



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

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COUNCIL AGENDA

October 16, 1990

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on October 16, 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 7:03 p.m.
P Moravec
P Irving
P Grimes
P Herbes
P Langsdorf
P Joselyn

Staff

P Dulgar
P Olson
P Kennedy
P Monk
P Barber
P George
P Brandeen
P Johnson
P Hart

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

The Mayor proclaimed October 21 through October 27, 1990 as Domestic Violence Awareness Week in the City of Crystal.

1. The City Council considered the minutes of the Regular City Council meeting of October 2, 1990.

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

to) the minutes of the Regular City Council meeting of October 2, 1990.

Motion Carried.

REGULAR AGENDA

1. The City Council considered the application for appointment to the Human Relations Commission as submitted by Jacquelyn Gustafson, 3010 Sumter Avenue North, for an unexpired term expiring December 31, 1992.

Moved by Councilmember G and seconded by Councilmember M to appoint Jacquelyn Gustafson to the Human Relations Commission for an unexpired term expiring December 31, 1992.

address

Motion Carried.

2. The City Council considered 3-year audit firm proposals.

Moved by Councilmember C and seconded by Councilmember M to appoint Boeckermann, Heinen & Mayer as the firm to perform the audit of the City of Crystal books for calendar year 1990 and 2 subsequent years.

Motion Carried.

3. The City Council continued consideration of the Charitable Gambling License application for Crystal Lions Club at Doyle's Bowl & Lounge, 5000 West Broadway, from the October 2, 1990 City Council Meeting.

Moved by Councilmember I and seconded by Councilmember L to (approve) (deny) (continue until _____ the discussion of) the Charitable Gambling License application for Crystal Lions Club at Doyle's Bowl & Lounge, 5000 West Broadway.

Motion Carried.

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4. The City Council considered approval of preliminary plat of Atlantic Addition which is a replat of Lot 1, Block 1, Crystal Securities Second Addition, property located at 5160 West Broadway; proposed rezoning of property from B-3 (Auto Oriented Commercial) District to I-2 (Heavy Industrial) District, property address to become 5150 West Broadway, legally described as proposed Lot 2, Block 1, Atlantic Addition; and building permit for mini-storage buildings located at proposed address 5150 West Broadway. *Curtis Hubbard, proponent, appeared and was heard.*

- A. Moved by Councilmember J and seconded by Councilmember G to (approve as recommended by and based on the findings of fact of the Planning Commission) (deny) (continue until _____ the discussion of) preliminary plat of Atlantic Addition which is a replat of Lot 1, Block 1, Crystal Securities Second Addition, property located at 5160 West Broadway as submitted by Wash Me #9 Limited Partnership.

Motion Carried.

- B. Moved by Councilmember I and seconded by Councilmember M to adopt the following ordinance:

ORDINANCE NO. 90-

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

and further, that the second and final reading be held on November 7, 1990. *Upon satisfaction of staff with plan modifications regarding parking and office, and final resolution of site improvements.*

Motion Carried.

Moved by Councilmember _____ and seconded by Councilmember _____ to (deny) (continue until _____ the discussion of) rezoning of property from B-3 (Auto Oriented Commercial) District to I-2 (Heavy Industrial) District located at proposed address 5150 West Broadway, legally described as proposed Lot 2, Block 1, Atlantic Addition.

Motion Carried.

- C. Moved by Councilmember _____ and seconded by Councilmember _____ to (approve as recommended by the Planning Commission) (deny) (continue until _____ the discussion of) issuance of a building permit for mini-storage buildings located at proposed address 5150 West Broadway, subject to standard procedures.

Motion Carried.

Recess 8:15 - Reconvened 8:24 p.m.

award of bid next
6. 5.

The City Council considered a building permit to build a 40'x40' airplane hangar at Lot 78-C, Crystal Airport as requested by Al Paulson.

Moved by Councilmember G and seconded by Councilmember I to (approve as recommended by the Planning Commission) (deny) (continue until _____ the discussion of) authorization to issue a building permit for a 40'x40' airplane hangar located at Lot 78-C, Crystal Airport, subject to standard procedure.

Motion Carried.

5. 6. The City Council considered award of bids for the furnishing and installation of apparatus and equipment at North Bass Lake, Skyway and North Lions parks.

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- 68

RESOLUTION AWARDING THE BID

Viking Fence

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

Motion carried, resolution declared adopted.

7. The City Council considered a resolution approving Phase 2C1 of Corps of Engineers Flood Control Project involving Markwood Channel, 36th Avenue conduit and Edgewood embankment and authorize acquisition of easement.

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

RESOLUTION NO. 90-69

RESOLUTION APPROVING PHASE 2C1 OF CORPS OF
ENGINEERS FLOOD CONTROL PROJECT INVOLVING MARKWOOD CHANNEL,
36TH AVENUE CONDUIT AND EDGEWOOD EMBANKMENT
AND AUTHORIZE ACQUISITION OF EASEMENT

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

Motion carried, resolution declared adopted.

8. The City Council considered stop sign approval on Quebec Avenue at 58th Avenue.

Moved by Councilmember L and seconded by Councilmember J to
(approve) (deny) (continue until the
discussion of) installation of a stop sign to be installed on
Quebec Avenue at 58th Avenue.

*Councilmember Irving was absent from room during
action on this item.*

Motion Carried.

9. The City Council reviewed a work proposal at 6321 and 6407 - 46th
Place to correct drainage.

*L/J to deny the request for City involvement in the construction
of back yard sump/rock drain manholes to guard against
flooding at 6321 and 6407-46th Place.*

Aye: M, I, G, L, J

No: C, H

Motion Carried

10. The City Council considered a four-city bus system. *No action was taken.*
11. The City Council considered a Council Work Session ~~on November 1 or November 8 at 6:30 p.m.~~ to discuss PIR/Capital Expenditures.
- the City Council set 7:00 p.m. on November 14, 1990 as the date and time for a Council Work Session to discuss PIR/Capital Expenditures.*
- Moved by Councilmember _____ and seconded by Councilmember _____ to set 6:30 p.m. on _____, 1990 for a Council Work Session to discuss PIR/Capital Expenditures.
- Motion Carried.
12. The City Council considered the 1990 Union Contract between Police Managers and the City of Crystal.

Moved by Councilmember I and seconded by Councilmember J to (approve) (deny) (continue until _____ the discussion of) the 1990 Union Contract between Police Managers and the City of Crystal.

Motion Carried.

13. The City Council discussed an article in the Post News regarding the Police Department. The Mayor made the following statement: "In my duties as Mayor, I need to ask the City Mgr. to investigate the anger and frustration expressed by the Police Department officers in the Post Paper. I serve you as Mayor of Crystal and the Crystal Police Dept. serves you the citizens. We need to have this issue resolved for all concerned. I am asking the City Manager to report back to this Council in two weeks about the Police Department, and come back with some ideas. I have also talked with Jerry this afternoon about hiring an outside firm at Council's request. I was at the Mayor's conference this weekend and I received a lot of information from other mayors that have went through similar situation that we seem to be going through. They gave me a name of a different firm in the area here. (continued on back)
14. The City Council discussed the licensing of businesses in the City of Crystal. The Mayor directed staff to explore the possibility of licensing all businesses in the City of Crystal.

Open Forum

15. The City Council considered a resolution acknowledging Red Ribbon Campaign Week in Crystal.

I/C to adopt the following resolution:

Resolution No. 90-90
Resolution Acknowledging Red Ribbon
Campaign Week In The City of Crystal

Roll call: all ayes.

motion carried

Open Forum

1. Mr. Darrell Anderson, ^{4342 Adair Ave. No.} and friend ^{from the neighborhood} appeared before the ^{City} Council to discuss traffic control on Adair Avenue between 42nd and 46th Avenues. The Council directed staff to study the area and come back to the Council with a recommendation.

#13 (continued)

I also would like to do a department a year study with the managers so we get more out of our employees and more of the managers are able to manage better and this will also help to serve the residents of Crystal in a better manner and probably more efficient. That's my statement and I'll turn it over to Jerry now."

The City Manager called attention to information provided in the packet this evening. Councilmembers ^{indicated} they had not had time to read it thoroughly, but that it seemed to answer many of the questions raised.

Informal Discussion and Announcements

1. City Manager reported that the Police Department still has had no word from the State Gambling Board regarding the Charitable Gambling license application for the Hartinger Foundation as indicated in a memo from the Police Chief included in tonight's packet.

- City Manager - Police Relief Assoc. Disabilities (Memo in packet)
- Mayor reminded Council of Nov. 7 & Dec. 10 mtg. dates (changes in regular mtg. dates)
- Dispensed dinner for John Olson - Oct. 24 prior to Comp Plan Mtg. - Mgr. to set up.

2. The City Council considered a resolution honoring John Olson, Assistant City Manager, as presented by Councilmember Morawiec. M/I to adopt the following resolution:

Res. No. 90-71
A Resolution Honoring
John A. Olson, Assistant City Mgr.

Roll Call: all ayes. Motion Carried.

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

Motion Carried.

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

Motion Carried.

Meeting adjourned at 10:08 p.m.

Darlene

Memorandum

DATE: October 12, 1990
TO: Mayor and Council
FROM: Jerry Dulgar, City Manager
SUBJECT: Preliminary Agenda for the October 16, 1990 Council Meeting

Regular Agenda:

Item 1: Consideration of an application for appointment to the Human Relations Commission as submitted by Jacquelyn Gustafson, 3010 Sumter Avenue North. Application enclosed for your review. In addition to consideration of this appointment I would just like to mention to the Council that there are other vacancies on the Human Relations Commission, if any of you happen to know of anybody or happen to run into anybody who might be willing to serve.

Item 2: Consideration of 3-year audit firm proposals. Enclosed find a packet of information from me, Miles, and Jessie relative to RFP's for auditors that we have been working on for the past couple of months. The Council sometime back asked us to take a look at this so we did go out with the RFP's. You will note in the memo that we have a recommendation for the Council. However, if you want to interview firms or have them make appearances we can do that too. As Jessie points out in the memo, you will see the P.R. people, the sales person for the firm, not the people that are going to do the work and I think that Miles' and Jessie's review of the various firms and reference check with different cities and organizations that they work for is probably a lot more value to us than having a salesman come out to give us a pitch on their firm. I think it might be good for the City to consider changing firms and possibly have as a policy to change every 5 to 7 years. I would concur with the recommendation of Jessie and Miles relative to the VTR firm. We do have money enough budgeted to pay for that audit, however, if the Council feels that there is too much of a price differential, I would have no problem with the second or third firm either. If any of you have questions or desire further information, don't hesitate to call me, Miles, or Jessie before the meeting. They will be at the meeting to answer questions for the Council also.

Item 3: Continuation of the consideration of a Charitable Gambling License application for Crystal Lions Club at Doyle's Bowl & Lounge, 5000 West Broadway. As of the time of my dictating the memo, we didn't have an answer from the State whether there were any restrictions on the Lions having two locations as close together as they are. We hope to have that answer before the meeting. You might also refer to Darlene's memo on this which was partially written out of frustration over

the ever changing rules and her inability to get answers or information relative to the rules and regulations.

Item 4: Consideration of proposed replat of Lot 1, Block 1, Crystal Securities Second Addition, for property located at 5160 West Broadway. This particular application might be criticized as a pyramid lot on a piece of property or because of some questions on drainage. I think, frankly, it's adding some tax base on a piece of property that might otherwise never be used or contribute much to the City and I guess I really don't see where it's going to cause any particular harm to anybody or any other property. I think that it is a good addition and that we should approve it.

Item 6: Consideration of awarding bids for the furnishing and installation of apparatus and equipment at North Bass Lake, Skyway and North Lions parks. This is actually a rebid for the equipment. We bid once and there were problems with people not meeting specs so we redrafted the specs making them more generic and making it easier for more people to qualify. We got better prices for basically the same equipment. I would concur with Ed's recommendation that we go with Viking Fence as the best value for the City. Some of the bidders could be present to try to raise objections.

Item 7: Consideration of a resolution approving Phase 2C1 of Corps of Engineers Flood Control Project involving Markwood Channel, 36th Avenue conduit and Edgewood embankment and authorize acquisition of easement. Bill has had meetings with residents and has done a good job of making sure all the bases were covered on this, I believe. I would recommend the Council approve the resolution.

Item 9: Review work proposal at 6321 and 6407 - 46th Place to correct drainage. Bill wants to discuss with the Council the idea of the City possibly doing some work to correct the drainage problem on private property with them furnishing materials. I would caution that we could be opening a real can of worms by doing this. Although we might appease a couple of property owners, I think there is literally a possibility of hundreds of these existing around the City and I don't think we have the time or staff to be doing them. The next question will probably be maintenance and whether they work and if they don't work we will be blamed, etc. In fact I could make a request that something like this be done on my property. The City allowed my house and the one next door to be built with all the water draining across my property and causing washouts, etc. But, I don't think the City should be involved in correcting problems like this that are basically the homeowner's responsibility.

Item 10: Consideration of four-city bus system. John, who is out east completing arrangements for a home, contract, etc., will be back to discuss this with the Council. While the bus system appears to have some merit it would require subsidy by the cities and I would caution the Council that I don't think we can afford to take any money out of the general fund on a one-time-basis or continually to try to fund the bus system. Unless there is

funding coming forth from the Regional or Metro Transit or Federal Government, I would recommend that we not go ahead with this system. I believe Brooklyn Park is taking the same approach from what they have told us.

Item 11: Consideration of a Council Work Session on November 1 or November 8 at 6:30 p.m. to discuss PIR/Capital Expenditures. If you recall last year there appeared to be some confusion by at least one commission and some staff over whether items they included in their budget requests were automatically funded because they were listed in the budget as coming out of PIR. We thought this year it would be helpful to have a work session to talk about requests and what is being recommended to come out of the PIR, the status of the PIR and possible future expenditures including space needs in the City Hall Police Department complex. We have received our completed study from Work Place Environments Consultants that we hired several months ago to review all the work that has been done relative to City Hall and make recommendations to us. We will go over that in addition to talking about funding of the space needs as well as other items out of the PIR and the projection for the balance in the PIR over the coming years.

Item 12: Consideration of 1990 Union Contract between Police Managers and the City of Crystal. We have completed negotiations with the Police Managers for their '90 contract and would recommend that the Council approve it. The contract calls for a 3.9 percent wage increase, increase to \$220 for family insurance coverage, and a cap on severance. This is basically what we have agreed to with other organized and unorganized employees. The only exception would be that with the Police Officers and the Police Managers a cap on the severance will allow them to be paid 40 percent of their banked sick leave up to 960 hours rather than 33 1/3 percent as at least 1 or 2 contracts read now.

Item 13: Discussion of article in the Post News regarding the Police Department. The Mayor asked that I put this item on the agenda for Council discussion. I frankly would caution the Council to not get into specifics regarding any personalities. It would leave the Council and City wide open to possible lawsuit, etc. If the Council has questions I would be more than happy to answer them individually before or after the Council Meeting. I frankly think that we have a good Police Department and those people talking to the press in a negative manner did a real disservice to the whole department and all the good people there. However, I think that department like many departments goes through peaks and valleys and I think they are in one of those valleys now. We are working through team building management improvement to get the department functioning at a more efficient level. I probably have been negligent in not filling the Council in more on the fact that we were doing that. However, we have done team building, management improvement or goal setting in three other departments and it was never an item of any great discussion or anything as I recall. I think the reporter really summed up the whole situation quite well in his editorial. Really, there seems to be some smoke but no fire and

I think this is not unusual in most police departments in cities where I have been or are familiar with.

Item 14: Discussion of licensing businesses. The Mayor asked that I put this item on for the Council to discuss.

To date we have not heard from the State on the Hartinger Foundation charitable gambling application that was considered on October 2. Jim will have a memo explaining this on Tuesday.

Have a good weekend.

js

COUNCIL AGENDA - SUMMARY

COUNCIL MEETING OF
October 16, 1990

Call to order

Roll call

Pledge of Allegiance to the Flag

Proclamation of Domestic Violence Awareness Week, October 21 to October 27, 1990.

Approval of the minutes of the regular meeting of October 2, 1990.

Regular Agenda Items

1. Consideration of an application for appointment to the Human Relations Commission as submitted by Jacquelyn Gustafson, 3010 Sumter Avenue North.
2. Consideration of 3-year audit firm proposals.
3. Continuation of the consideration of a Charitable Gambling License application for Crystal Lions Club at Doyle's Bowl & Lounge, 5000 West Broadway.
4. Consideration of proposed replat of Lot 1, Block 1, Crystal Securities Second Addition, property located at 5160 West Broadway.
 - A. Preliminary plat approval.
 - B. Rezoning from B-3 to I-2 the portion proposed for mini storage.
 - C. Building permit approval.
5. Consideration of a building permit to build a 40'x40' airplane hangar at Lot 78-C, Crystal Airport as requested by Al Paulson.
6. Consideration of awarding bids for the furnishing and installation of apparatus and equipment at North Bass Lake, Skyway and North Lions parks.
7. Consideration of a resolution approving Phase 2C1 of Corps of Engineers Flood Control Project involving Markwood Channel, 36th Avenue conduit and Edgewood embankment and authorize acquisition of easement.
8. Consideration of stop sign approval on Quebec Avenue at 58th Avenue.

9. Review work proposal at 6321 and 6407 - 46th Place to correct drainage.
10. Consideration of four-city bus system.
11. Consideration of a Council Work Session on November 1 or November 8 at 6:30 p.m. to discuss PIR/Capital Expenditures.
12. Consideration of 1990 Union Contract between Police Managers and the City of Crystal.
13. Discussion of article in the Post News regarding the Police Department.
14. Discussion of licensing businesses.

Open Forum

Informal Discussion and Announcements

Licenses

Adjournment

APPLICATIONS FOR LICENSE
October 16, 1990

FOOD ESTABLISHMENT - Itinerant (Exempt)

VFW Post 454, Bake Sale only one day, November 17, 1990
at 5222 56th Avenue North.

St. James Lutheran Church, Fall Festival, only one day,
November 2, 1990, at 6700 46th Place North.

REFUSE HAULER - Company License \$50.00, each vehicle \$25.00

Dave's Sanitation, Hamel, Minnesota

PLUMBER'S LICENSE - \$30.25

Meier Plumbing, 21133 Lithium St. NW., Anoka, MN 55303

SIGN HANGER'S LICENSE - \$66.00 Renewals

Pascual Sign Erectors, 11215 Xylon Ave. N., Champlin, MN 55316

FOOD ESTABLISHMENT - Itinerant (Exempt)

Park & Rec. Department, 4800 Douglas Drive, One Day Only
October 20, 1990

October 2, 1990

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Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on October 2, 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: John Olson, Assistant City Manager; Jim Thomson, City Attorney's Office; William Monk, Public Works Director; Bill Barber, Building Inspector; Darlene George, City Clerk.

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

The Mayor proclaimed October 21 through October 27, 1990 as National Business Women's Week in the City of Crystal.

The Mayor proclaimed October 20, 1990 as Crystal Human Rights Day in the City of Crystal.

The Mayor proclaimed November 5 through November 9, 1990 as Voice of Democracy Week in the City of Crystal.

The City Council considered the minutes of the Regular City Council meeting of September 18, 1990.

Moved by Councilmember Moravec and seconded by Councilmember Irving to approve the minutes of the Regular City Council meeting of September 18, 1990.

Motion Carried.

