interior walls and ceilings must be maintained in a tight waterproof condition. Toxic paint and materials with a lasting toxic effect may not be used. Toilet rooms and bathroom floor surfaces must be capable of being easily maintained.

Subd. 5. Rodent Proof. Dwelling and accessory structures and the related premises must be maintained in a rodent-free and rodent-proof condition. Openings in the exterior walls, foundations, basements, ground or first floors, and roofs which have a 1/2" diameter or larger opening must be rodent-proofed in an approved manner. Interior floors or basements, cellars and other areas in contact with the soil must be paved with concrete or other rodent impervious material.

Subd. 6. Fence Maintenance. Fences supplied by the owner on the premises and fences erected by the occupant on the premises must consist of metal, wood, masonry or other decay resistant material. Fences must be maintained in good condition. Materials, other than decay resistant varieties, must be protected against decay by use of paint or other preservatives.

Subd. 7. Accessory Structure Maintenance. Accessory structures must be structurally sound and be maintained in good repair. The exterior of the structures shall be made weather resistant through the use of decay-resistant materials such as paint or other preservatives.

Subd. 8. Safe Building Elements. Foundations, roofs, floor exteriors and interior walls, ceilings, inside and outside stairs, porches and balconies, and every appurtenance thereto, shall be safe to use and capable of supporting normal structural loads.

Subd. 9. Facilities to Function. Required equipment, utilities, chimneys and flues must function effectively in a safe and working condition.

Subd. 10. Grading and Drainage. Yards, courts, or passageways on the premises on which a dwelling stands must be graded and drained so as to be free of standing water that constitutes a detriment to health and safety.

Subd. 11. Yard Cover. The yard of a premises on which a dwelling stands must be provided with lawn or combined ground cover of vegetation, garden, hedges, shrubbery, and related decorative materials and such yard must be maintained consistent with Section 640 of this Code.

426.47. Maximum Density, Minimum Space. Subdivision 1. General rule. It is unlawful to permit or let to be occupied any dwelling that does not comply with the requirements of this subsection.

Subd. 2. Permissible Occupancy of Dwelling Unit. The maximum permissible occupancy of rental dwelling unit is determined as follows:

a) for the first occupant, 150 square foot of habitable room floor space and for every additional occupant thereof, at least 100 square feet of habitable room floor space;

b) the total number of occupants may not exceed two times the number of habitable rooms, less kitchens, in the dwelling unit.

Subd. 3. One Family Per Dwelling Unit. Not more than one family, except for temporary guests, may occupy a dwelling unit.

426.46. Minimum Ceiling Height. A habitable room must have a clear ceiling height of not less than seven feet, six inches, except that in attics or top-half stories used for sleeping, study, or similar activities, the ceiling height may not be less than six feet six inches over at least one-half of the floor area. In calculating the floor area of such rooms in attics or top-half stories, only those portions of the floor area of the room having a clear ceiling height of five feet or more will be included.

426.51. Access Through Sleeping Rooms and Bathrooms. A dwelling unit built after 1940 and containing two or more sleeping rooms may not have a room arrangement such that access to a bathroom or water closet compartment intended for use by occupants of more than one sleeping room can be gained only by going through another sleeping room, nor may the room arrangement be such that access to a sleeping room can be gained only by going through another sleeping room. A bathroom or water closet compartment may not be used as the only passageway to any habitable room, hall, basement or cellar or to the exterior of any dwelling unit.

426.53. Discontinuance of Service or Facilities. An owner, operator, or occupant may not cause any service, facility, equipment or utility which is required under this section, to be removed from or shut off from or discontinued for an occupied dwelling or dwelling unit let or occupied by that person, except for such temporary interruptions as may be necessary while actual repairs or alterations are in process, or during temporary emergencies.

426.55. Inspections: records. Inspections shall be conducted during reasonable hours. The Compliance Official must present evidence of authority to the owner or occupant in charge of a dwelling unit. Subject to the provisions of law, the Compliance Official must keep confidential evidence, exclusive of the inspection record, discovered or obtained in the course of an inspection.