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

1. Consideration of the resignation of Mary Krogstad from the Park and Recreation Advisory Commission effective September 6, 1990.
2. Consideration of the resignation of Ryan Schroeder from the Environmental Quality Commission effective September 20, 1990.
3. Consideration of the designation of election judges and polling locations for the November 6, 1990 General Election, as submitted in a list by the City Clerk.

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

Motion Carried.

The City Council considered the following Public Hearings:

October 2, 1990

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1. It being 7:00 p.m. or as soon thereafter as the matter may be heard, Mayor Herbes declared this was the date and time for continuation of a Public Hearing from the August 21, 1990 City Council Meeting to consider a recommendation from the Crystal City Charter Commission for an amendment to the Crystal City Charter relating to the Civil Service Commission. The Mayor asked those present to voice their opinions or to ask questions concerning this matter.

The Mayor closed the Public Hearing.

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

ORDINANCE NO. 90-22

AN ORDINANCE RELATING TO CITY GOVERNMENT:
AMENDING SECTIONS 2.02 AND 6.02, SUBDIVISION 3
OF THE CITY CHARTER AND ADDING SECTIONS
TO THE CITY CHARTER

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

By roll call and voting aye: Carlson, Moravec, Irving,
Grimes, Herbes, Langsdorf, Joselyn.

Motion Carried.

2. It being 7:00 p.m. or as soon thereafter as the matter may be heard, Mayor Herbes declared that this is the date and time as advertised for a Public Hearing at which time the City Council will consider Assessments for: 1990 Sealcoat Program, Project #90-1, B. 1990 Sidewalk Program, Project #90-3, C. 1990 Diseased Tree Removal, Weed Cutting, and Debris Removal, D. 1990 Delinquent Sewer, Water, Recycling and Street Lighting Charges. The Mayor asked those present to voice their opinions or to ask questions concerning this matter. Those present and heard were:

- A. 1990 Sealcoat Program, Project #90-1:
Norton Glass, 6612 - 46th Place North;
Gordon Solly, 3862 Idaho Avenue North;
Mr. Newman, 6535 - 44th Avenue North;
Linda Museus, 3926 Idaho Avenue North.

The Mayor closed the Public Hearing.

- A. Moved by Councilmember Langsdorf and seconded by Councilmember Joselyn to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 90-57

RESOLUTION ADOPTING ASSESSMENT FOR

October 2, 1990

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THE 1990 SEALCOAT PROGRAM,
PROJECT NO. 90-1.

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

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

RESOLUTION NO. 90-58

RESOLUTION ADOPTING ASSESSMENT FOR
THE 1990 SIDEWALK REPAIR PROGRAM,
PROJECT NO. 90-3.

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

- C. Moved by Councilmember Joselyn and seconded by Councilmember Moravec to adopt the following resolution, the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 90-59

RESOLUTION ADOPTING ASSESSMENT
FOR THE 1990 DISEASED TREE REMOVAL,
WEED CUTTING AND DEBRIS REMOVAL.

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

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

RESOLUTION NO. 90-60

RESOLUTION ADOPTING ASSESSMENT
FOR DELINQUENT SEWER, WATER,
STREET LIGHT AND RECYCLING CHARGES

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

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

1. Linda Museus of the Human Relations Commission of the City of Crystal appeared before the City Council to recommend Donn

October 2, 1990

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McCoy, 3455 Georgia Avenue North, as the recipient of the 1990 Human Rights Award.

Moved by Councilmember Carlson and seconded by Councilmember Langsdorf to accept the recommendation of the Human Relations Commission to present the Human Rights Award for 1990 to Donn McCoy, 3455 Georgia Avenue North, and direct the City Manager to order a plaque to be presented to Mr. McCoy on October 20, 1990.

Motion Carried.

2. Mr. Tom Church, Attorney for the Hartinger Foundation, appeared before the Crystal City Council to discuss the charitable gambling license application for the Hartinger Foundation. Appearing and heard was Joe Hartinger, 6101 Dupont Avenue North.

The consensus of the Council was to continue discussion of the charitable gambling license application for the Hartinger Foundation to the October 16, 1990 City Council meeting to await a report from the State Gaming Division as indicated in the memo from the Police Chief dated 10-2-90.

The Mayor called a recess at 8:17 p.m. and the meeting was reconvened at 8:27 p.m.

3. The City Council considered a resolution regarding the rules of criminal procedure. Those appearing were Peter McMillan and Frank Rondoni of the prosecuting law firm for the City of Crystal.

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

RESOLUTION NO. 90-66

RESOLUTION TO RECOMMEND TO THE SUPREME COURT ADVISORY
COMMITTEE ON THE RULES OF CRIMINAL PROCEDURE
TO RESCIND THE AMENDMENTS TO MINNESOTA RULES OF
CRIMINAL PROCEDURE 8.04 AND 11.07

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

4. The City Council considered a resolution authorizing condemnation proceedings relating to property at 5231 Douglas Drive. Those appearing and heard were Nathan Sherry, owner of the property, and Howard Triggs, Realtor for Nathan Sherry.

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

October 2, 1990

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RESOLUTION NO. 90-67

RESOLUTION ORDERING THE ABATEMENT OF A
HAZARDOUS BUILDING LOCATED AT
5231 DOUGLAS DRIVE IN THE CITY OF CRYSTAL

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

Motion carried, resolution declared adopted.

5. The City Council considered a Third Party Agreement with the Greater Minneapolis Day Care Association to administer the Community Development Block Grant Day Care Program.

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

RESOLUTION NO. 90-61

RESOLUTION AUTHORIZING COMMUNITY DEVELOPMENT
BLOCK GRANT THIRD PARTY AGREEMENT WITH THE
GREATER MINNEAPOLIS DAY CARE ASSOCIATION

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

6. The City Council considered a Third Party Agreement with the Crystal Economic Development Authority to administer the Community Development Block Grant Scattered Site Acquisition Program.

Moved by Councilmember Irving and seconded by Councilmember Joselyn to adopt the following resolution:

RESOLUTION NO. 90-62

RESOLUTION AUTHORIZING COMMUNITY DEVELOPMENT
BLOCK GRANT THIRD PARTY AGREEMENT WITH THE
CRYSTAL ECONOMIC DEVELOPMENT AUTHORITY

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

7. The City Council considered a resolution authorizing an administrative contract regarding the Neighborhood Preservation Loan Program.

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

October 2, 1990

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RESOLUTION NO. 90-63

RESOLUTION AUTHORIZING A NEIGHBORHOOD
PRESERVATION HOME IMPROVEMENT
LOAN PROGRAM CONTRACT

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

8. The City Council considered the installation of a concrete slab at Becker Park, to be funded by a \$3000 donation from the Crystal Lions Club.

Moved by Councilmember Carlson and seconded by Councilmember Grimes to refer this item to the Park and Recreation Advisory Commission for its consideration.

Motion Carried.

9. The City Council considered the Second Reading of an Ordinance adopting the 1990 State Building Code.

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

ORDINANCE NO. 90-23

AN ORDINANCE RELATING TO CITY GOVERNMENT:
AMENDING CRYSTAL CITY CODE, SUBSECTION 400.02,
SUBDIVISION 2, SUBSECTION 115.01 AND SUBSECTION 100.07

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

Motion Carried.

10. The City Council considered a resolution ordering abatement of hazardous conditions existing at 6427 - 41st Avenue North in the City of Crystal.

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

RESOLUTION NO. 90-64
CITY OF CRYSTAL

RESOLUTION ORDERING THE ABATEMENT OF
HAZARDOUS CONDITIONS EXISTING AT
6427 - 41ST AVENUE NORTH IN
THE CITY OF CRYSTAL

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

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11. The City Council considered a resolution transferring funds.

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

RESOLUTION NO. 90-65

RESOLUTION TRANSFERRING FUNDS

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

12. The City Council considered a charitable gambling license application for Crystal Lions Club at Doyle's Bowl and Lounge, 5000 West Broadway.

Moved by Councilmember Moravec and seconded by Councilmember Irving to continue to the October 16, 1990 City Council meeting and direct staff to obtain state guidelines regarding organizations conducting charitable gambling in more than one location and if there are rules governing the proximity of one to the other.

Motion Carried.

INFORMAL DISCUSSION AND ANNOUNCEMENTS

1. Assistant City Manager called attention to a memo from the Finance Department changing starting time for the October 23 and October 30, 1990 Budget Work Sessions and asked the Council if they wished to act on the suggested time change.

Moved by Councilmember Moravec and seconded by Councilmember Irving to change the commencement time for the 1991 Budget Work Sessions of October 23 and October 30, 1990 from 7 p.m. to 6:30 p.m.

Motion Carried.

Moved by Councilmember Irving and seconded by Councilmember Joselyn to approve the list of license applications as submitted by the City Clerk to the City Council, 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 9:30 p.m.

October 2, 1990

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ATTEST:

Mayor

City Clerk



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

ADMINISTRATIVE OFFICE

PROCLAMATION

**October 21 through 27, 1990
Domestic Violence Awareness Week**

- WHEREAS, The month of October has been proclaimed Domestic Violence Awareness Month both nationally and by the State of Minnesota; and
- WHEREAS, Domestic Violence Awareness Month aims to educate the public about battering, heighten community awareness of available programs and services concerning battered women and increase the number of people using these services; and
- WHEREAS, Domestic Violence Awareness Month seeks to encourage the community to be aware of the fact that battering is a crime of violence which is everyone's concern regardless of age, gender, social class, race, affectional preference, occupation, ethnicity or religion; and
- WHEREAS, The City of Crystal works cooperatively with Home Free Shelter to address domestic violence through the efforts of the Crystal Police Department and the Home Free Domestic Assault Intervention Project in the City of Crystal; and
- WHEREAS, Home Free Shelter for Battered Women and their Children will be celebrating its 10th Anniversary with an Open House and Dedication for the Bonnie Jetty Memorial Gazebo on October 25, 1990; and
- WHEREAS, Domestic Violence Awareness Month calls attention to and supports the tens of thousands of women who are assaulted by their partners each year;

NOW, THEREFORE, in recognition of the important work done by Home Free Shelter and the City of Crystal's Domestic Assault Intervention Project, I, Betty Herbes, Mayor of the City of Crystal, do hereby proclaim the week of October 21-27, 1990 as Domestic Violence Awareness Week and urge all citizens to join Home Free Shelter in celebrating its 10th Anniversary and to work toward ending domestic violence.

DOMESTIC VIOLENCE AWARENESS WEEK

in Crystal, Minnesota.

Date

Mayor

CITY OF CRYSTAL

PROCLAMATION

Whereas: The month of October has been proclaimed Domestic Violence Awareness Month both nationally and by the State of Minnesota; and

Whereas: Domestic Violence Awareness Month aims to educate the public about battering, heighten community awareness of available programs and services concerning battered women, and increase the number of people using these services; and

Whereas: Domestic Violence Awareness Month seeks to encourage the community to be aware of the fact that battering is a crime of violence which is everyone's concern regardless of age, gender, social class, race, affectional preference, occupation, ethnicity or religion; and

Whereas: The City of Crystal works cooperatively with Home Free Shelter to address domestic violence through the efforts of the Crystal Police Department and the Home Free Domestic Assault Intervention Project in the City of Crystal; and

Whereas: Home Free Shelter for Battered Women and their Children will be celebrating its 10th Anniversary with an Open House and Dedication for the Bonnie Jetty Memorial Gazebo on October 25, 1990; and

Whereas: Domestic Violence Awareness Month calls attention to and supports the tens of thousands of women who are assaulted by their partners each year;

NOW, THEREFORE: in recognition of the important work done by Home Free Shelter and the City of Crystal's Domestic Assault Intervention Project, I, Betty Herbes, Mayor of the City of Crystal, do hereby proclaim the week of October 21-27, 1990 as Domestic Violence Awareness Week and urge all citizens to join Home Free Shelter in celebrating its 10th Anniversary and to work toward ending domestic violence.



Proclamation

WHEREAS: Societal beliefs about battered women are deeply rooted in misconceptions about the victim and the crime; and

WHEREAS: The Domestic Violence Awareness Month is an endeavor to further address the ongoing need to increase citizen awareness and understanding of the scope and nature of the problems of battering; and

WHEREAS: The Domestic Violence Awareness Month aims to educate the public about battering, heighten community awareness of available programs and services concerning battered women, and increase the number of people using these services; and

WHEREAS: The Domestic Violence Awareness Month seeks to encourage all residents in the state to be aware of the fact that battering is a crime of violence which is everyone's concern regardless of age, sex, social class, occupation, ethnicity or religion; and

WHEREAS: The Domestic Violence Awareness Month calls attention to and supports the tens of thousands of women who are assaulted by their partners each year;

NOW, THEREFORE, I, Rudy Perpich, Governor of the State of Minnesota, do hereby proclaim the month of October to be

DOMESTIC VIOLENCE AWARENESS MONTH

in Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this twenty-first day of September in the year of our Lord one thousand nine hundred and ninety, and of the State the one hundred thirty-second.

Rudy Perpich
GOVERNOR

Jean Anderson Grove
SECRETARY OF STATE

(response term)

CRYSTAL PLANNING COMMISSION MINUTES
October 8, 1990

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

Moved by Commissioner Christopher and seconded by Commissioner Kamp to approve the minutes of the September 10, 1990, meeting.
Motion carried.

1. The next regular Planning Commission meeting falls on November 12, 1990, which is the observed legal holiday (Veterans Day).

Moved by Commissioner Elsen and seconded by Commissioner Barden that the next regular Planning Commission will be held at 7:00 p.m., Monday, November 5, 1990.

Motion carried.

2. Consideration of a building permit for an airplane hangar at Lot 78-C Crystal Airport as requested by Al Paulson.

Moved by Commissioner Guertin and seconded by Commissioner Christopher to recommend to the City Council to approve authorization to issue a building permit for a 40' x 40' airplane hangar located at Lot 78-C, Crystal Airport, subject to standard procedure.

Motion carried.

3. Consideration regarding approval of the preliminary plat of Schoff Second Addition located at 3543 Zane Ave. N. as submitted by Charles B. and Catherine A. Schoff.

Moved by Commissioner Barden and seconded by Commissioner Guertin to set a public hearing before the Planning Commission at 7:00 p.m., or as soon thereafter as the matter may be heard, Monday, November 5, 1990, to consider approval of the preliminary plat of Schoff Second Addition which is a replat of Lot 2, Block 1, Schoff Addition, property is located at 3543 Zane Ave. N., as submitted by Charles B. and Catherine A. Schoff.

Motion carried.

4. Consideration of Variance Applications #90-37, #90-38 and #90-39 to allow a single family home to be built on the lot created by the replat of Schoff Second Addition which is not up to code regarding width, area and depth at 3543 Zane Ave. N. as requested by Charles B. and Catherine A. Schoff.

Moved by Commissioner Barden and seconded by Commissioner Kamp to set 7:00 p.m., or as soon thereafter as the matter may be heard, Monday, November 5, 1990, as the date and time for a public hearing at which time the Planning Commission will sit as a Board of Adjustments and Appeals to consider Variance Applications #90-37 to grant a variance of 3.7' in the required 60' lot width (Section 515.15, Subd. 2 a) 1); #90-38 to grant a variance of 2,061.42 sq. ft. in the required 7,500 sq. ft. lot area (Section 515.15, Subd. 2 c) 3) i) and #90-39 to grant a variance of 3.4' in the required 100' depth (Section 515.15, Subd. 2 b) 1) to allow a single family home to be built on the lot created by the replat of Schoff Second Addition, at 3543 Zane Ave. N., P.I.D. #21-118-21-22-0002 as requested by Charles B. and Catherine A. Schoff.

Motion carried.

5. Chairperson Magnuson declared this was the time and the place for continuation of the public hearing to consider the proposed platting of property to be known as Atlantic Addition, located at 5160 West Broadway and to consider Application #90-36 as submitted by Wash Me #9 Limited Partnership to rezone property from B-3 (Auto-Oriented Commercial) District to I-2 (Heavy Industrial) District. The proponent presented the following: Bruce Hubbard stated he had met with the site engineer regarding the water draining across the area going north. Plans to have catch basins with the water going into the utility and drainage easement. He stated the longer mini-storage building near the entrance to the property gives recognition of usage, will be open for nine hours daily five days each week and the car wash and mini-storage have own entrance and exit.

No one appeared in opposition.

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

Motion carried.

- A. Moved by Commissioner Christopher and seconded by Commissioner Elsen to recommend to the City Council to approve the preliminary plat of Atlantic Addition which is a replat of Lot 1, Block 1, Crystal Securities 2nd Addition, property is located at 5160 West Broadway as submitted by Wash Me #9 Limited Partnership.

The findings of fact are: Good plan for area, developer has worked with the City to resolve access, use fits in area and applicant to work with City Engineer

October 8, 1990 - Continued

to make certain relief drainage system is accomplished.

The following voted aye: Christopher, Elsen, Guertin, Kamp and Lundeen. The following voted no: Anderson, Barden, Magnuson and Nystrom.

Motion carried 5 to 4.

- B. Moved by Commissioner Christopher and seconded by Commissioner Kamp to recommend to the City Council to approve Application #90-36, as submitted by Wash Me #9 Limited Partnership to rezone property from B-3 (Auto-Oriented Commercial) District to I-2 (Heavy Industrial) District, located at 5150 West Broadway, legally described as proposed Lot 2, Block 1, Atlantic Addition.

The findings of fact are: The same as A. above, also this property was an I-2 as are the adjacent lots exclusive of the car wash and applicant to have an agreement for cross drainage with the car wash property.

The following voted aye: Anderson, Christopher, Elsen, Guertin, Kamp and Lundeen. The following voted no: Barden, Magnuson and Nystrom.

Motion carried 6 to 3.

6. Consideration of a building permit for mini-storage buildings at 5150 West Broadway as requested by Wash Me #9 Limited Partnership.

Moved by Commissioner Elsen and seconded by Commissioner Guertin to recommend to the City Council to approve authorization to issue a building permit for mini-storage buildings located at 5150 West Broadway, subject to standard procedure. Possible allowance for office space might affect parking and should be considered.

Motion carried.

7. Gary Schmitz of Metropolitan Airports Commission appeared to discuss plans for the Crystal Airport. It is a minor use airport with no plans to enlarge. There are 125 hangars with 324 aircraft.
8. Fred Hoisington spoke regarding the Comprehensive Plan and the public forums. They have been waiting for results of telephone survey on the strengths and weaknesses of the City of Crystal. The forums will be October 18 and 24.
9. Discussion items:
- A. Moratorium on development in the Hwy 100 and 36th Ave. N. area to prevent owners in the project area from

October 8, 1990 - Continued

taking advantage of the highway situation, but minor repairs, fixing roof, etc. are all right. Nicklow's did not sign a developer yet, and the EDA gave an extension to Nicklow's until the end of the year. Area is on both sides of Highway 100 from the Golden Valley border to 36th Ave. N.

- B. Discussion of terms of commissions especially Park and Recreation and Planning Commission to possibly extend beyond the full four terms (12 years) based on merit and attendance in order not to lose the expertise. Will have further discussion with possible recommendation to City Council.
- C. Home occupation information requested regarding changing the ordinance applying to large size pieces of property that could accommodate parking and that would be an R-O zoning adjoining residential properties. Requested staff write up a suggested ordinance.
- D. Planning Commission wanted to go on record to thank John Olson for his many years of service to Crystal and wish him good luck.

Moved by Commissioner Anderson and seconded by Commissioner Nystrom to adjourn.

Motion carried.

The meeting adjourned at 9:25 p.m.

Chairperson Magnuson

Secretary Elsen

CITY OF CRYSTAL

APPLICATION FOR APPOINTMENT TO THE

Human Relations

COMMISSION

Name Jacquelyn Gustafson Address 3010 Sumter Ave W. Apt 204 Crystal, Mn. 55426
Zip #

Phone (home) (612) 591-1532 (Office) (612) 897-2948

Resident of Crystal Since (year) 1990

Occupation Pharmacy Audit Assistant Employer Aetna Pharmacy Management

Education: (please indicate highest grade completed or highest degree and major course of study) B.E.S. degree St. Cloud State ; Human Relations, Minority Studies and Community Health

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) Human Relations Organization (HURA)

at St. Cloud State University.

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 Believe my B.E.S. Degree from St. Cloud State University applies very well for this position. My degree concentrated on three areas of study. They were 1.) Community Health, 2.) Human Relations and 3.) minority Studies. The program allowed me to gain the knowledge and tools necessary for working effectively in a pluralistic society. The program made me aware of and sensitive to the special issues of Racism, Sexism, Ageism, and oppression (based on class, Race Religion), physical and mental Disabilities, physical appearance and sexual preference) as seen by agencies and organizations in today's society. The program has prepared and enlightened me to the numerous problems that must be dealt with in today's society. I believe the program has enabled me to holistically serve individuals with special and unique problems encountered in today's society. (please see enclosed Resume) I have worked 4 summers with children and 3 years with mentally Retarded adults. I feel I am a "people person".

Date Submitted: OCTOBER 5, 1990.

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

JACQUELYN M. GUSTAFSON
3010 Sumter Avenue North
Apartment 204
Crystal, MN 55427
(612) 591-1532 (Home) (612) 897-2948 (Work)

CAREER OBJECTIVE Seeking a career in community and/or public services.

EDUCATION St. Cloud State University, St. Cloud, MN
BES Degree, November 1989, 2.80 grade point average

Willmar Community College, Willmar, MN
AA Degree, May 1986, 2.90 grade point average

Belgrade High School, Belgrade, MN
Diploma, May 1984

EMPLOYMENT Aetna Pharmacy Management, Minneapolis, MN
May 1990 to Present
Pharmacy Auditing Assistant

Fingerhut, St. Cloud, MN
June 1989 to March 1990
Customer Service Clerk

REM Fernwood, St. Cloud, MN
March 1988 to April 1990
Part-time Resident Counselor

Boys and Girls Club, St. Cloud, MN
June 1988 to August 1988
July 1989 to September 1989
Kidstop Program Assistant

Washington Elementary School, St. Cloud, MN
September 1987 to December 1987
Recess Monitor

Little Elk Ranch, Browerville, MN
June 1986 to August 1986
June 1987 to August 1987
Camp Counselor

Group Living Home, Spicer, MN
January 1987 to May 1988
Counselor

ADDITIONAL EXPERIENCES Volunteered three months for sexually abused girls at West Central Community Services, Willmar, MN under the supervision of Tallullah Maki, PH.D.

COMMENT I believe the classes and areas of study I have chosen will enable me to serve individuals with special and unique problems encountered in today's society. I feel I am sensitive and empathetic to these problems. I enjoy working with and helping people.

REFERENCES Career Planning and Placement Office
St. Cloud State University
St. Cloud, MN 56301

MEMORANDUM

TO: Mayor and City Council

FROM: Jerry Dulgar, City Manager
Miles D. Johnson, Finance Director/Treasurer
Jessie L. Hart, Assistant Finance Director

DATE: October 8, 1990

SUBJECT: Audit Firm Proposals

The City of Crystal has been with the same auditing firm for the past twenty three years, and based on this, we felt that it was time to take a look at what other firms had to offer the City. We sent out "Requests for Proposals" (RFP's) to a variety of firms, small to large, which requested a proposal for a three year period for the City, as well as the Police and Fire Relief Associations.

We received a total of eleven (11) proposals from the RFP's that were sent out. Attached are summaries of five (5) of the audit firms that submitted proposals for the three year period to perform the annual certified audit of the City. These firms were selected because they fell within the criteria that had been established.

The criteria used in the selection of the five firms included the price quoted, the comments made when references were checked as well as the content of the proposal, such as information contained in the firm profiles. We have attached selected inserts, such as the firm profiles, from each proposal so that the council can get an idea of each firm.

As you review the summaries attached, you should keep in mind that cost is only one element - and not the most important one - in the criteria used in the judging and selection of professional services. The level of expertise, reliability, responsiveness and the quality of service are the factors which determine the success or failure of a professional relationship, and these factors become evident over a period of time.

Cost is a factor in this decision making process, especially at this time, and dealing with it the question arises as to what makes up the cost of the audit. There are at least two main elements of audit costs:

- 1) Dollar outlay for professional services, and
- 2) Time and effort expended by the City's staff in familiarizing the auditor with the operation, answering questions and providing documents requested.

While the first can be measured by the amount of the audit billing, the second is difficult to determine, but nevertheless a real cost to the City and must be added to the auditor's bill. It is possible that the second element of the total cost lessens as the period of the auditor-client relationship lengthens.

The firm profiles and comments on each firm are presented in the order of preference. In other words, the first firm listed is the firm that we are most highly recommending, and so on.

At this time, we are asking that you review the attached summaries and recommendations, and make a decision for a new auditing firm. It cannot be expressed enough that time is of the essence, but if the council requests, interviews with each firm can be set-up, but keep in mind that most of the firms have actual public relations partners that go out to these interviews to sell the firm. They are not the individuals who will be participating in the audit process and would probably never be seen again.

If you have any questions regarding the attached summaries, or would like to see additional parts of the proposals, feel free to contact Jessie and she will be more than willing to assist you.

CITY OF CRYSTAL
AUDIT PROPOSAL TABULATION

AUDIT FIRM	CITY AUDIT			POLICE RELIEF ASSOCIATION			FIRE RELIEF ASSOCIATION			TOTAL COST THREE YEARS
	1990	1991	1992	1990	1991	1992	1990	1991	1992	
Voto, Tautges, Redpath & Co., LTD	\$15,620	\$16,510	\$17,400	\$2,000	\$2,100	\$2,200	\$2,000	\$2,100	\$2,200	\$62,130
Boeckermann, Heinen & Mayer	\$10,400	\$11,000	\$11,600	\$1,800	\$1,900	\$2,000	\$1,800	\$1,900	\$2,000	\$44,400
Abdo, Abdo & Eick	\$10,200	\$10,700	\$11,200	\$1,200	\$1,260	\$1,325	\$1,200	\$1,260	\$1,325	\$39,670
KPMG Peat Marwick	\$14,950	\$15,500	\$16,150	\$1,500	\$1,600	\$1,700	\$1,600	\$1,650	\$1,700	\$56,350
George M. Hansen Company, P.A.	\$10,900	\$11,400	\$12,000	\$1,600	\$1,700	\$1,800	\$1,700	\$1,800	\$1,900	\$44,800
Actual Cost for 1989 Audit	\$11,150			\$1,815			\$1,850			

NOTE: This summary is in the order of preference that we would like to see the firms considered.

VOTO, TAUTGES, REDPATH & CO., LTD.

Voto, Tautges, Redpath & Co., LTD. (VTR) is a local CPA firm whose major area of service is audit and related services to Minnesota local governments. Currently, 36% of their client base is municipalities.

Based on the firm profile and from reference calls made to current VTR clients, it can be determined that VTR is committed to the service that they provide to their municipal clients. Current clients speak very highly of not only the audit process with this firm, but also about the results of the audit, the management letter and other statistical data that is prepared for presentation to the council. Their clients have commented that this document can and has been used as a tool in their cities for making decisions throughout the year. Those clients also stated that, although their price is a bit higher than some other firms, you definitely get what you pay for and couldn't speak highly enough of their technical expertise and qualifications.

They are active in a variety of municipal organizations such as the Minnesota and National GFOA's and have personnel that serve as reviewers for the GFOA Certificate of Excellence in Financial Reporting. The local government auditing staff consists currently of twelve employees, most of which have been with the firm more than three years which indicates consistency in staffing levels and which further indicates that the service would be consistent from year to year.

This particular firm is the preferred choice based on what was received from all of the firms. Keep in mind, although this firm is somewhat higher than the average of the proposals, we feel that the service and technical support far outweigh the difference in cost. As was stated earlier, it is hoped that your decision will not be based solely on prices quoted in the proposals.

The three year proposal came in as follows:

	<u>1990</u>	<u>1991</u>	<u>1992</u>
City Audit	\$15,620	\$16,510	\$17,400
Police Relief Association	2,000	2,100	2,200
Fire Relief Association	<u>2,000</u>	<u>2,100</u>	<u>2,200</u>
Total	<u>\$19,620</u>	<u>\$20,710</u>	<u>\$21,800</u>

The total cost, over a period of three years, would amount to \$62,130.

① PROFILE OF OUR FIRM

INTRODUCTION

Voto, Tautges, Redpath & Co., Ltd., Certified Public Accountants is located in White Bear Lake, Minnesota.

The single largest area of practice we provide is audit and related services provided to Minnesota local governments. Thirty-six percent of our firm's total annual billings (FY 1989) are billings to local units of government. As such, a great deal of time and effort is expended in the training of professional staff in this area through continuing education programs and in-house training. This time and effort has been successful in developing a competent, well prepared audit staff which is sensitive to the continuing needs of Minnesota cities.

Substantial effort of our professional staff is directed toward servicing Minnesota cities. Twelve of our twenty professionals are assigned to audit and devote significant time and effort in providing audit and other services to cities. The remaining eight professionals provide services exclusively to non-governmental clients.

NUMBER OF PROFESSIONALS ASSIGNED TO LOCAL GOVERNMENT AUDIT STAFF

Our firm takes pride in the quality and depth of experience of the personnel we propose to assign to the audit.

Our local government auditing staff consists of the following positions:

<u>Classification</u>	<u>Average Experience</u>	<u>Total Number</u>	<u>Number of CPAs</u>
Partner	14 years	2	2
Manager	11 years	1	1
Supervisor	6 years	2	2
Senior	6 years	2	2
Semi-Senior	3 years	1	1
Junior	1 year	4	1

Descriptions of each employee classification are contained in our Personnel Guide and Firm Policy Manual. Existence of these guidelines assures that the highest standards of our industry are maintained.

① PROFILE OF OUR FIRM (Continued)

MANAGEMENT ADVISORY SERVICES

In addition to audit services our firm provides a range of management advisory services. These areas are as follows:

Accounting Services

We are available to assist the City in compiling underlying data for the year-end closing process if circumstances arise which restrict the City's ability to have prepared for the audit. No such services would be performed without prior authorization of the City. Based on the proposers conference, we do not anticipate accounting services. If, however, special projects or other Finance Department priorities occur, we are available at your request.

Expanded Detail Audit Procedures Relative to Extraordinary Circumstances

Should the normal audit procedures alert us to irregular or unusual circumstances, which in our opinion require additional investigation (beyond the normal scope of the engagement), we will inform the City of all associated facts. Additionally, we will recommend expanded procedures to clarify the area in question along with an estimate of hours and fees. No such expanded procedures will be performed without the prior approval of the City.

Fixed Assets Systems

The City has indicated it will be implementing a fixed asset system late in 1990 or in 1991. Robert Tautges and David Mol have attended the "Fixed Asset Accounting and Reporting" course sponsored by the Government Finance Officers Association. We have designed a method of establishing a fixed asset system and are available to assist the City in this area.

Special Management Studies

We encounter a wide spectrum of potential financial management problems (and solutions) unique to Minnesota Cities. Additionally, we have prepared a variety of special financial management reports to Cities. Examples of such special services and reports to Cities are as follows:

1. Design of accounting system for general ledger fund accounting as well as systems designed for special operations of specific governmental departments and/or assistance to Cities in designing and developing these systems internally.

① PROFILE OF OUR FIRM (Continued)

2. Special report on supplemental tax levy calculations under MS Section 275.50 Subd. 5(s) and Section 414.01 Subd. 15 and presentation of that report to the Minnesota Municipal Commission. Our efforts resulted in the Minnesota Municipal Commission's order allowing special tax levies for increased costs of municipal services as a result of an annexation or consolidation. The amount of additional tax levies authorized was taken directly from our report.
3. Special report for a levy limit base adjustment under MS Section 275.52 Subd. 4(a) and representing the City at a hearing before the Levy Limit Review Board of the Minnesota Department of Revenue. Our efforts resulted in the Board's order for a levy limit base adjustment (increases) at the amount specified in our report.
4. Special report on Special Assessment - Construction and Debt Service Financing. This report (used by the City's Fiscal Agent) was instrumental in the City improving their bond rating at a time when many local governmental units were experiencing a diminished bond rating.
5. Special report on the financial history of a Minnesota City and the presentation of that report to the City's Bond Rating Agency in New York City for the purpose of improving the City's Bond Rating.
6. Special reports to City Councils relating to the fiscal soundness of their City and plans of action to improve and/or maintain the financial position of the operating funds of the City.
7. Assistance to governmental units in advertising for; interviewing of; and selecting from prospective candidates in the area of finance.
8. Assistance to Cities in establishing criteria for defeasing existing bond issues including projections of savings under various assumptions.
9. Compilation and analysis of historical sewer and water fund financial operations, corresponding user rates, projection of financial data and recommended rate structures.
10. Assistance to Cities in assembling data required for refinancing of temporary bond issues and have rendered verification reports on bond defeasance and advance refunding programs. This work is done in cooperation with fiscal consultants.
11. Special assessment debt service fund projections of financial position which have provided Cities with an early warning system in detecting potential shortfalls in the debt service funds of their City. Additionally, these reports indicate potentially available surpluses accumulating in the debt service funds. City Councils have the option to use such monies (when available) for any general City purpose. These studies are an extremely valuable planning tool.

① PROFILE OF OUR FIRM (Continued)

12. Special report regarding tax increment plans and financial projections to assist the City in monitoring the financial soundness of their Tax Increment Funds.

The above data tabulates a wide range of additional services actually provided by our Firm to client Cities over the past years. Obviously your City does not and will not require all of these services. Our exposure to these areas, however, improves our analytical audit skills and provides the City with options regarding special studies.

As illustrated above, our firm provides special reports and management consulting and services to local governmental units. Preparation of such special reports enhances our knowledge of internal management techniques. We are prepared to recognize areas in need of analysis and recommend methods to achieve greater efficiency in City operations.

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

David Mol, CPA (Manager) and Jeff Wilson, CPA and Fred Espe, CPA (Supervisors) are National Reviewers for the Certificate of Achievement for Excellence in Financial Reporting Program. They have attended local and national seminars specifically directed to the program standards. David is proposed to be assigned to your audit and would be available to assist the City of Crystal in obtaining and maintaining the GFOA Certificate of Achievement for Excellence in Financial Reporting.

The following is a list of clients that have received the GFOA Certificate of Achievement for Excellence in Financial Reporting:

City	Years
Fridley	1984 - 1989*
Inver Grove Heights	1986 - 1989*
Mounds View	1988 - 1989*
New Brighton	1989*
Willernie	1985 - 1989*

*The above Cities have submitted their 1989 Comprehensive Annual Financial Report for review for which the results are pending.

LIBRARY AND RESEARCH FACILITIES

Our firm has an extensive library and research facility that includes the following:

- Current GASB and FASB pronouncements
- Single Audit information service.
- Publications of GFOA
- AICPA audit and accounting guides
- Lexus on-line computer tax research (this can be used for Federal Regulations that affect cities).

① PROFILE OF OUR FIRM (Continued)

MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

We are members of various professional organizations and community associations, as follows:

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MSCPA)
- Governmental Finance Officers Association (GFOA) of both the National and State organizations.
- Minnesota Association of School Business Officials (MASBO)
- Minnesota Clerks and Finance Officers Association (MCFOA)
- Private Companies Practice Section (PCPS) of the AICPA
- White Bear Lake Area Chamber of Commerce
- Washington County Internal Audit Committee

COMPLIANCE WITH AFFIRMATIVE ACTION

Our firm has adopted an equal employment opportunity policy. Section 8.50 of our personnel policy manual reads as follows:

8.50 EQUAL EMPLOYMENT OPPORTUNITY POLICY AND PROGRAM

At the time of employment, all personnel are advised that we are an equal employment opportunity employer and that the Firm's E.E.O. policy is as follows:

- A. Voto, Tautges, Redpath & Co., Ltd. offers equal employment opportunity to all qualified candidates, regardless of race, sex, color, religion or national origin.
- B. Specifically, there shall be no discrimination because of race, sex, color religion or national origin with respect to economic opportunity within the Firm or in any of the following:
 - 1. Employment, promotion or transfer.
 - 2. Recruitment or recruitment advertising.
 - 3. Rates of pay or other forms of compensation.
 - 4. Selection for training.
 - 5. Demotion or separation.

As a part of the EEO program and policy, you are encouraged to refer any minority or female applicants to us for employment consideration.

BOECKERMANN, HEINEN AND MAYER

Boeckermann, Heinen and Mayer (BHM) is a local CPA firm who has a specialty in municipal and non-profit services.

Based on the firm profile and from reference calls made to current BHM clients, it can be determined that BHM is committed to its municipal portion of the firm. Current clients indicate a high level of professional appearance and conduct, a well trained and versed staff, as well as the responsiveness to technical and non-technical questions and concerns. References also commented that they were impressed with the partner in charge of the municipal audit portion of the firm as to knowledge and assistance given during an engagement. Comments were also made that the firm presents a quality management letter with applicable recommendations, where necessary.

This firm is active in a number of municipal related organizations such as the Minnesota and National GFOA's, the League of Minnesota Cities, the Association of Government Accountants as well as the AICPA and other accounting related organizations. The staffing levels are consistent which is always an indication of consistency in services.

This firm is being listed as our second choice in this process. It appears to have the technical knowledge and support available for the price that they have quoted. Again, if price becomes the main issue, we feel that this would be the superior choice.

The three year proposal came in as follows:

	<u>1990</u>	<u>1991</u>	<u>1992</u>
City Audit	\$10,400	\$11,000	\$11,600
Police Relief Association	1,800	1,900	2,000
Fire Relief Association	<u>1,800</u>	<u>1,900</u>	<u>2,000</u>
Total	<u>\$14,000</u>	<u>\$14,800</u>	<u>\$15,600</u>

The total cost, over a period of three years, would amount to \$44,400.

BACKGROUND AND QUALIFICATIONS

HISTORY

Boeckermann, Heinen & Mayer was organized in 1982 by Dan Boeckermann, Al Heinen and Brad Mayer. Roger Schanus joined the firm as a partner in 1988. Each of the partners has a broad variety of experience with other firms prior to forming Boeckermann, Heinen & Mayer. Our total professional and support staff consists of 18 individuals and our office is in Eden Prairie, Minnesota.

Boeckermann, Heinen & Mayer is licensed to practice in the State of Minnesota and is independent with respect to the City of Crystal. We have successfully completed our second independent peer review of our audit and accounting practice. We require all professionals to receive a minimum of 24 credits of governmental continuing education every 2 years and a minimum of 120 overall credits every 3 years to meet standards set by our quality control document, the AICPA, and GAO auditing standards.