426.57 Unfit For Human Habitation. Subdivision 1. General rule. A dwelling, dwelling unit or rooming unit or portion thereof that is damaged, decayed, dilapidated, unsanitary, unsafe, vermin or rodent infested or which lacks provision for basic illumination, ventilation or sanitary facilities to the extent that the defects create a hazard to the health, safety or welfare of the occupants or of the public may be declared unfit for human habitation. If a dwelling, dwelling unit or rooming unit has been declared unfit for human habitation, the Compliance Official must order the same vacated within a reasonable time and post a placard on same indicating that it is unfit for human habitation. A operating license previously issued for such dwelling will be revoked pursuant to law.

Subd. 2. Correction. It is unlawful for a dwelling, dwelling unit or rooming unit or portion thereof to be used for human habitation until the defective conditions have been corrected and written approval has been issued by the Compliance Official. It is unlawful to deface or remove the declaration placard from any such dwelling, dwelling unit or rooming unit.

426.59. Secure Unfit and Vacated Dwellings. The owner of a dwelling, dwelling unit, or rooming unit which has been declared unfit for human habitation or which is otherwise vacant for a period of 60 days or more must make the same safe and secure so that it is not hazardous to the health, safety and welfare of the public and does not constitute a public nuisance. A vacant dwelling open at doors, windows, or wall opening, if unguarded is deemed to be a hazard to the health, safety and welfare of the public and a public nuisance within the meaning of this Section.

426.61. Hazardous Building Declaration. If a dwelling has been declared unfit for human habitation and the owner has not remedied the defects within a prescribed reasonable time, the dwelling may be declared a hazardous building and may be removed, razed or corrected pursuant to the provisions of Minnesota Statutes, Sections 463.15 to 463.26.

426.63. Compliance Procedure. Subdivision 1. Order. If the Compliance Official determines that a rental dwelling, rental dwelling unit or rooming unit or portion thereof is in violation of an order or this Code, the Compliance Official may issue a Compliance Order setting forth the violations of such and ordering the owner occupant, operator or agent to correct such violation. The Compliance Order must:

- a) be in writing;
- b) describe the location and nature of the violations of this section;
- c) establish a reasonable time for the correction of the violation and notify the owner of appeal procedures;
- d) be served upon the owner, the owner's agent, or the occupant, as the case may be: the notice is deemed to be properly served upon owner or agent, or upon any such occupant, if a copy thereof is:

- i) served upon the owner or agent; or
- ii) sent by registered mail to the owner or agent's last known address; or
- iii) upon failure to effect notice through (a) or (b) as set out in this section, service may be made pursuant to Minnesota Statutes 463.17, Subd. 2, which reads as follows:

"Service. This order shall be served upon the owner of record, or his agent if an agent is in charge of the building, and upon the occupying tenant, if there is one, and upon all lien holders of record, in the manner provided for service of a summons in a civil action. If the owner cannot be found, the order shall be served upon them by posting it at the main entrance to the building and by four weeks' publication in the official newspaper of the municipality if it has one, otherwise in a legal newspaper in the county"; or

- iv) pursuant to Minnesota Statutes, Section 145.22.

Subd. 2. Right of Appeal. When it is alleged by a person to whom a Compliance Order is directed that such Compliance Order is based upon erroneous interpretation of this Section or upon a misstatement or mistake of fact, such person may appeal the Compliance Order to the Board of Appeals created by subsection 426.65. The Board as an advisory body must forward their recommendation to the City Council. The appeal must be in writing, must specify the grounds for the appeal, must be accompanied by a filing fee as designated by the City Council in cash or cashier's check, and must be filed with the Compliance Official within five business days after service of the Compliance Order. The filing of an appeal stays proceedings in furtherance of the action appealed from unless such a stay in the judgment of the Compliance Official would cause imminent peril to life, health or property.

Subd. 3. Board of Appeal's Decision. Upon at least five business days' notice to the appellant of the time and place for hearing the appeal and within 30 days after the appeal is filed the Board of Appeals must hold a hearing thereon. The Board of Appeals may recommend to the City Council that the order be reversed, modified or affirmed in whole or in part. The Council's disposition of this appeal is final.

426.65. Board of Appeals. There is created a Board of Appeals (Board) to hear appeals authorized by subsection 426.63. The Board consists of three members of the Planning Commission appointed by the Chair of that Commission. Members serve for a term of three years and until their successors are appointed and qualify. The decisions of the Board are advisory to the City Council.

426.67. Restrictions on Transfer of Ownership. If is unlawful for the owner of a dwelling, dwelling unit or rooming unit upon whom a compliance order has been served to sell, transfer, mortgage or lease or otherwise dispose the dwelling, dwelling unit or rooming unit to another person until the provisions of the compliance order have been complied with, unless the owner furnishes to the grantee, lessee or mortgagee a true copy of any notice of violation or compliance order and obtains and possess a receipt of acknowledgement. Anyone securing an interest in the dwelling, dwelling unit or rooming unit who has received notice of the existence of a compliance order is bound by same without further service of notice upon him and shall be liable to all penalties and procedures provided by this ordinance.

426.69. Penalties. A person who fails to comply with a compliance order after a right of appeal has expired and any person who fails to comply with a modified compliance order within the time set therein, upon conviction therefor, is guilty of a misdemeanor. Each day of such failure to comply constitutes a separate punishable offense.

426.71. Execution of Compliance Orders by Public Authority. Upon failure to comply with a compliance order within the time set therein, and no appeal having been taken, or upon failure to comply with a modified compliance order within the time set therein, the criminal penalty established hereunder notwithstanding, the City Council after due notice to the owner may by resolution cause the cited deficiency to be remedied as set forth in the Compliance Order. The cost of such remedy shall be a lien against the subject real estate and may be levied and collected as a special assessment in the manner provided by Minnesota Statutes, Chapter 429, for any of the reasons set forth in Section 429.101, Subdivision 1, and specifically for the removal or elimination of public health or safety hazards from

private property, but the assessment will be payable in a single installment. It is the intent of this section to authorize the City to utilize all of the provisions of Section 429.101 to promote the public's health, safety and general welfare.

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

Mayor

Attest:

City Clerk

CR205-37.

EXHIBIT 1

HOUSING MAINTENANCE CODE
FEE FOR SERVICE

(Based on Housing Inspection of \$15 per hr. + 30% fringes = \$19.50 per hr.; and secretarial time of \$10.987 per hr. + 30% fringes = \$14.28 per hr.)

SINGLE FAMILY RENTAL HOUSING

<u>Time</u>	<u>Cost</u>	
Initial Inspection		
Inspector		
Inspection - 20 minutes		
Travel Time 15 minutes		
Report Prep. 20 minutes		
Total 55 min. say 1 hr.	\$19.50	
Secretary		
Report Typing - 30 min.	7.14	
Travel Reimburse.		
3 miles @ .24 per mile	.72	
Total	\$27.36	\$27.36
Follow-up Inspection		
Inspector		
Inspection 15 min.		
Travel Time 15 min.		
Report Prep 15 min.		
45 min.	\$14.63	
Secretary		
Report Typing 30 minutes	7.14	
Travel Reimbursement		
3 miles @ .24 per mile	.72	
Total	\$22.49	\$22.49
Total Single Family Rental Fee		\$49.85
Charge \$50		

EXHIBIT 2
DUPLEXES, TRIPLEXES, QUADS

<u>TIME</u>	<u>COST</u>
Basic S.F.R.H. Inspection Fee	\$50.00
Inspector	
Additional Units - 30 min.	9.75
Secretary	
Additional typing time - 20 min.	<u>4.75</u>
Total Duplex, Triplex, Quad Fee	\$64.46

Charge \$65

MULTIPLE DWELLING
(more than 4 units)

Basic Building Charge - based on 4 unit minimum and 15 minute inspection time per unit.