SERVICES

The services we provide are to a wide variety of clients including governmental units, non-profit organizations and many other businesses and individuals.

Boeckermann, Heinen & Mayer has provided services to cities for several years. These services have included special fund audits, GFOA Certificate of Achievement consulting, various grant audits, accounting systems design, budgeting, wage studies, union negotiations, and numerous other consulting services.

QUALITY CONTROLS

Boeckermann, Heinen & Mayer is devoted to quality, and we have taken steps to assure that we meet the highest professional standards of quality. Every three years, our quality controls are examined by specially trained CPAs from other firms. Results of these reviews, called peer review reports, are available to the public.

We are pleased that we have received unqualified reports on our reviews, meaning that our firm adheres to the most rigorous criteria of our profession.

Those criteria were established by the Division for CPA Firms of the American Institute of CPAs. Peer review is one of the requirements for membership in the Division. We have been a member since 1982 because we believe that anything a firm can do to improve quality should be done.

Political officials, federal and state agencies, and the public increasingly are insisting that CPA firms on which they rely be a member of the Division and have a satisfactory peer review. We support that philosophy and urge you to include membership in the Division for CPA Firms among the requirements for your accounting firm.

BACKGROUND AND QUALIFICATIONS (Continued)

STAFFING

The success of an engagement requires careful attention to the management and technical skills needed to conduct the examination. The key areas of responsibility are as follows:

Engagement Partner:

AL HEINEN is the partner-in-charge of our Audit Department and is our Quality Control partner. He ensures that our audit and accounting services are in compliance with professional standards and our firm quality control document. Al has been in charge of audits of numerous cities. Al has assisted these cities with financial analysis, budgeting, systems review and selection and other management services.

Al is a Certified Public Accountant and received his degree from St. Cloud State University. He is a member of the American Institute of Certified Public Accountants, the Minnesota Society of Certified Public Accountants and the Government Finance Officers Association. Al is past Chair of the Minnesota Society of CPA's Financial Reporting Committee.

Technical Reviewer:

ROGER SCHANUS is the partner-in-charge of our Governmental Audit Department and will serve as technical reviewer. Roger has been in charge of audits of numerous governmental entities. He has assisted these entities with budgeting and forecasting, advance refundings of debt, GFOA Certificate of Achievement consulting, salary studies, financial analysis and other consulting services.

Roger is a Certified Public Accountant. He received his B.A. degree from St. John's University and his M.B.A. from the University of Minnesota. He is a member of the American Institute of Certified Public Accountants, the Minnesota Society of Certified Public Accountants, the Government Finance Officers Association and the Association of Government Accountants. He is a member of GFOA's Special Review Committee, is active in the Minnesota Society of CPA's Governmental Accounting and Auditing Committee, which he chaired in 1987-88, and is a frequent speaker at governmental accounting and auditing conferences.

Audit Staff:

Other engagement personnel will be responsible for performing procedures outlined in the audit program, preparing workpapers adequate to support our conclusions, discussing all auditing and accounting problems with the engagement partner and obtaining the partner's concurrence with conclusions.

BACKGROUND AND QUALIFICATIONS (Continued)

ORGANIZATIONS

Our firm and individuals of the firm are active in numerous organizations associated with governmental auditing and accounting. These include the American Institute of Certified Public Accountants (AICPA), the Minnesota Society of Certified Public Accountants, Government Finance Officers Association (GFOA), Association of Government Accountants (AGA) and the Midwest Intergovernmental Audit Forum.

AUDIT EXPERIENCE

Our firm and personnel in our firm have performed audits for the cities of Roseville, Rosemount, Champlin, Annandale, Jackson, Winnebago, New Ulm, Cologne and several other Minnesota cities. The cities of Roseville and Champlin have received GFOA's Certificate of Achievement for Excellence in Financial Reporting for several years.

Three of these cities, the years audited and the names and telephone numbers of their finance directors/administrators are as follows:

Ed Burrell, Finance Director
City of Roseville (1988-1989)
(612) 490-2210

Don Darling, Finance Director
City of Rosemount (1981-1989)
(612) 423-4411

Dean Albrecht, City Administrator
City of Jackson (1982-1989)
(507) 847-4410

ABDO, ABDO & EICK

Abdo, Abdo & Eick is a local CPA firm with offices in Bloomington, Mankato and Owatonna. A good share of the firms practice is devoted to municipal and non-profit clients.

Based on the firm profile and from reference calls made to current Abdo clients indications are that the firm is service oriented, is responsive and treats its clients good. These clients also indicated that the services are lacking in the area of the management letter and recommendations, which can be a very important working tool in the day-to-day decisions and operations of the city. This firm has a long history of working with municipalities, most of which are much smaller than the City of Crystal.

The members of the firm are active in governmental oriented organizations such as the Minnesota GFOA, the MN AICPA Governmental Accounting and Auditing Committee as well as a number of other organizations.

This particular firm ranked third in our order of preference. Although the price is approximately \$1,000 lower over the three year proposal than our second choice, we feel that we would get at least that much more in service from our second preference.

The three year proposal came in as follows:

	<u>1990</u>	<u>1991</u>	<u>1992</u>
City Audit	\$10,200	\$10,700	\$11,200
Police Relief Association	1,200	1,260	1,325
Fire Relief Association	<u>1,200</u>	<u>1,260</u>	<u>1,325</u>
Total	<u>\$12,600</u>	<u>\$13,220</u>	<u>\$13,850</u>

The total cost, over a period of three years, would amount to \$39,670.

Firm Profile

Abdo, Abdo & Eick has a professional staff of twenty five accountants in its Bloomington, Mankato and Owatonna offices. The three offices serve clients of all sizes and industries. Our services include auditing, reviews and compilations, monthly accounting, tax planning and preparation, management advisory services, and computer utilization.

Our staff participates in activities relating to municipal accounting and reporting issues through our involvement with the following organizations:

- a) Minnesota Association of School Business Officials.
- b) Minnesota Society of CPA's Governmental Accounting and Auditing Committee and its Quality Review and Technical Developments Subcommittees.
- c) Minnesota Government Finance Officers Association
- d) Minnesota Municipal Clerks and Finance Officers Association.
- e) Government Finance Officers Association.
- f) GASB Subscription member.

Through our participation in these organizations and continuing education provided by them, our firm and its staff continue to stay abreast of current governmental accounting and reporting issues.

We offer quality services at reasonable rates and recognize that our most important product is prompt and effective service of the highest quality. Our firm will serve you to your complete satisfaction and will apply the highest level of skills in our firm to that end.

The following is our firm's summary of qualifications and experience. The summary is a good indication of our firm's experience in auditing, and in particular, the governmental area.

Personnel Qualifications and Experience

GERALD W. EICK, CPA Audit Partner

Mr. Eick joined the firm upon graduation from Mankato State University in 1974. Mr. Eick is the first CPA in Minnesota to complete the AICPA Certificate of Educational Achievement for Governmental Accounting and Audit. He has participated in all phases of audits, in particular, municipalities, school districts and grants. He was a member of the State Auditor's Task Force on Legal Compliance Audits. He is also a member of the Minnesota Society of Certified Public Accountants Governmental Accounting and Auditing Committee and its Quality Review Subcommittee, and the Government Finance Officers Association.

GARY A. GROEN, CPA Audit Partner

Mr. Groen joined the firm's Minneapolis Office in 1982 with nine years experience in governmental accounting. He has worked for the Office of the State Auditor and other Certified Public Accounting firms. He is a 1973 graduate of Bemidji State University. His activities include the Minnesota Society of Certified Public Accountants Governmental Accounting and Auditing Committee and its Technical Developments Subcommittee. Also, he participates in the Government Finance Officer's and Municipal Clerk's Associations. He has substantial audit experience with municipalities, school districts and grants.

KYLE W. MEYERS, CPA Audit Manager

Mr. Meyers is a 1982 Cum Laude graduate of Mankato State University with a B.S. degree in Accounting. His experience has centered around the audits of schools, cities, aging programs, health care providers, and construction companies. He has supervised several of the firm's governmental audit engagements.

MICHAEL W. CANTRILL, CPA Audit Manager

Mr. Cantrill is a 1986 honors graduate of the University of Minnesota and received the Elijah Watt Sells award from the American Institute of Certified Public Accountants. His auditing experience includes banks, government agencies and small business.

JOHN N. ABDO, CPA
Audit Senior

Mr. Abdo, is a 1987 graduate of the College of St. Thomas. His experience has been audits of government and privately held businesses.

Staff Assistants

Other staff will be assigned as necessary to complete the audit and non-audit services. Because of the number of municipal clients we serve, each of our staff members has had some level of experience with municipal clients.

Current Municipal Clients

Our firm currently serves over twenty five cities. Please feel free to contact any of them.

<u>Current City Client</u>	<u>Most Recent Audit Period</u>	<u>Reference</u>	
		<u>Name/Address</u>	<u>Telephone</u>
City of Mound	Y/E 12/31/89	Ed Shukle, City Manager 5341 Maywood Road Mound, MN 55364	612-472-1155
City of Elk River	Y/E 12/31/89	Patrick Klaers, City Administrator 720 Dodge Ave. NW Elk River, MN 55330	612-441-7420
City of Arden Hills	Y/E 12/31/89	Gary Berger, Clerk-Administrator 1450 W. Highway 96 Arden Hills, MN 55112	612-633-5676
City of Shorewood	Y/E 12/31/89	Larry Whittaker, City Manager 5755 Country Club Road Shorewood, MN 55331	612-474-3236
City of Melrose	Y/E 12/31/89	Rose Ann Inderrieden, City Clerk-Administrator 225 E. First Street North Melrose, MN 56352	612-256-4278
City of Glenwood	Y/E 12/31/89	Dave Wencel, City Clerk 137 E. Minnesota Glenwood, MN 56334	612-634-5433
City of Granite Falls	Y/E 12/31/89	Mark Jensen, Finance Director 885 Prentice Granite Falls, MN 56241	612-564-3011
City of Mankato	Y/E 12/31/89	William Bassett, City Manager 202 E. Jackson St. Box 3368 Mankato, MN 56001	507-625-3161
City of North Mankato	Y/E 12/31/89	Robert Ringhofer, City Administrator 1001 Belgrade Ave. No. Mankato, MN 56001	507-625-4141

<u>Current City Client</u>	<u>Most Recent Audit Period</u>	<u>Reference</u>	
		<u>Name/Address</u>	<u>Telephone</u>
City of Owatonna	Y/E 12/31/89	James Moeckly, City Accountant 540 West Hills Cr. Owatonna, MN 55060	507-451-4540
City of Kenyon	Y/E 12/31/89	Brian Read, City Administrator 713A 2nd Street Kenyon, MN 55946	507-789-6415
City of Fairmont	Y/E 12/31/89	Gary Klaphake, City Administrator 100 Downtown Plaza Fairmont, MN 56031	507-238-9461
City of Big Lake	Y/E 12/31/89	Mike Morrinson, Administrator 35 Lake Street South Big Lake, MN 55309	612-333-3037
City of St. Francis	Y/E 12/31/89	Sharon Fulkerson, City Clerk Box 728 St. Francis, MN 55070	612-753-2630
City of Centerville	Y/E 12/31/89	Tammy Miltz-Miller, Clerk-Treasurer 1694 Sorel Street Centerville, MN 55038	612-429-3232
City of Grove City	Y/E 12/31/89	Sharon Larson, Clerk-Treasurer Grove City, MN 56243	612-857-2322
City of Wells	Y/E 12/31/89	Dolly Schultz, Clerk-Treasurer 125 S. Broadway Wells, MN 56097	507-553-5823
City of Medford	Y/E 12/31/89	Karen Sanborn, City Clerk Medford, MN 55049	507-451-1320
City of New Richland	Y/E 12/31/89	Mary Lou Weydert, Clerk-Treasurer New Richland, MN 56072	507-465-3514
City of Amboy	Y/E 12/31/89	Gloria Mack, Clerk-Treasurer Good Thunder, MN 56037	507-675-3018

Current City Client	Most Recent Audit Period	Reference	
		Name/Address	Telephone
City of Good Thunder	Y/E 12/31/89	Cheryl Barnard, Clerk-Treasurer Good Thunder, MN 56037	507-675-3018
City of Nicollet	Y/E 12/31/89	Claus Peukert, Box 213 Nicollet, MN 56074	507-225-3774
City of Henderson	Y/E 12/31/89	Lon Berberich, City Administrator 600 Main Street P.O. Box 433 Henderson, MN 56044	612-248-3526
City of Minnesota Lake	Y/E 12/31/89	Virginia James, Clerk Minnesota Lake, MN 56068	507-462-3277
City of Mapleton	Y/E 12/31/89	Andrea Johnson, Clerk Box 364 Mapleton, MN 56065	507-524-3492
City of Mountain Lake	Y/E 12/31/89	Elizabeth Schmidt, City Clerk-Administrator Mountain Lake, MN 56159	507-427-2999
City of Pine Island	Y/E 12/31/89	Terry Berg-Hayward, City Clerk-Treasurer P.O. Box 1000 Pine Island, MN 55963	507-356-4591

In addition, the cities we serve, who have participated in the Governmental Finance Officer's Association Certificate of Achievement Program, have all received awards for Excellence in Financial Reporting.

As evidenced by our extensive client listing, our firm has made a commitment to excellence in the area of governmental accounting. Because of this commitment, nearly all members of our firm have financial and compliance audit experience.

Professional Development and Continuing Education

Our firm recognizes that quality services can only be provided by a qualified staff. Professional development and continuing education are a very critical element in developing a qualified staff. All of our professional staff are provided at least forty hours of continuing education each year in their areas of expertise or specialization. In addition, participation in professional organizations and activities is strongly encouraged.

Also education is provided through organization of the audit team. Workpapers are reviewed at each succeeding level. This is necessary to insure the quality of the work performed and provides all staff members with excellent on-the-job training.

Peer Review

Abdo, Abdo & Eick is pleased to announce the successful completion of the independent peer review of their accounting and auditing practice. After thorough study of the procedures and work practices, the reviewers concluded that the firm complies with the stringent quality control standards established by the American Institute of Certified Public Accountants.

Our firm committed itself to periodic peer reviews when we joined the Division for CPA Firms, a voluntary self-regulatory organization created by the American Institute of CPA's to foster quality performance.

The peer review was conducted, under guidelines established by the Division with a team of CPA's appointed by the American Institute of Certified Public Accountants. The reviewers first determined that we have an adequate quality control system, and then checked to see that professional standards were followed in a representative sample of our accounting and auditing engagements.

* * * *

KPMG PEAT MARWICK

KPMG Peat Marwick is a large international firm with offices in the Twin Cities area. They have a specialized government services industry practice which gives exclusive attention to providing services for government organizations.

Based on the firm profile and from reference calls made to current KPMG clients, it is apparent that the technical support is definitely at the top. When dealing with a firm of this size, some of the clients expressed the concerns that they don't receive the personal attention that they can and have gotten with smaller regional or local firms. This size also adds to the cost of the audit, as is represented in their proposed fees for the three year period.

They are active in organizations and training programs that keep them abreast of the governmental accounting area and include the development and training programs designed to keep staff personnel informed on new developments in accounting and financial reporting for governmental organizations.

We have listed this firm as our fourth choice out of the five we are presenting to you. This placement is due in part to the higher cost and the fact that references indicated that you lose the personal touch when dealing with a firm this size.

The three year proposal came in as follows:

	<u>1990</u>	<u>1991</u>	<u>1992</u>
City Audit	\$14,950	\$15,500	\$16,150
Police Relief Association	1,500	1,600	1,650
Fire Relief Association	<u>1,600</u>	<u>1,650</u>	<u>1,700</u>
Total	<u>\$18,050</u>	<u>\$18,750</u>	<u>\$19,500</u>

The total cost, over a period of three years, would amount to \$56,350.

I - PROFILE OF PEAT MARWICK

General

KPMG is the largest international firm of certified public accountants and has provided accounting, auditing, management consulting and tax services for a wide variety of financial, industrial and commercial clients for more than 80 years. Worldwide, KPMG has more than 750 separate offices. In the United States, we render services to more than 75,000 clients through a group of over 1,800 partners and a staff of approximately 16,500. We have the ability to call upon personnel in any office of the Firm, so each client benefits from the expertise of an international organization.

The firmwide organization includes a specialized government services industry practice which gives exclusive attention to providing services for government organizations. This service includes the development of training programs designed to keep staff personnel informed on new developments in accounting and financial reporting for governmental organizations.

Twin Cities Offices

The Twin Cities offices have served Minnesota, North Dakota and South Dakota since 1904 when our Minneapolis office was established. Our outstanding clientele includes manufacturing companies, banks, insurance companies, state and local government and nonprofit organizations, many of which are among the leading organizations in the upper Midwest. The experience and exposure we gain as a result of working with these clients result in rapid development of our personnel. Because of this, we are able to attract and retain outstanding people to work with us in giving our clients the best possible service. Also, because of our clientele, we have been able to establish an excellent management consulting practice in the Twin Cities that is highly trained in areas such as data processing, management, and financial reporting/accounting systems.

Because of the geographic proximity of St. Paul and Minneapolis, the Twin Cities offices function as a practice unit. As a result, our Twin Cities clients have the combined resources of both offices available to best serve their needs. As the need arises, we call upon the skills of professionals in either office. We frequently have personnel from both the St. Paul and Minneapolis offices working on the same engagement.

Size of Twin Cities Offices					
Classification	Personnel				Total
	Audit	Tax	MCD	Admin	
Partner/Principal	24	11	4	1	40
Senior manager	21	8	4	-	33
Manager	16	10	6	-	32
Senior consultant	-	-	9	-	9
Professional staff	129	39	6	-	174
Administrative	18	9	4	46	77
	208	77	33	47	365

Government

We have directly relevant experience serving as auditors or consultants for the following government entities and organizations:

City of:

- Anoka,
- Blaine,
- Coon Rapids,
- Edina,
- Hopkins,
- Maplewood,
- Mendota Heights,
- Shoreview, and
- White Bear Lake;

Minnesota Senate;
Minnesota Revisor of Statutes;
Minnesota Housing Finance Agency;
Mille Lacs Band of Chippewa Indians;
Minnesota Higher Education Coordinating Board;
Minnesota Department of Trade and Economic Development;
Minnesota Department of Commerce;
Minnesota Office of the Revisor;
Minneapolis Community Development Agency;
Minnesota Transportation Study Board;
Minnesota Department of Natural Resources; and
Job Service of North Dakota;
North Dakota Office of Management and Budget;
North Dakota Department of Transportation
North Dakota Department of Human Services
University of Minnesota.

Retention of Municipalities

We have retained all client municipalities over the last nine years since Peat Marwick has been awarded the initial audits. Peat Marwick has fallen under rotation rules at Hennepin County, Minnesota, which is every five years. The contact person at that governmental entity is Mr. Dick Shultz.

II – QUALIFICATIONS

Engagement Team

The following is a summary of the key personnel identified to serve the City of Crystal and their relevant experience. Resumes are included in the Appendix for those personnel:

Engagement Partner – Steven W. Laible

- Service for 3-1/2 years as Minnesota Deputy State Auditor;
- Over 19 years accounting and audit experience; and
- Partner for the Twin Cities government services practice.

Engagement Manager, Government – K. Terese Murphy

- Extensive government accounting and auditing experience;
- Total audit experience over 10 years; and
- Manages 5 of the 9 city audit clients annually.