<u>Time</u>	<u>Cost</u>	
Initial Inspection		
Inspector		
Unit Inspection minimum - 60 min.	\$19.50	
Common Area Inspection - 20 min.	6.44	
Report Preparation - 30 min.	9.75	
Travel Time - 15 min.	4.88	
Secretary		
Report Typing - 30 minutes	\$7.14	
Travel Reimbursement 3 miles @ .24 per mi.	<u>.72</u>	
Initial Inspection Charge	\$48.43	\$48.43
Follow-up Inspection (1/2 inspection time)		
Inspector		
Inspection - 30 minutes		
Travel Time - 15 minutes		
Report Prep - <u>15 minutes</u>		
60 minutes	\$19.50	
Secretary		
Report Typing 20 minutes	4.76	
Travel Reimbursement 3 mi. @ .24 per mile	<u>.72</u>	
Follow-up Inspection Charge	\$24.88	<u>\$24.88</u>
Total Basic Building Charge		\$73.41

Multiple Dwelling Charge-\$75; plus \$5 for each apartment unit (based on 1/4 hr. inspection time (\$4.88)).

EXHIBIT 3
RENTAL LICENSING REVENUE AND EXPENDITURE REPORT

<u>REVENUE</u> TYPE	NUMBER	FEE	REVENUE
Non-Homestead Single Family	357 (use 300)	\$50	\$15,000
Duplexes	72	\$65	\$ 4,680
Triplexes	1	\$65	\$ 65
Multiple Buildings	59	\$75	\$ 4,425
Apartments	1,846	\$ 5	<u>9,230</u>
		Total	\$33,400

(\$33,400 annual revenue if
license renewed every year)

HOUSING MAINTENANCE EXPENDITURE
(Personnel Only)

Inspector - 2,080 hrs.* @ \$19.50*** an hr.	\$40,560.00
Secretary - 370 hrs** @ \$14.28*** an hr.	<u>5,283.60</u>
Total	\$45,843.60

* One work year

** Calculated based on anticipated actual work time

*** Salary plus fringes

SUMMARY

Revenue (if licensed annually)	\$33,400.00
Expenditure	<u>45,843.60</u>
Total	- \$12,443.60 (deficit)

HOUSING MAINTENANCE EXPENDITURE
(Personnel Only)

Inspector - 2,080 hrs.* @\$19.50*** an hr. \$40,560.00

Secretary - 370 hrs** @ \$14.28*** an hr. 5,283.60
Total \$45,843.60

* One work year

** Calculated based on anticipated actual work time

*** Salary plus fringes

RENTAL LICENSING
Annual Fee to Cover Cost

1.	Single Family Rental 300 units @ \$80	\$24,000
2.	Duplexes & Triplexes 73 units @ \$95	6,935
3.	Multiple	
a.	Buildings 59 @ \$100	5,900
b.	Apartments 1,846 @ \$8	<u>14,768</u>
		\$51,603

ANNUAL RENTAL LICENSING
(Inspection Upon Complaint)

1.	Single Family Rental 300 @ \$10	\$ 3,000
2.	Duplexes and Triplexes 73 @ \$15	1,095
3.	Multiples	
a.	Buildings 59 @ \$15	885
b.	Apartments 1,846 @ \$2 per unit	<u>3,692</u>
		\$ 8,672

ENFORCEMENT

Substantiated Complaints

1. Suspension of renting until violations corrected.
2. Not corrected, revocation of license.

HOUSING CODE STUDY
July 1990

City	Type of codes in effect	Fees charges for inspections	Frequency of inspections
St. Louis Park	Point-of-Sale (council currently considering rental licensing)	\$35	Prior to transfer of ownership and upon new rental (not more than once per year) for single family only
New Hope	Rental Registration and Point-of-Sale	\$25/bldg+\$2/unit \$35 base (\$5 for each additional)	Annual (Bldgs. 3 units or more only). Only common areas inspected. Prior to transfer of ownership on single- family and apt. bldgs.
Brooklyn Park	Rental Licensing	\$50/bldg + \$5/unit Single \$25 Duplex \$25 Triplex \$25 (presently considering increasing fees)	Annually
Brooklyn Center	Rental Licensing and Housing Maintenance	Multi \$20/bldg + \$5/unit Single \$25 Double \$25/1st \$35 if both rented Triplex \$20/bldg + \$5/unit None	Biennially Upon complaint
Minneapolis	Rental Registration (currently considering rental licensing) and Truth-in-Housing	\$24/1st unit plus \$12 ea. addn'l unit (expire each year on Sept. 30) varies according to inspector hired	Only upon complaint Prior to transfer of ownership seller must hire private inspector to complete report of deficiencies in home. No improvement required.

City	Type of codes in effect	Fees charges for inspections	Frequency of inspections
Richfield	Point-of-Sale (becomes effective 10/1/90)	\$50	Prior to transfer of ownership
	Rental Licensing 10/1/90 Type of codes in effect	\$50 1st 4 units \$7.50 each over 4 Fees charges for inspections	Annually (fees charges) Biennial mandatory inspections Frequency of inspections
Columbia Heights	Rental Licensing & Housing Maintenance Code	multi \$40 up to 3 + \$3/unit single \$15 Double \$30	Annually
St. Paul	Certificate of Occupancy (same as licensing-only apts. 3 units or over)	Multi \$9/unit (125 unit minimum 250 unit maximum)	Biennially
	Housing Maintenance	none	Upon complaint
Bloomington	Rental Licensing	multi \$50 1st 2 units + \$6 each additional unit homestead single family up to 2 rooms \$50 non-homestead single family up to 4 renters \$50	Annually
	(Considering Point-of- sale)		
New Brighton	Rental Registration (only apts. 3 units or more)	\$5.50/unit	Twice annually (common areas only unless by complaint)
Hopkins	Rental Registration	Multi \$20/bldg. + \$2.00/unit Single \$15 Double \$15	Annually
Robinsdale	Housing Maintenance Code		Ongoing
	Rental Licensing	Multi \$130/complex + \$5/unit over 12 units Single \$50 Double \$75 (if both units rented) 4-plex \$115	Biennially
Maple Grove	Rental Licensing	Multi \$20/bldg. + \$3/unit Single \$10 Double \$20	Annually (Single family only every 3 years but fees charged annually)

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

August 27, 1990

Mr. John A. Olson
Assistant City Manager/
Community Development Director
City of Crystal
4141 Douglas Drive
Crystal, Minnesota 55422

RE: Housing Maintenance Code
Your August 22, 1990 letter

Dear Mr. Olson:

As requested in your letter, I have reviewed Mr. Kennedy's August 13, 1990 letter and the August 13, 1990 draft of the proposed Rental Unit Licensing Ordinance and the 1988 edition of the Uniform Housing Code.

Basically I agree with the compromise approach. In adopting the Uniform Housing Code, however, I would think it would be beneficial to provide for a more accelerated compliance procedure for those violations which the health department would consider to be an immediate endangerment of residents. For such violations perhaps you could consider shortening the compliance deadline and the appeal time.

Obviously, the provisions of Code Section 425 and the proposed Code Section 426 would have to be carefully compared with each other and with the Uniform Housing Code.

With regard to posting of licenses, the owner of the building should be required to post the name, address and telephone number of the owner and the name, address and telephone number of the owner's agent. Failure to do so should be a separate violation. Section 426.15 addresses this in part. Whether the owner is a resident or "non-resident," I feel it would be advisable to require posting on the premises and the giving of written notice of such information to the compliance official.

Thank you for the opportunity of reviewing these documents. I hope the above comments will be helpful.

Sincerely,

ROSENTHAL, RONDONI, MacMILLAN & JOYNER, LTD.



Paul W. Rosenthal

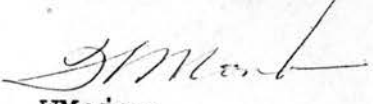
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DATE: August 23, 1990
TO: Jerry Dulgar, City Manager
FROM: Bill Monk, City Engineer
SUBJECT: State Aid Streets

At present Crystal has designated 17.4 miles of street in its Municipal State Aid System. Of this total 7.8 miles are also on the Hennepin County System. This duplication is adversely affecting both Crystal and Hennepin County in terms of the needs portion of the annual allocation formula. Further, Crystal is limited in the improvements it can make to local streets because so much of our local state aid mileage is in essence under the jurisdiction of the County.

I have been in contact with State Aid and Hennepin County staff members to discuss this matter in some detail. I would like to discuss several issues with the City Council which could prove beneficial to the City in terms of designations and allocations. I suggest this item be included on the upcoming work session for that purpose.