Engagement Senior, Government – Caroline Kornmann

- Extensive single audit experience and training;
- Total audit experience 4 years;
- Incharge for City of Shoreview past 2 years; and
- Incharge on Mille Lacs Band, Marathon County single audit and North Dakota Department of Human Services.

RELEVANT EXPERIENCE

Our Twin Cities practice has extensive experience in auditing governmental units. Our relevant experience includes:

City of Anoka, Minnesota

We performed an audit of the financial statements of all funds and account groups for the years ended December 31, 1984 through 1989. We were reappointed as the city's auditors for 1989 through 1993. The City of Anoka is a recipient of the GFOA Certificate of Achievement and we have assisted the city's personnel to maintain the certificate. We also performed the restatement of the city's financial statements in applying GASB statement No. 6 for special assessments. For 1989 we have performed a restatement of the proprietary funds to convert to the Statement of Cash Flows per GASB statement No. 9. We also performed audits of the Anoka Police Relief Association and the Anoka-Champlin Fire Relief Association for the same audit periods as the City.

City of Blaine, Minnesota

We performed an audit of the financial statements of all funds and account groups for the years ended December 31, 1983 through 1989. The City of Blaine is a recipient of the GFOA Certificate of Achievement and we have assisted the city's personnel to obtain and maintain the certificate. We have performed several special projects for the city in the past. These include preparing the client audit schedules, restatement of the city's financial statements for GASB No. 6 for special assessments and consulting on Tax Rule 16. The City of Blaine has also included single audit requirements for several of the years noted above which we performed as needed. For 1989 we have performed a restatement of the proprietary funds to convert to the Statement of Cash Flows per GASB statement No. 9.

City of Coon Rapids, Minnesota

We performed an audit of the financial statements of all funds and account groups for the years ended December 31, 1987 through 1989. Our 1988 and 1989 audit reports included the requirements of the Single Audit Act of 1984 and OMB Circular A-128. The city has a Housing and Redevelopment Authority that receives federal Community Development Block Grant monies.

The City of Coon Rapids is a holder of the Certificate of Achievement and has been for many years. We assisted the finance department on technical issues and interpretations of certain Certificate of Achievement comments so they could maintain their certificate. We also provided assistance in the GASB Statement No. 6 restatement in 1987. When the city sold all its liquor stores in 1987 we provided assistance on the proper closing of the fund into a special revenue fund and provided the final inventory count review to ensure proper valuation for the sale. For 1989 we have performed a restatement of the proprietary funds to convert to the Statement of Cash Flows per GASB statement No. 9.

City of Edina, Minnesota

We have performed the audit of the financial statements of all funds and account groups for years ended December 31, 1984 through 1989. There is interest in submitting a future report to the GFOA Certificate Program so KPMG Peat Marwick has, over the last several years, been guiding the financial personnel toward this goal by making significant improvements in the accounting and reporting formats. We have also reviewed the city's report with the Certificate of Achievement reporting checklist for the last several years and believe that the 1989 report meets certificate requirements. Additionally, we performed the 1989 audit in accordance with the requirements of the Single Audit Act of 1984.

City of Hopkins, Minnesota

We performed an examination of the financial statements of all funds and account groups for the years ended December 31, 1983 through 1989. Our audits for the past several years included the requirements of the Single Audit Act of 1984 and OMB Circular A-128. For 1988 we also performed a separate audit to close out several modernization grants held by the Hopkins Housing and Redevelopment Authority. We are engaged to perform a similar audit in 1989. We have assisted the city council in the review and evaluation of a "Main Street" development loan program.

The City of Hopkins submitted its 1988 comprehensive annual financial report to the Government Finance Officers Association for consideration for a Certificate of Achievement for Excellence in Financial Reporting. They were awarded the Certificate late in 1989 for the 1988 report. For 1989 we have performed a restatement of all proprietary funds to convert to the Statement of Cash Flows per GASB statement No. 9.

City of Maplewood, Minnesota

We performed an audit of the financial statements of all funds and account groups for the years ended December 31, 1985 through 1989. We have also provided client assistance in preparing for the audit due to an accounting staff shortage and have prepared audit schedules for several years as requested. The City of Maplewood holds the Certificate of Achievement and has for many years. We provide technical assistance in responding to certificate comments so that Maplewood can maintain their certificate.

City of Mendota Heights, Minnesota

We performed the audit of the financial statements of all funds and account groups for the years ended December 31, 1983 through 1989. Our audit for 1988 included an additional project for restating the 1987 financial statements for GASB Statement No. 6 on special assessments. Our audit for 1989 included the requirements under the Single Audit Act of 1984 and OMB Circular A-128.

City of Shoreview, Minnesota

We were engaged to perform the City of Shoreview's 1985 audit of the financial statements for all funds and account groups with the intention of helping the city gain the distinction of holding a Certificate of Achievement for Excellence in Financial Reporting for 1985. We provided the extra assistance necessary during and after our audit and the City of Shoreview was awarded the certificate for the 1985 report. We have continued as Shoreview's auditors for 1986 through 1989. In addition, we have performed the trial balance activity review previously performed by the finance director for the last several years. We were also engaged to use audited computer reports to compile data for inclusion in the financial report. For 1989 we performed a restatement of all proprietary funds to convert to the Statement of Cash Flows per GASB statement No. 9.

City of White Bear Lake, Minnesota

We performed an audit of the financial statements of all funds and account groups for the years ended December 31, 1986 through 1989. We submitted the 1986 annual financial report to the GFOA Certificate of Achievement Program for the first time and the city was awarded the certificate for that 1986 report. We also have provided the necessary assistance so that the City of White Bear Lake could maintain the certificate. Our 1988 audit included the requirements of the Single Audit Act of 1984 and OMB Circular A-128.

Single Audit Concept

Single audits can be performed in compliance with the Single Audit Act of 1984. This Act expands the auditing and reporting requirements of the independent accountant related to federal assistance received by state and local governments.

Beyond reporting on the financial statements, the accountant must determine and report on whether the grant recipient has internal control systems which provide reasonable assurance that the federal and major state financial assistance programs are in compliance with applicable laws and regulations. The auditor must also go beyond the internal control system to determine that the government client has complied with laws and regulations that have a material impact on each major federal and major state program. To accomplish these objectives, good planning is required to ensure that all additional procedures are accomplished in the most efficient manner possible. Peat Marwick has taken several steps to secure a thorough understanding of the single audit concept and its implications, including performing many audits utilizing the single audit approach. As a result, we are well equipped to perform the single audit.

References

Individuals who are familiar with our services are listed below. We invite you to contact them and discuss the effectiveness and quality of our work and personnel.

City of Anoka
Mr. James Knutson
Finance Director
(612) 421-6630

City of Shoreview
Ms. Jeanne Happala
Finance Director
(612) 484-3353

City of Blaine
Mr. William Stawarski
Finance Director
(612) 784-6700

City of Hopkins
Mr. John Schedler
Finance Director
(612) 935-8474

City of Coon Rapids
Mr. Lyle Haney
Mrs. Ruth Franklin
Finance Department
(612) 780-6442

City of White Bear Lake
Ms. Sharon Legg
Finance Director
(612) 429-8526

City of Edina
Mr. John Wallin
Finance Director
(612) 927-8861

City of Mendota Heights
Mr. Lawrence Shaughnessy
Finance Director
(612) 452-1850

City of Maplewood
Mr. Dan Faust
Finance Director
(612) 770-4513

GEORGE M. HANSEN COMPANY, P.A.

George M. Hansen Company, P.A. (GMHCo) is a local CPA firm that has done the Crystal audits for the past twenty-three years. They have been involved with governmental clients, although this is not the base of their client make-up.

Based on the firm profile it would appear that the firm is highly qualified in the municipal area. Based on reference calls, it is apparent that this firm is lacking in technical knowledge and support. They have a high turnover and utilize far too many part-time and temporary staff, which means no consistency and therefore the familiarity is never there. This is needed to develop a good auditor/client relationship. Our experience has been a fast turnover with staff, unsupervised interns on the job and the lack of a management letter, on a timely basis, with beneficial recommendations.

This firm is listed as the fifth choice of the five firms presented, mainly because of past experience and calls to references. Their price is right in the range that most of the others have submitted, although it appears that we may not get what we are paying for at the prices quoted by this firm.

The three year proposal came in as follows:

	<u>1990</u>	<u>1991</u>	<u>1992</u>
City Audit	\$10,900	\$11,400	\$12,000
Police Relief Association	1,600	1,700	1,800
Fire Relief Association	<u>1,700</u>	<u>1,800</u>	<u>1,900</u>
Total	<u>\$14,200</u>	<u>\$14,900</u>	<u>\$15,700</u>

The total cost, over a period of three years, would amount to \$44,800.

CITY OF CRYSTAL

PROPOSAL FOR ACCOUNTING SERVICES

QUALIFICATIONS TO SERVE YOU

I. Firm

A. Description and Background

George M. Hansen Company, P.A. (GMHCo) is a local professional corporation of certified public accountants providing accounting, audit, tax and management advisory services to a diversified range of clients. Our predecessor firm, George M. Hansen Company, was founded over thirty years ago. Although our practice is concentrated in the metropolitan area of Minneapolis and St. Paul, we have clients located throughout Minnesota and several with operations spread over many states of the United States. We service our clients from our office in the Minneapolis area.

B. Our Commitment to Our Clients

GMHCo is dedicated to providing the highest quality accounting, audit, tax and management advisory services to our clients. We accomplish this not only by performing our work in a timely and efficient manner and in accordance with the highest professional standards, but also by being constantly alert to situations where we can assist our clients to improve their operating results through more effective procedures and controls. Our policy on fees is one of fairness and reasonableness to our clients while reflecting the quality service we render.

C. Services

GMHCo offers a full range of services to our clients.

Audit - Audit engagements comprise a large portion of our practice, and include commercial and non-profit organizations as well as governmental entities. As a result of the emphasis placed on auditing, our professional staff is kept up to date on the latest pronouncements of the American Institute of Certified Public Accountants, The Governmental Accounting Standards Board and other standard-setting bodies.

Accounting - Included in this area are the compilation and review of financial statements as well as bookkeeping, payroll and other write-up work.

Compilation and review services may be performed on an interim or annual basis as required and are often applied to financial statements accompanying annual tax returns.

C. Services (Continued)

Taxation - Complimenting our audit and accounting service practice is our tax department where we perform services in the planning, consulting and compliance areas. Here, too, GMHCo has a wide range of clients from corporations and partnerships to individuals. Keeping current with the latest changes in Federal and State tax laws and regulations benefits our clients through timely advice and consultation. In addition, our expertise in the tax accounting areas enables us to advise our clients on the proper presentation and disclosure of tax-related matters in financial statements.

Management Advisory Services - GMHCo itself and in association with other professional firms is able to provide a full-range of management advisory services to our clients, including

1. Data processing consulting.
2. Evaluation and modification of financial accounting systems, including computerized operations.
3. Preparation of cash flow projections, budgets and forecasts for management planning purposes.

D. Clients

Our firm's clientele covers a wide range of activities. Our governmental service department provides accounting and audit services to municipal governments throughout Minnesota, as well as to school districts, health care and various nonprofit organizations. In the commercial section, our clients are engaged in manufacturing, retailing, wholesaling, contracting and professional service operations.

E. Other Items

Licensure - GMHCo and all CPA's employed by us are licensed by the State of Minnesota.

Insurance - GMHCo has the following types of insurance coverage at levels appropriate for practice in the State of Minnesota:

- Workers' Compensation
- Comprehensive General Liability
- Professional Liability

Affirmative Action - GMHCo has a policy of non-discrimination in accordance with Federal, State and local regulations.

Independence - GMHCo complies with the independence and ethics rules of the American Institute of Certified Public Accountants, the Minnesota State Board of Accountancy and the United States General Accounting Office. To the best of our knowledge we have no real or potential conflicts of interest in regards to the audits of the City.

Quality of Service - GMHCo has never been accused or been censured for substandard service.

II. Personnel

Our professional staff is made up of university graduates who have included accounting and auditing courses in their curricula. We expect all our staff to prepare for and take the CPA examination as soon as they are eligible to do so. Staff assignments are made on a basis that will:

1. Meet the expertise requirements of the engagement.
2. Give the staff member the widest range of experience.

With the exception of the tax area, where one corporate officer works primarily on a full-time basis, our staff is involved in all other service activities of the firm. This approach broadens the range of experience of our staff, enabling them to serve our clients more effectively.

Our professional staff consists of three corporate officers and six other individuals. (Total of nine.) Six of the staff are experienced in the audits of local governmental units.

Because of the size and structure of GMHCo, partners typically participate to a substantial degree in audit engagements. This partner participation contributes to the efficiency and effectiveness of our audits which is reflected in our audit fees. Therefore, it is anticipated that Mr. Murphy will take an active part in all phases of the audit, but particularly in the areas of obtaining and documenting our understanding of the system, the design of audit procedures, review of the audit work, drafting and presentation of the report, and meetings with the City's staff and City Council.

WHO WILL WORK WITH YOU

J. Gregory Murphy, C.P.A., is a corporate officer of GMHCo and will be in charge of the audit. Mr. Murphy, a graduate of St. Thomas College with a B.A. degree, has over twenty-five years' experience in governmental accounting and auditing. He is a member of several professional and civic organizations.

Mr. Murphy has participated in workshops and seminars in governmental finance sponsored by the Minnesota Society of CPA's, G.F.O.A., G.T.S. and other organizations. He is one of less than fifteen (15) Minnesota CPA's who are enrolled in, or have completed the American Institute of Certified Public Accountants' Governmental Accounting and Auditing Certificate of Educational Achievement Program (see enclosed program outline). Governmental auditing and accounting continuing education is now a requirement for all auditors performing audits of Federal programs.

WHO WILL WORK WITH YOU (CONTINUED)

Mr. Murphy is a member of the following organizations:

American Institute of Certified Public Accountants
Minnesota Society of CPAs
Government Finance Officers of the United States and Canada
Minnesota Government Finance Officers Association
Association of School Business Officials
Minnesota Association of School Business Officials

Mr. Murphy will be assisted by:

Randy D. Hanson, CPA. Mr Hanson is a graduate of CVN University with a M.B.A. degree. He has over four years experience in auditing local governmental units.

Mark T. Cory, CPA. He is a graduate of St. Thomas College with a B.A. degree in accounting. Mr. Cory has two years experience in auditing local governmental units.

Both are members of the American Institute of Certified Public Accountants and Minnesota Society of CPAs.

PROFESSIONAL DEVELOPMENT

Each member of our professional staff completes at least forty hours of continuing professional education each year directed to the needs of the individual and the types of clients served.

Days of continuing professional education in governmental accounting, auditing and financial reporting during the last two years:

Mr. Murphy - seven days plus attendance at the annual conferences sponsored by the Minnesota Government Finance Officers Association.

Mr. Hanson - five days.

Mr. Cory - three days.

The firm normally provides internal educational programs for one day each year, most of the additional educational programs are provided by the Minnesota Society of CPAs or the American Institute of Certified Public Accountants.

MINNESOTA SOCIETY OF CPAs PARTICIPATION

All members of the professional staff are encouraged to participate in a society committee. Mr. Murphy serves on the Governmental Accounting and Auditing Committee and the Nonprofit Organizations Committee. He is a past chairman of each committee and has been distinguished with an "Outstanding Committee Chairman" award.

Mr. Hanson is a member of the Microcomputer Advisory Committee.

Mr. Cory is a member of the Governmental Accounting and Auditing Committee.

As a member of the Governmental Accounting and Auditing Committee, Mr. Murphy has been involved in the review of city and school district audited financial reports and has helped write responses to exposure drafts from the Governmental Accounting Standards Board and its predecessors.

Mr. Ellsworth, a firm officer, is a member of the Quality Review Committee. Society members submit financial statements for the review program. Committee members review and evaluate the statements and their findings are communicated to the member that submitted the statements.

QUALITY CONTROL

GMHCo is a member of the American Institute of Certified Public Accountants Private Companies Practice Section. We have joined this Section to ensure that we are maintaining the highest professional standards by undergoing periodic compliance review of our quality control policies and procedures. Quality control reviews were made of our firm in 1985 and 1988 and for each review we received an unqualified report that our system of quality control "met the objectives of quality control standards established by the AICPA, and was being complied with . . ." See attached copy of letter from Division for CPA Firms, American Institute of Certified Public Accountants.

Another of our quality control policies is for each audit to be reviewed by an officer who was not involved in the audit. This provides assurance that our audit is conducted in accordance with the standards of the American Institute of Certified Public Accountants and our firm.

MUNICIPAL CLIENTS SERVED

Cities of:

Andover (1980 - 1989)	Lakeville (1966 - 1989)
Crystal (1968 - 1989)	Lexington (1983 - 1989)
Dassel (1975 - 1989)	Montrose (1988 - 1989)
Deephaven (1973 - 1989)	New Hope (1975 - 1989)
Excelsior (1983 - 1989)	Prior Lake (1980 - 1989)
Falcon Heights (1971 - 1989)	Renville (1975 - 1988)
Fridley (1960 - 1988)	St. Louis Park (1956 - 1989)
Ham Lake (1984 - 1989)	

Specific client references:

Fridley	- Mr. Richard D. Pribyl	(612) 571-3450
Lakeville	- Mr. Dennis Feller	(612) 469-4431
New Hope	- Mr. Larry Watts	(612) 533-1521
St. Louis Park	- Mr. Harlan Syverson	(612) 927-2511

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

Three of the above cities have received the Certificate and we have assisted eight cities in their first submission for the Certificate.

We are familiar with the Certificate requirements and will be able to assist you in your efforts to attain the Certificate.

PERSONAL ROTATION

Our normal policy is to rotate the in-charge accountant every three years. This has the advantage of bringing in different ideas and outlook regarding your operations on a regular basis.

MANAGEMENT LETTER

Items that come to our attention during the course of our audit would be discussed with the City Manager and if we feel appropriate identified in a separate letter to the City Council.

Memorandum

DATE: October 11, 1990

TO: Jerry Dulgar, City Manager

FROM: Darlene George, City Clerk *Darlene*

SUBJECT: Charitable Gambling License
Crystal Lions Club at Doyles Bowl & Lounge
5000 West Broadway

The above referenced Charitable Gambling License was considered at the October 2, 1990 City Council Meeting. The Council had questions regarding the number of gambling locations one organization could be in, as well as the distance between those locations. I contacted the City Attorney who is checking the Minnesota Rules to find out those questions. I also contacted the gambling manager for the Crystal Lions and asked that he be in attendance at the meeting with his book of rules and regulations in hand in the event that the Council has other questions that we are unable to answer.

In the future I feel it necessary to request the gambling manager of any organization that applies for charitable gambling in the City to appear at the City Council meeting with their rules and regulations in hand to answer the Council's questions being we are left in the dark as we are. I find it embarrassing and indeed it looks bad for City staff to continuously be addressed by the Council with these questions and have no access to the answers. If you have any suggestions, I would be glad to hear them.

DG/js

DATE: October 10, 1990
TO: Jerry Dulgar, City Manager
FROM: Bill Barber, Building Inspector *W. Barber*
SUBJECT: Proposed Plat, Rezoning and Building Permit
Approval for 5160 West Broadway

This site is currently occupied by Wash Me Car Wash (formerly Suttle Car Wash). The new owners are proposing to replat the lot into 2 lots which would permit development of the second lot. In approving the proposed replatting, you would also be granting a variance to the conditional use permit approved in 1981. The variance would be reducing the number of cars which can be stacked from 30 to 20 as you can see by the attached site plan. The zoning ordinance requires that enough space be provided for vehicles which can be washed during a 30 minutes period.

The second item that is being requested is that the lot being created along the south and east of the car wash be rezoned to I-2 which will permit warehousing. The property was rezoned from I-2 to B-3 in 1981 to allow for the car wash as a conditional use.

The final item being requested is the approval to issue a building permit. We have discussed traffic flow, drainage, security, and fire protection with the proponent.

Update to September 6, 1990 memo

At the September 10, 1990 meeting you moved to continue the public hearing on the proposed replatting and rezoning at 5160 West Broadway. I have received a new revised site plan which shows the existing north exit as being two-way. This will necessitate additional driveway being installed on the existing property to provide for the stacking of 30 cars.

The proposed lot will use the existing south curb cut as their entrance/exit thereby eliminating the concern of vehicles going both ways and crossing the incoming cars.

You also need to note that building #5 has increased in length by 81'0" or 1,728 square feet. This puts the building coverage on the lot at about 23%. The majority of the remaining lot is hard surfaced for driveway.

One concern that we have with this proposed site layout is drainage. You will note that there are proposed storm sewer catch basins for the normal rains but no provision has been provided for overflow. When we met with the owner we discussed this with him but he has not shown what he proposes.

This new site plan answers the big percentage of our concerns. As is standard procedure, before any permits are issued for any construction, a site development agreement for site improvements will be put together by the Engineering Department. This plan also eliminates the need for a variance to the approved Conditional Use for the Car Wash.

We will try to answer any questions you have on Monday Night.

UPDATE FROM PLANNING COMMISSION

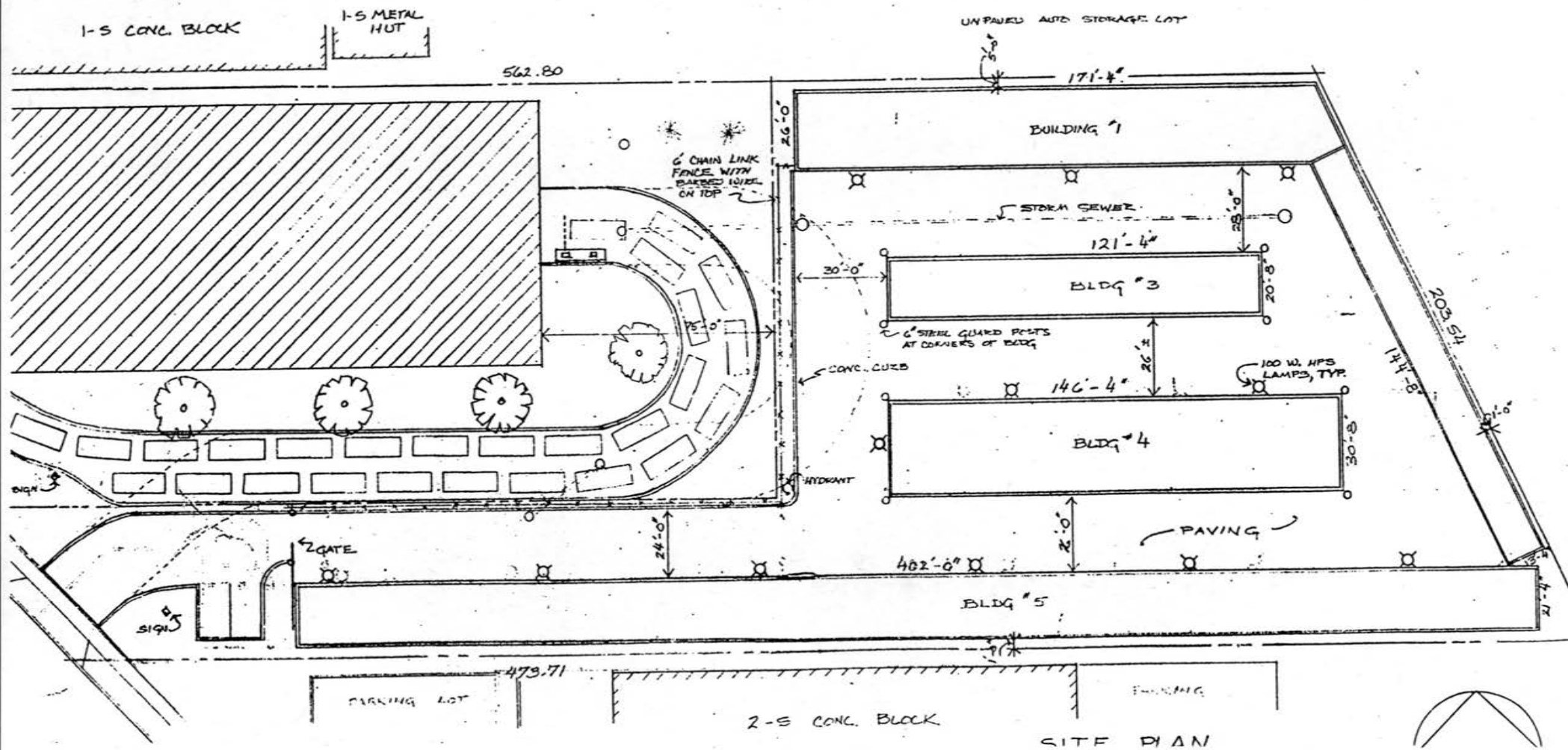
The Planning Commission held the public hearing for the proposed plat and rezoning. Their recommendation to Council was for approval. The preliminary plat passed on a 5-4 vote and the rezoning passed on a 6-3 vote. Their findings of fact were:

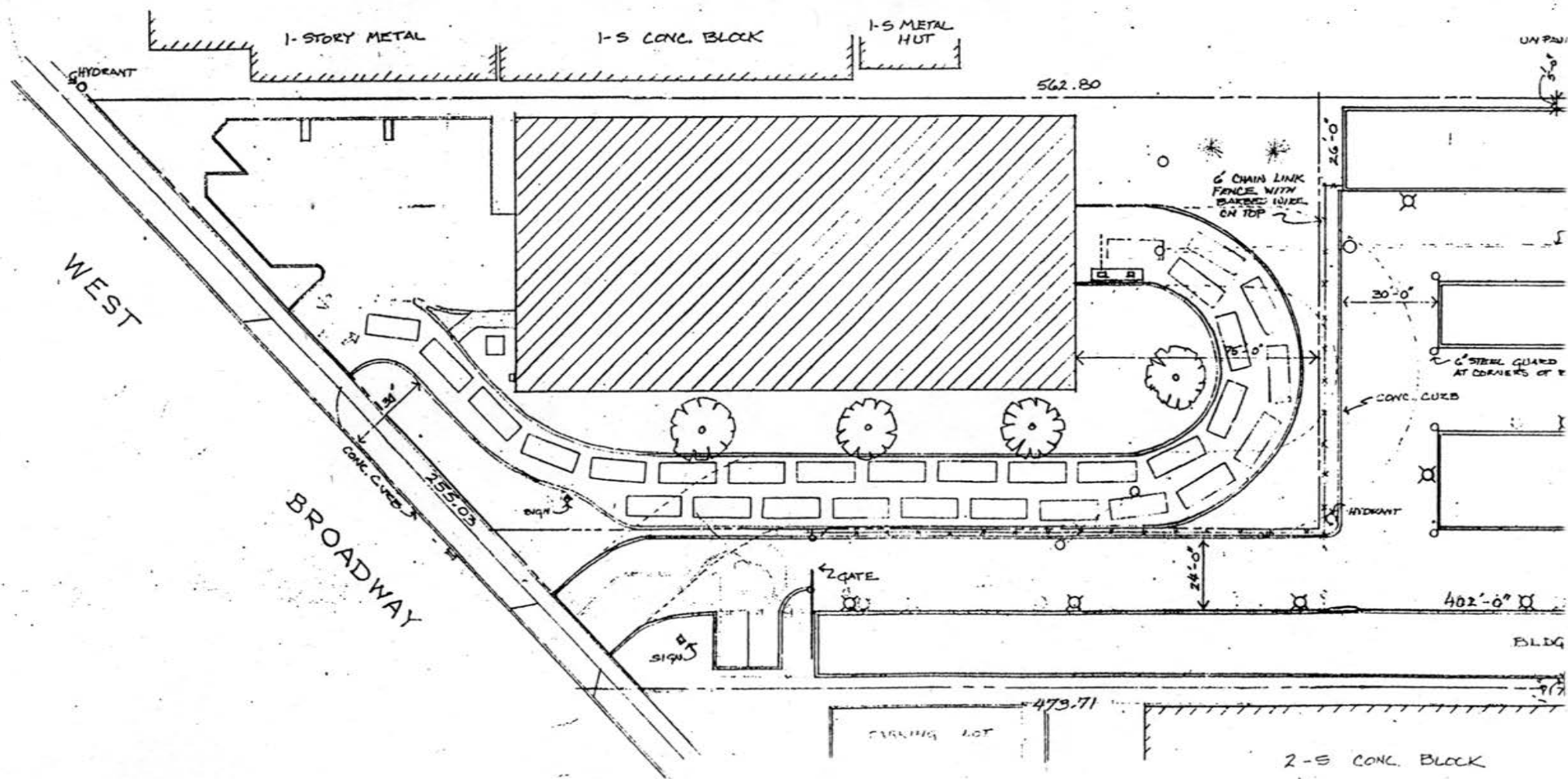
1. Good plan for the area being considered.
2. Even with the irregular shape and size, the scheme seems to fit the area well. Applicant has been working with staff to get a workable plan.
3. A means of water overflow needs to be worked out with staff.
4. The property was originally zoned I-2 before the car wash came in. In addition, all properties adjacent are currently I-2.

The recommended approval to issue the building permit subject to standard procedures. They also had two concerns they would like the applicant to do:

1. Have an agreement for cross drainage from the proposed site to the car wash property.
2. Look at the possibilities of reducing building #5 in size to accommodate four parking spaces and a small office area should the owner's of the two properties change.

kk





DATE: October 11, 1990

MEMO TO: Jerry Dulgar, City Manager

FROM: Edward C. Brandeen, Park & Recreation Director

SUBJECT: Playground Equipment Bids

The following bids were received for the furnishing and installing playground equipment at three city parks - North Bass Lake, Skyway and North Lions:

Miracle Equipment Company	-	\$57,354.00
Value Recreation Company	-	58,878.00
Viking Fence Company	-	59,510.56

The amount included in the budget for playground equipment is \$65,700. These parks are included in the 5-Year Plan for improvement in 1990.

We had a number of alternate - add or deduct items - in the specifications which were added to enhance the project. These were installing nylon-wrapped cable in lieu of vinyl-covered chain on all net climbers, adding a dual rather than a single type trapeze swing, adding a twisting climber rather than an arch climber and finally furnishing a horizontal ladder rather than a bannister slide. Prospective bidders were not required to bid the alternates. Following these alternates, the bids stood as follows:

Miracle Equipment Company	-	\$57,354.00
Viking Fence Company	-	57,510.56
Value Recreation	-	64,176.00

You will now notice that there is a difference of \$156.56 between Miracle Recreation and Viking Fence.

I would like to recommend that the city award the playground equipment contract to Viking Fence. They are both reliable companies and both adhered to the basic specification but we will be getting more value for our money with Viking Fence. We will be getting all the alternates mentioned, as well as all lexan spiral slides as opposed to plastic from Miracle, aluminum posts as opposed to galvanized steel, a lexan tot slide as opposed to plastic, aluminum seats on the diggers as opposed to plastic, a standard steel bedway for the wave slide as opposed to plastic, aluminum saddle mates as opposed to plastic, as well as other improvements.

This was a very difficult decision to make, as I have done business with both firms; however, I want to re-state that I feel the best value for the city lies with Viking Fence, which is a supplier of Gametime Equipment.

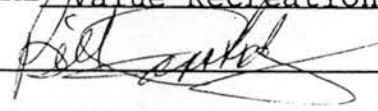
C I T Y O F C R Y S T A L

PROPOSAL

Gentlemen:

The undersigned certifies that the specifications have been examined, all necessary investigations have been made, fully understand the nature and extent of the project and hereby agrees to furnish all materials, equipment and labor necessary to install the playground units (including timber edging, excavation and disposal, sand, equipment relocation and removal, and cleanup) at the four city parks in accordance with the specifications and conditions attached hereto, at the prices set forth in the following schedule:

North Lions Park - Lump Sum	\$ <u>15883.00</u>
Skyway Park - Lump Sum	\$ <u>16887.00</u>
North Bass Lake - Lump Sum	\$ <u>25352.00</u>
Lee Park - Furnish Swing Set only	\$ <u>756.00</u>

FIRM NAME <u>Value Recreation Inc.</u>	TEL NO. <u>937-8182</u>
SIGNED <u></u>	ADDRESS <u>P.O. Box 386</u>
TITLE <u>President</u>	<u>Chanhassen, MN 55317</u>

ALTERNATE BIDS: (Not Required)

1. Add/deduct (circle) for installing 8'-9' spiral slide in place of the 6'-7' slide 621.00 each
2. Add/deduct (circle) for installing steeltron cable in place of vinyl covered chain on all ~~net~~ climbers 2376.00
3. Add/deduct (circle) for furnishing "dual" rather than single type trapeze swings 573.00
4. Add/deduct (circle) for furnishing a 14' full cross arch climber rather than a 14' arch climber 128
5. Add/deduct (circle) for the furnishing of a vertical/horizontal ladder (coaster climber) rather than a galvanized, powder coated 10'-12' two or three rail bannister slide. 230

C I T Y O F C R Y S T A L

PROPOSAL

Gentlemen:

The undersigned certifies that the specifications have been examined, all necessary investigations have been made, fully understand the nature and extent of the project and hereby agrees to furnish all materials, equipment and labor necessary to install the playground units (including timber edging, excavation and disposal, sand, equipment relocation and removal, and cleanup) at the four city parks in accordance with the specifications and conditions attached hereto, at the prices set forth in the following schedule:

North Lions Park - Lump Sum	*\$14,338.50
Skyway Park - Lump Sum	*\$14,338.50
North Bass Lake - Lump Sum	*\$27,878.00
Lee Park - Furnish Swing Set only	*\$ 799.00
<u>NOTE: Price based on total award *\$57,354.00</u>	

FIRM NAME MIRACIE RECREATION EQUIP. TEL NO. 437-4525
SIGNED Bob Klein 10/9/90 ADDRESS 100 Valley Lane
 Bob Klein
TITLE District Manager Hastings, Mn. 55033

ALTERNATE BIDS: (Not Required)

1. Add/deduct (circle) for installing 8'-9' spiral slide in place of the 6'-7' slide _____
2. Add/deduct (circle) for installing steeltron cable in place of vinyl covered chain on all net climbers _____
3. Add/deduct (circle) for furnishing "dual" rather than single type trapeze swings _____
4. Add/deduct (circle) for furnishing a 14' full cross arch climber rather than a 14' arch climber _____
5. Add/deduct (circle) for the furnishing of a vertical/horizontal ladder (coaster climber) rather than a galvanized, powder coated 10'-12' two or three rail bannister slide. _____

CITY OF CRYSTAL

PROPOSAL

Gentlemen:

The undersigned certifies that the specifications have been examined, all necessary investigations have been made, fully understand the nature and extent of the project and hereby agrees to furnish all materials, equipment and labor necessary to install the playground units (including timber edging, excavation and disposal, sand, equipment relocation and removal, and cleanup) at the four city parks in accordance with the specifications and conditions attached hereto, at the prices set forth in the following schedule:

North Lions Park - Lump Sum	\$ <u>24,443.00</u>
Skyway Park - Lump Sum	\$ <u>16,389.56</u>
North Bass Lake - Lump Sum	\$ <u>17,779.00</u>
Lee Park - Furnish Swing Set only	\$ <u>899.00</u>
TOTAL BID:	\$ <u>59,510.56</u>

FIRM NAME Viking Fence & Construction

TEL NO. (612) 544-8500

SIGNED 

ADDRESS 6160 Wayzata Blvd.

TITLE President

Golden Valley, MN. 55416

ALTERNATE BIDS: (Not Required)

1. Add/deduct (circle) for installing 8'-9' spiral slide in place of the 6'-7' slide \$ 1,950.00
2. Add/deduct (circle) for installing steeltron cable in place of vinyl covered chain on all net climbers \$ 600.00
3. Add/deduct (circle) for furnishing "dual" rather than single type trapeze swings \$ 500.00
4. Add/deduct (circle) for furnishing a 14' full cross arch climber rather than a 14' arch climber \$ 400.00
5. Add/deduct (circle) for the furnishing of a vertical/horizontal ladder (coaster climber) rather than a galvanized, powder coated 10'-12' two or three rail bannister slide. \$ 500.00



VIKING FENCE and CONSTRUCTION COMPANY

6160 Wayzata Boulevard • Golden Valley, MN 55416 • (612) 544-8500

October 10, 1990

Mr. Ed Brandeen, Park and Recreation Director
City of Crystal
Community Center
4800 Douglas Drive No.
Crystal, MN. 55429

Dear Mr. Brandeen:

In reference to our bid submitted yesterday to furnish and install playground equipment, I should like to officially state that the section for the alternate bids, items 1 through 5 are all deducts.

I realize that this may cause some confusion. After checking with our manufacturer, Gametime, I should like to offer the following:

- #1. Deduct \$1,950.00 for furnishing 8-9' spiral slides. The factory has a surplus of these, plus there are several in inventory in Minneapolis.
- #2. Deduct \$600.00 for furnishing Steeltron net in place of vinyl coated chain. Steeltron net is a standard product of Gametime, and the vinyl net would be an additional cost; therefore we can pass this savings on to the City.
- #3. Deduct \$500.00 for furnishing dual trapeze rings. Gametime has their dual rings priced lower than the single ones, and will be passing this savings on to the City.
- #4. Deduct \$400.00 for furnishing a 14' Full-Cross Arch Climber. This product is standard, while the regular arch climber must be painted at a substantial added cost. Gametime and Viking Fence will pass this savings on to the City.



VIKING FENCE and CONSTRUCTION COMPANY

6160 Wayzata Boulevard • Golden Valley, MN 55416 • (612) 544-8500

October 10, 1990

- ö
- #5. Deduct \$400.00 for furnishing a Coaster Climber rather than a bannister slide. The bannister slide would be a special product that is not manufactured by Gametime, and we would rather furnish a standard Coaster Climber at a deduct to the City.

In addition, we would be furnishing Gametime equipment, with aluminum uprights, Lexan Spiral Slides, and stainless steel wave slides. Gametime has a 10 year warranty on all decks and uprights, plus \$5 million worth of liability insurance.

Viking Fence has done work for the City of Crystal in the past, and I am sure that City Staff would vouch for our dependability and quality of workmanship.