A map denoting our present State Aid Street (MSA) System is attached to assist with the discussion.

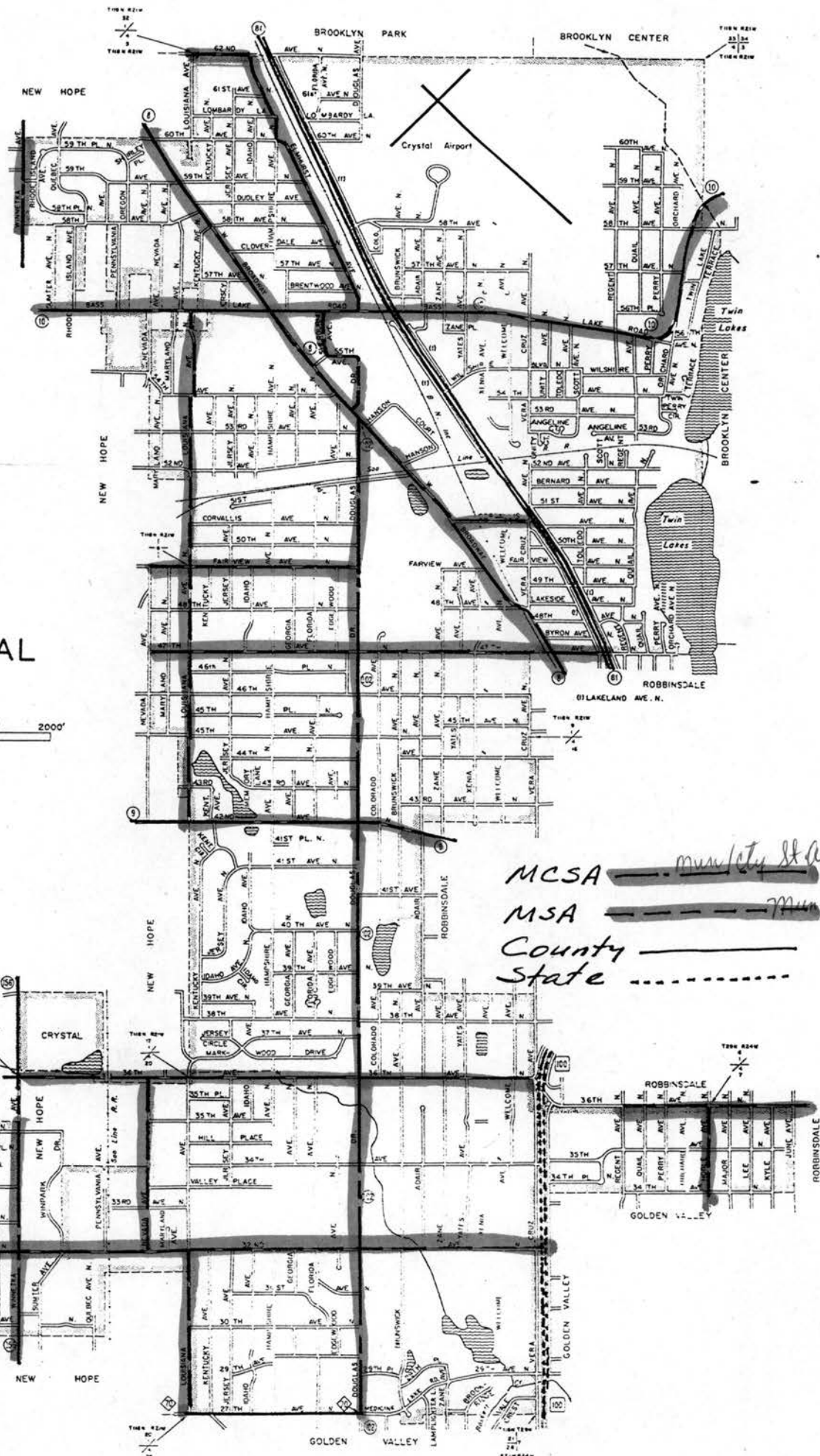


WM:jrs

Encl

CITY OF CRYSTAL

SCALE
1000' 0 1000' 2000'