Sincerely,

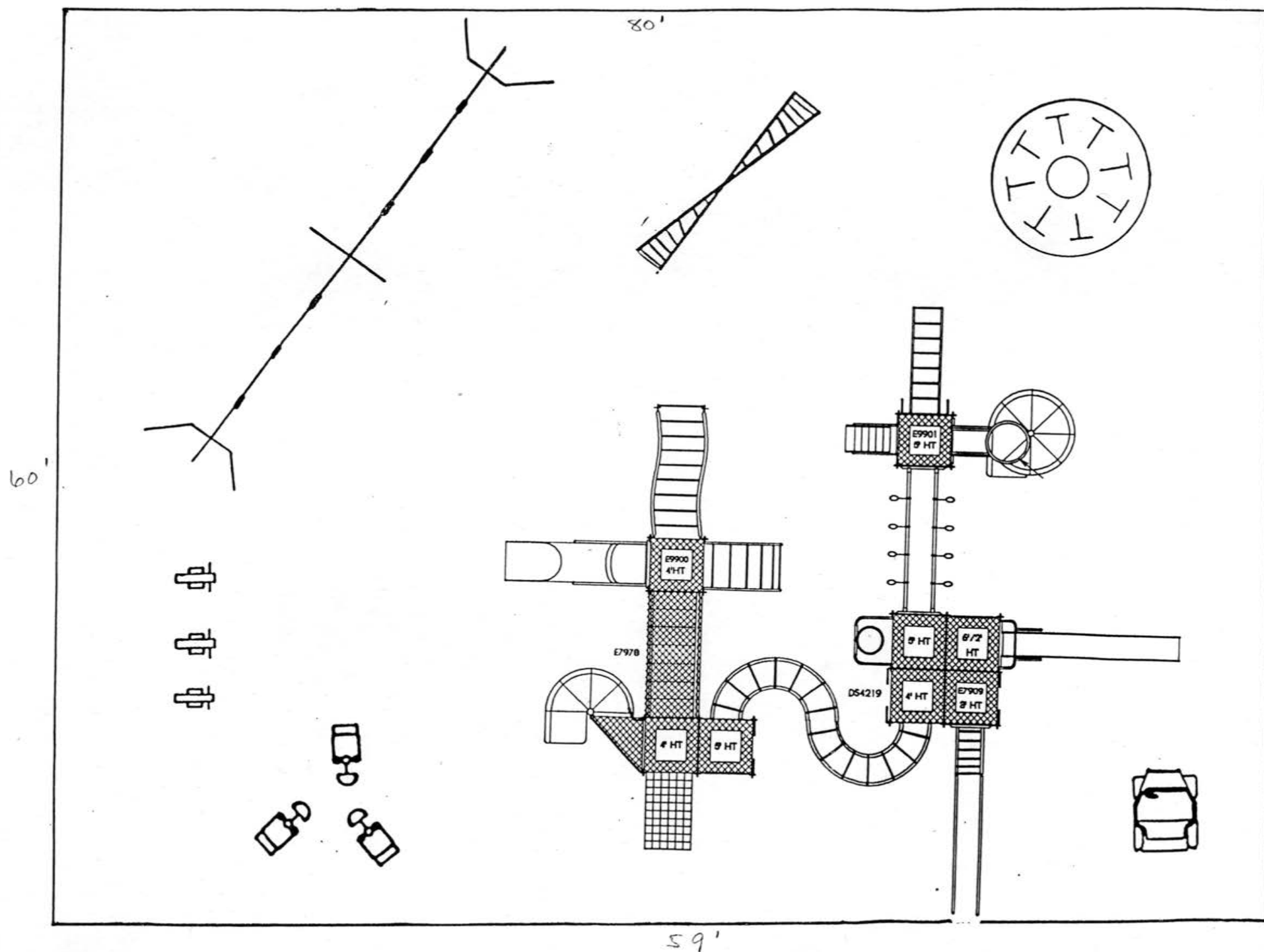
VIKING FENCE AND CONSTRUCTION

David M. Gasparrini
David M. Gasparrini
Finance Officer

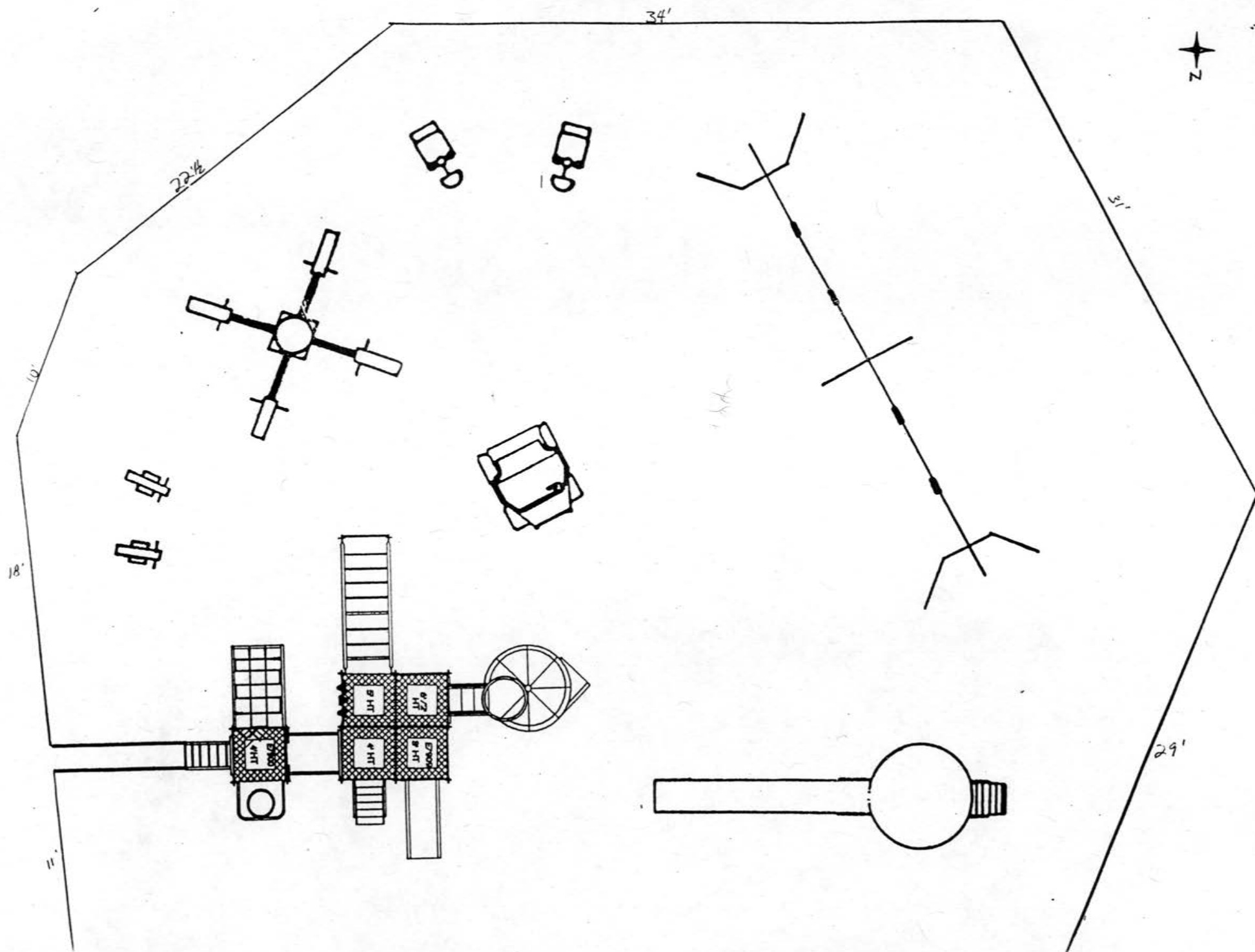
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NORTH LIONS PARK

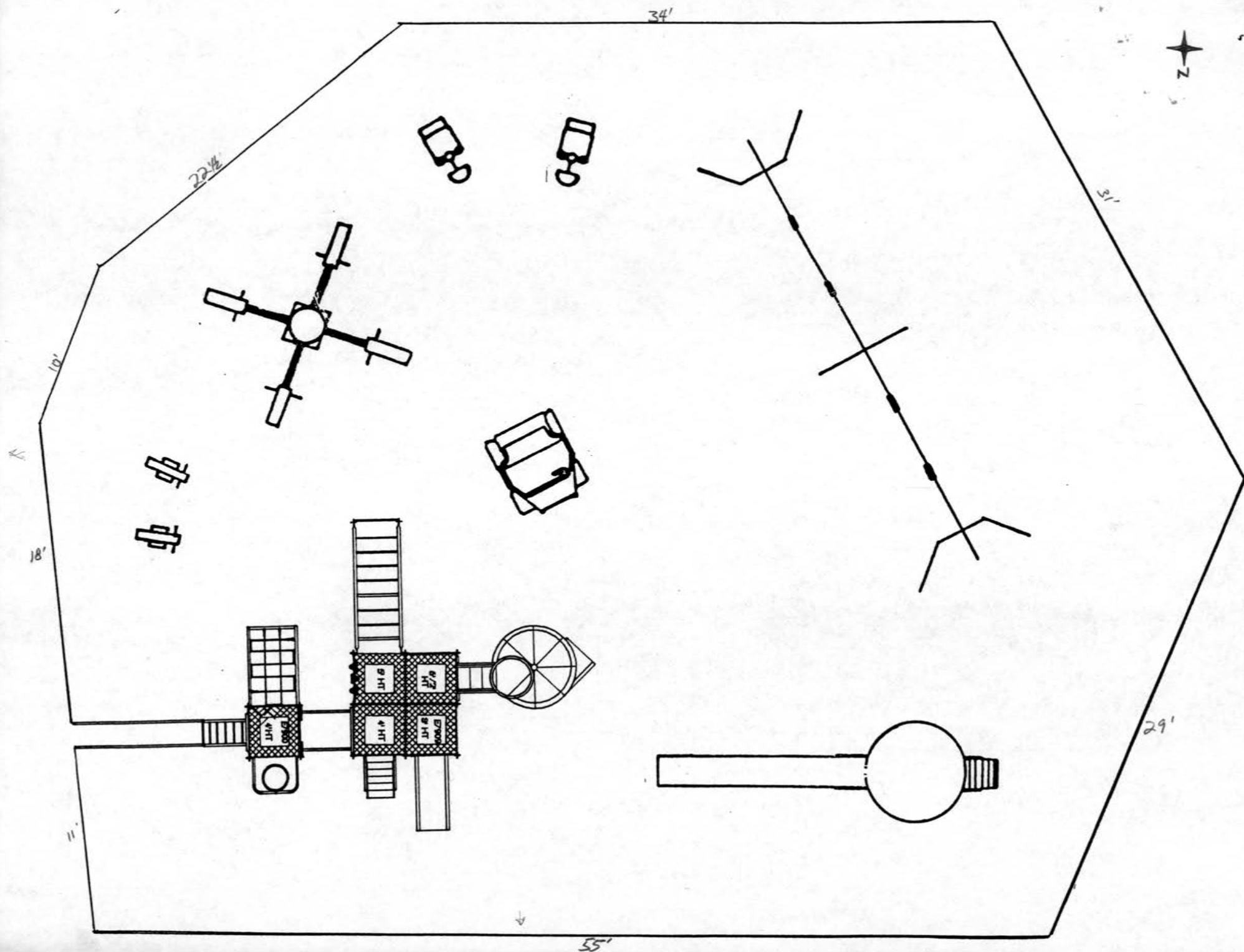
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NORTH BASS LAKE PARK



NORTH BASS LAKE PARK



DATE: October 10, 1990
TO: Jerry Dulgar, City Manager
FROM: Bill Barber, Building Inspector 
SUBJECT: Building Permit Request for 40'x40' Airplane
Hangar at Crystal Airport, Lot 78-C

Allan Paulson is requesting a building permit to build a 40'x40' airplane hangar. The construction is consistent with what we normally see at the airport. I have been notified by MAC that everything is in order. At this writing, I have not received that verification.

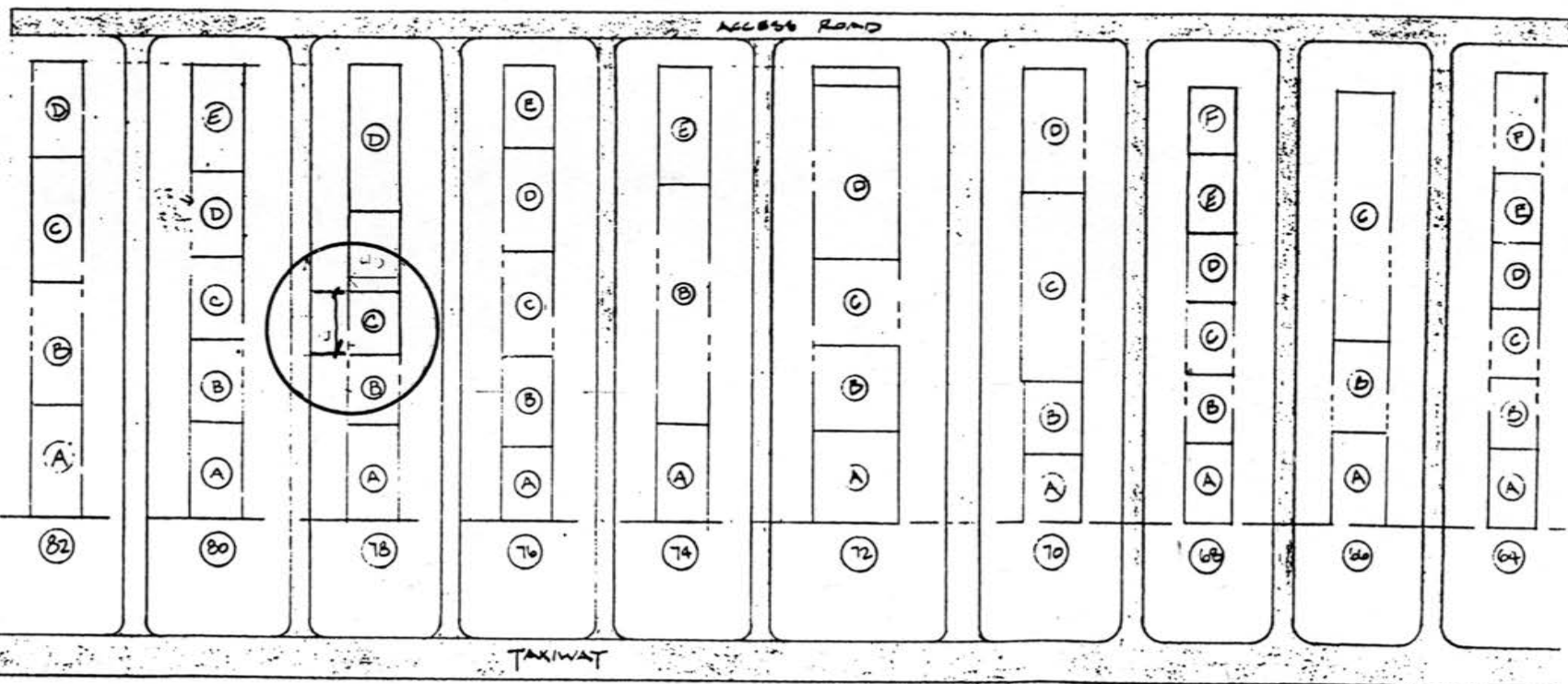
I will update you on Monday night.

UPDATE FROM PLANNING COMMISSION

Planning Commission recommended authorization to issue Building Permit subject to standard procedures.

kk

PORT & NB-SW RUNWAY



NC
SCALE 1"=100'-0"

CRYSTAL AIRPORT
EAST PAVING AREA
LOT 85C

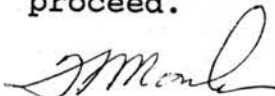
DATE: October 8, 1990
TO: Jerry Dulgar, City Manager
FROM: William Monk, City Engineer
SUBJECT: Corps of Engineers Flood Control Project

In 1985 the Corps of Engineers started a series of flood control projects along the entire length of Bassett Creek. While the bulk of the overall project involved construction of tunnels in Minneapolis, several upstream projects were included to protect property from projected 100-year flood levels. In Crystal, a project has long been planned to improve the Markwood ditch and Edgewood embankment in the area of 36th and Hampshire Avenues.

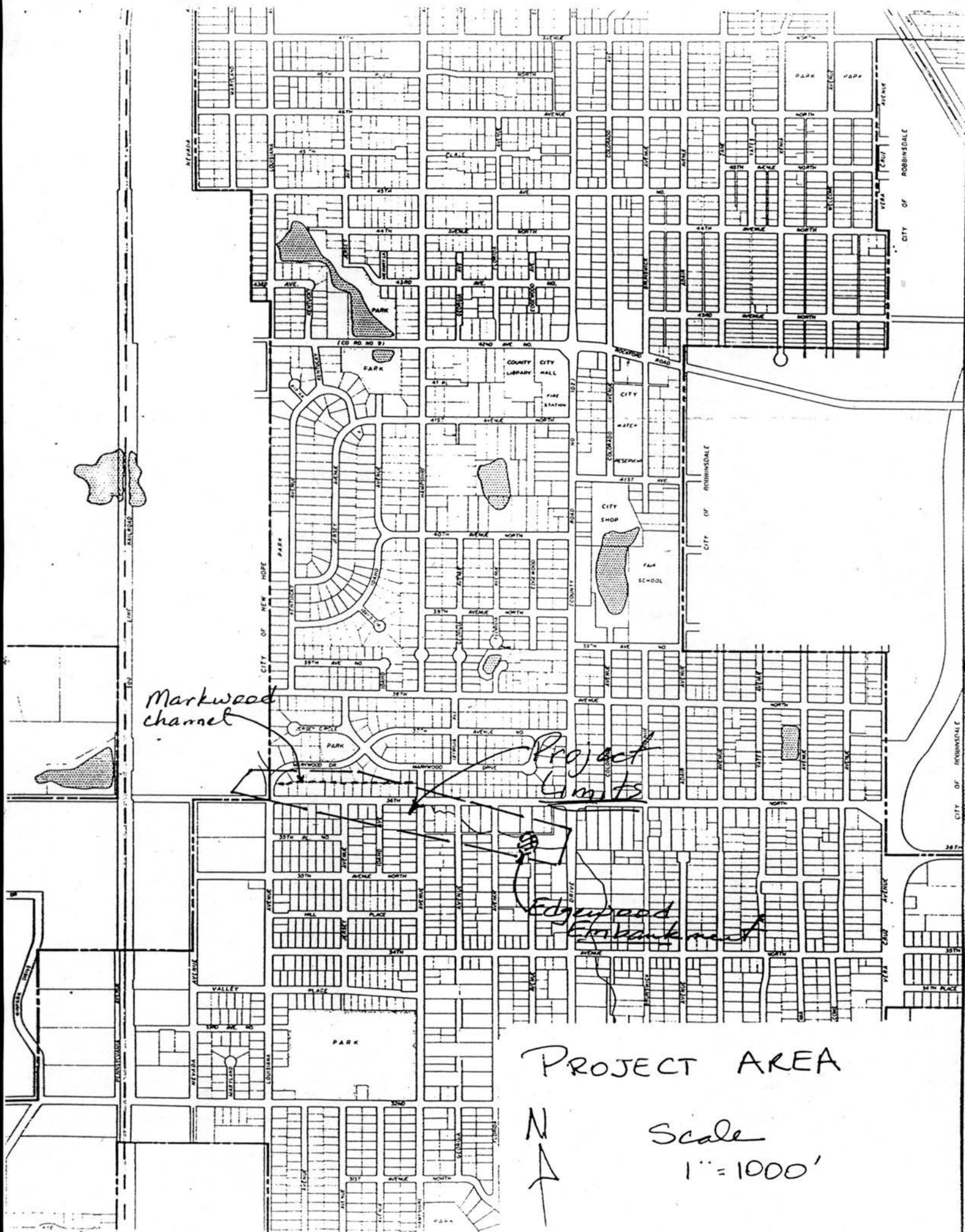
At this point the Corps proposes to control flood levels by construction of a 4'x8' conduit in 36th Avenue between Jersey Avenue and the creek just east of Hampshire Avenue. This conduit would redirect a portion of the runoff presently being handled in the Markwood channel and lower the flood stage levels. Construction would be required at both ends of the channel at Louisiana and Hampshire to control erosion, however, the creek itself would remain essentially undisturbed.