MCSA *main city St and Sts.*
MSA *main St. and St.*
County
State

MEMORANDUM

TO: Jerry Dulgar, City Manager
FROM: Jessie Hart, Assistant Finance Director
DATE: August 28, 1990
SUBJECT: Status of Council Out-of-Metro Expenditures

As of July 31, 1990, the following represents the total dollars used by each councilmember towards the \$2,100 to be paid by the City for out-of-metro area meetings and conferences. If a request for reimbursement has come in since July 31, 1990, it is not included in the following numbers.

Mayor Herbes	\$ 400.01
Councilmember Moravec	407.06
Councilmember Langsdorf	0.00
Councilmember Joselyn	0.00
Councilmember Irving	1,760.69
Councilmember Carlson	1,468.66
Councilmember Grimes	1,457.06

If you have any questions regarding this information or the detail, please do not hesitate to contact me.

GUIDELINES FOR TRAVEL
BY CRYSTAL CITY EMPLOYEES AND ELECTED OFFICIALS

The City, so as to advance the training and professionalism of its staff and officials, authorizes attendance at certain schools, conferences and seminars. The purpose of this administrative regulation is to set forth the policies governing reimbursement for these expenses. The City objectives are to allow travel arrangements that:

1. conserve travel funds
2. provide uniform treatment for all; and
3. allow the employee or official to carry out his mission in a manner that is dignified and which reflects credit on the City

The guidelines for travel of City employees and elected officials are:

1. Reimbursement of travel expenses are to refund actual costs incurred by City employees/officials while traveling as authorized representatives of the City of Crystal.
 - Clarify* 2. A properly verified, itemized expense claim shall be submitted to the City Manager for approval within twenty (20) days following the date of return from an authorized trip. Expense claims shall be accompanied by receipts for:
 - a. transportation costs to and from destination via coach, tourist, or economy class transportation
 - b. lodging costs not to exceed single occupancy rate
 - c. conference or meeting registration fees
 - d. any unusual items for which advance approval has been obtained from the City Manager
 3. The mode of transportation must be approved by the City Manager prior to any authorized trip. Personal automobile use for authorized trips will be reimbursed at the rate of .255 cents per mile, or an amount equal to air travel tourist class, whichever is the lesser.
 4. Reimbursement for meals while on authorized travel will be for actual expenditures with a maximum of \$34.00 per day allowable excluding gratuity. *IRS*
 5. Extra tickets, either meal or event tickets, shall be prepaid by the employee when making reservations. Requests for refunds on prior payment of personal scheduled events or meals shall be handled by the employee/official.
 6. Airfare ~~and/or~~ lodging for spouse or other family members shall be prepaid at the time reservations are made.
- Notenauk for credit cards 45 days?*

7. No lodging expenses shall be reimbursed for meetings held in the Minneapolis/St. Paul metropolitan area, unless prior approval is granted by the City Manager.
8. No Crystal elected official shall incur out-of-metro area expenses exceeding the amount approved as part of the budget process for the existing year without specific Council authorization. *any expenses exceeding . . . shall be paid by the individual*
9. The employee/official charging meetings, group meals, lodging, rental or travel on the City charge card shall provide a receipt or some form of official validation for those charges. Itemized statements are not provided with the monthly billing on a charge card.
10. Reimbursement for lodging shall be limited to the minimum number of nights required to conduct the assigned City business. If an employee/official chooses to arrive earlier or leave later, the additional expense related to this decision is his/her personal expense unless a saving to the City is accomplished and approved by the City Manager prior to departure.
11. Newly elected officials (City Council and/or Mayor) will be eligible to attend out-of-state conferences prior to being sworn into office subject to prior approval of the City Council. ?
12. Parking at airport ? *at own expense - go if they want to - anyone can attend if they pay their own way*
13. Parking at hotel ?
14. Personal phone calls from hotel? *no payment for personal phone calls.*

Per Duem: Only mtgs resulting from Councils appointment to an organization - no mtgs at a conference if City pays to send you there.