Based on Corps projections of flood levels, reworking of the Edgewood embankment will also be required. This construction will not require the expansion of the existing storage area just downstream of Georgia Avenue as proposed in previous plans.

An informational meeting was held on October 9 to review the Corps project with impacted residents. I propose to review the details of the plan and the resident input with the Council on October 16. Although Bassett Creek has approved this revised plan in concept, approval of the plan by Crystal and authorization to acquire the necessary temporary and permanent easements is required before this project can proceed.



WM:mb



RESOLUTION NO. 2 - 1990

**A RESOLUTION MODIFYING THE ENGINEERING PLANS FOR
THE MARKWOOD/EDGEWOOD PROJECTS IN THE CITY OF CRYSTAL**

WHEREAS, on July 26, 1989, the Bassett Creek Water Management Plan was approved by the Board of Water and Soil Resources, and said Plan included a provision relating to modifications, and

WHEREAS, on Page 85 of said Plan, the Bassett Creek Water Management Commission Capital Improvement Program for the years 1990 to 1992 included proposed improvements between Hampshire Avenue and Louisiana Avenue to make certain improvements and modifications to eliminate flooding along the north branch, and the estimated cost of these improvements was \$1,475,000, and

WHEREAS, the Management Plan itself is not very specific as to what was to be done in this area, but the Corps of Engineers Plan proposed enclosing the channel in the Markwood area and putting the water in box culverts that were to be installed between Hampshire and Louisiana Avenues, and

WHEREAS, the City of Crystal reviewed these proposed plans and indicated that this appeared to be a very expensive engineering solution to a problem that could be solved in a much simpler fashion, and

WHEREAS, waters collected and flowing along 36th Avenue North in a west to an east direction were to be put in a pipe and run northerly from 36th Avenue between houses and into the channel in the Markwood area, and then the waters would run easterly to Hampshire Avenue and end up in the Edgewood embankment area, and the City Engineer from the City of Crystal asked the Corps of Engineers to study a proposed modification of this design, and

WHEREAS, the United States Army Corps of Engineers, the City of Crystal, and the Bassett Creek Water Management Commission have consulted and reviewed the proposals for these improvements, and it was determined that substantial cost savings could be made by constructing a storm sewer along the southerly portion of 36th Avenue North to carry the water from the street continuously and directly east to the Edgewood embankment without routing the water northerly through the Markwood channel, and it is determined that utilizing this modification will result in much less work in the Markwood area and an estimated cost saving of in excess of \$500,000, and

WHEREAS, the United States Army Corps of Engineers, the City of Crystal, and the Bassett Creek Water Management Commission have all agreed that this is the most efficient manner to control the water and the most prudent expenditure of public funds, and

WHEREAS, the proposed change is in reality a change in the engineering plans and is not a change in the Water Management Plan, since it will have no effect downstream which is different from the adopted Water Management Plan, and

WHEREAS, this Commission pledged in its Water Management Plan that significant amendments to the Water Management Plan would be processed and approved by the Commission in accordance with Minnesota Statutes, Section 473.858, Subd. 9, and

WHEREAS, on Page 58 of the approved Plan, the Plan states as follows:

"Insignificant changes or changes which are required because of policy interpretations or additional technical data shall not be considered amendments to the plan and will not be processed through the entire review process. It is the intent of the Commission to keep its members and all other agencies advised of significant plan changes, but not to incur additional engineering, legal or other expenses to process work contemplated by this plan as supplemental, or auxiliary to support and clarify findings set forth in this plan. The Commission desires to be open, efficient, and effective in establishing and implementing the plan and does not wish to use its time and financial resources to process paperwork or minor changes which do not have a significant effect on the members or on other governmental agencies."

NOW, THEREFORE, BE IT RESOLVED, By the Bassett Creek Water Management Commission, as follows:

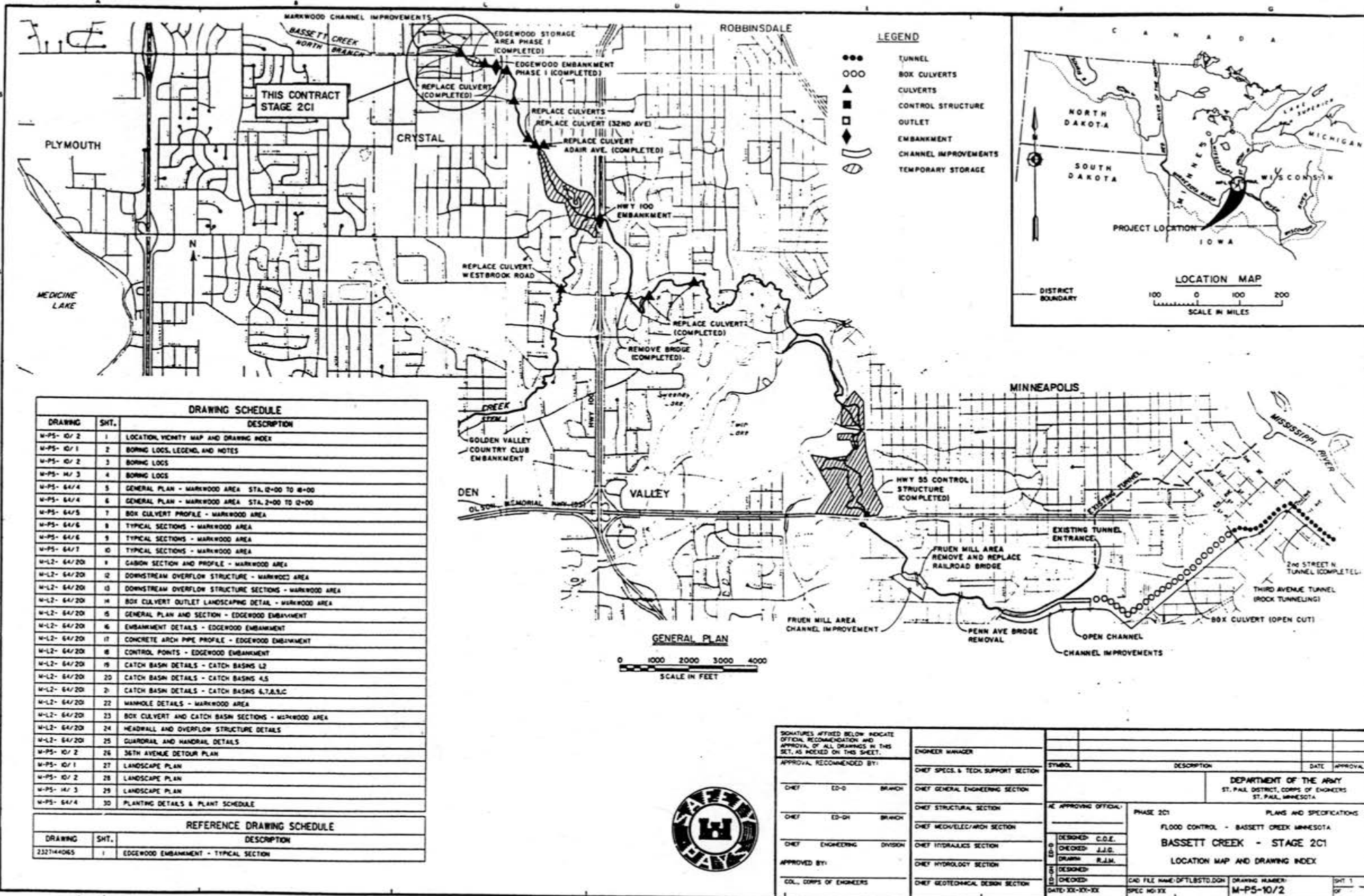
1. The modification in the engineering design for disposing of water from 36th Avenue North in the Louisiana/Hampshire area of the City of Crystal is hereby determined to be an insignificant change under the terminology set forth in the approved Water Management Plan.

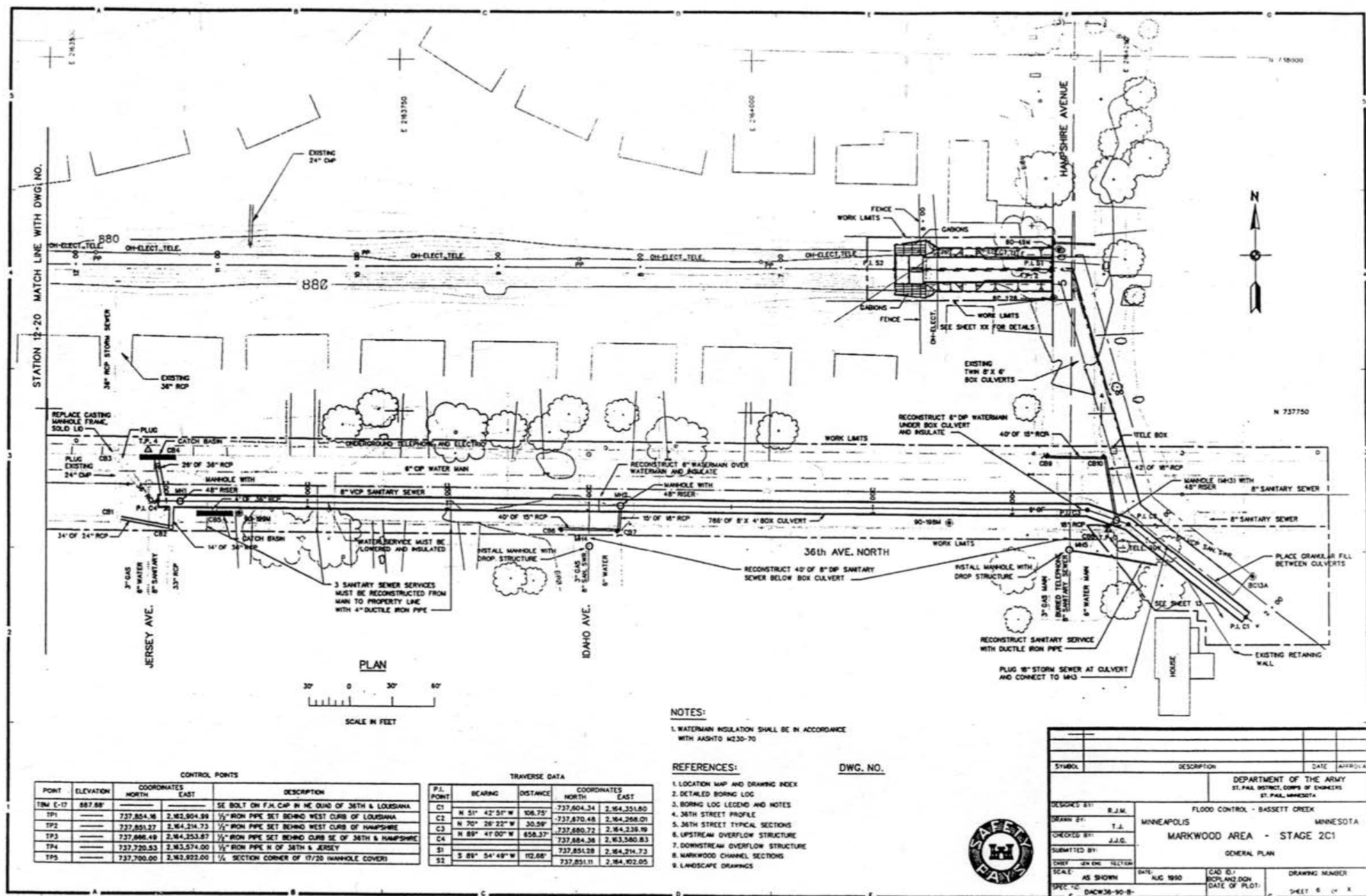
2. It is a finding of this Commission that substantial public monies can be saved by a revised engineering design and that these design changes will not have a significant effect on the members or other governmental agencies other than to save public dollars.

3. A copy of this Resolution shall be submitted to the Board of Water and Soil Resources, and the WHEREAS provisions of this resolution are determined to set forth the factual background for the findings and conclusions set forth in this Resolution.

*Moved by Commissioner Monk
Seconded by Commissioner HOshaw*

*Copy also to be sent to the City of
Minneapolis and to the Corps of Engineers.*





POINT	ELEVATION	COORDINATES		DESCRIPTION
		NORTH	EAST	
TM1 E-17	887.88			SE BOLT ON F.H. CAP IN NE QUAD OF 36TH & LOUISIANA
		737,854.56	2,363,904.98	1/4" IRON PIPE SET BEHIND WEST CURB OF LOUISIANA
		737,851.37	2,364,214.73	1/4" IRON PIPE SET BEHIND WEST CURB OF HAMPSHIRE
		737,866.49	2,364,353.87	1/4" IRON PIPE SET BEHIND CURB SE. OF 36TH & HAMPSHIRE
TP4		737,720.53	2,363,574.00	1/4" IRON PIPE IN S. OF 36TH & JERSEY
TP5		737,700.00	2,363,922.00	1/4" SECTION CORNER OF 17/30 (MANHOLE COVER)

P.I. POINT	BEARING	DISTANCE	COORDINATES	
			NORTH	EAST
C1	N 51° 42' 58" W	106.75	737,604.34	2,164,351.80
C2	N 70° 26' 22" W	30.59	737,670.48	2,164,268.01
C3	N 89° 41' 00" W	858.37	737,680.72	2,164,239.19
C4			737,684.36	2,163,580.83
S1			737,851.28	2,164,214.73
S2	S 89° 54' 49" W	102.68	737,851.11	2,164,102.05

NOTES:

1. WATERMAIN INSULATION SHALL BE IN ACCORDANCE WITH AASHTO M230-70

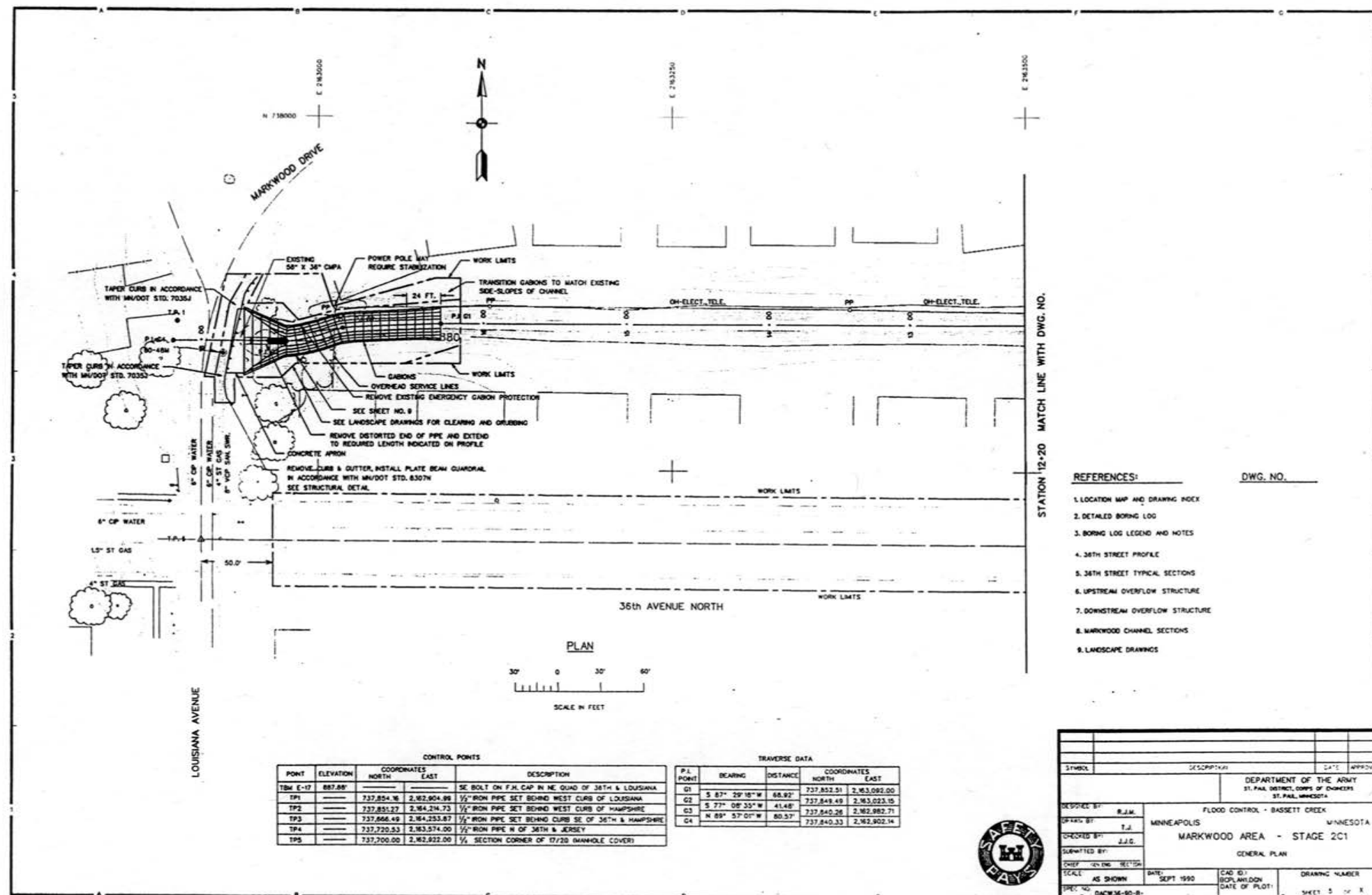
REFERENCES:

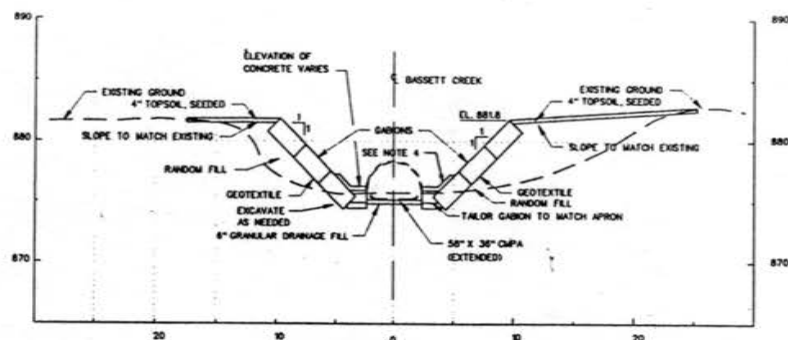
1. LOCATION MAP AND DRAWING INDEX
2. DETAILED BORING LOG
3. BORING LOG LEGEND AND NOTES
4. 36TH STREET PROFILE
5. 36TH STREET TYPICAL SECTIONS
6. UPSTREAM OVERFLOW STRUCTURE
7. DOWNSTREAM OVERFLOW STRUCTURE
8. MARKWOOD CHANNEL SECTIONS
9. LANDSCAPE DRAWINGS

DWG. NO.

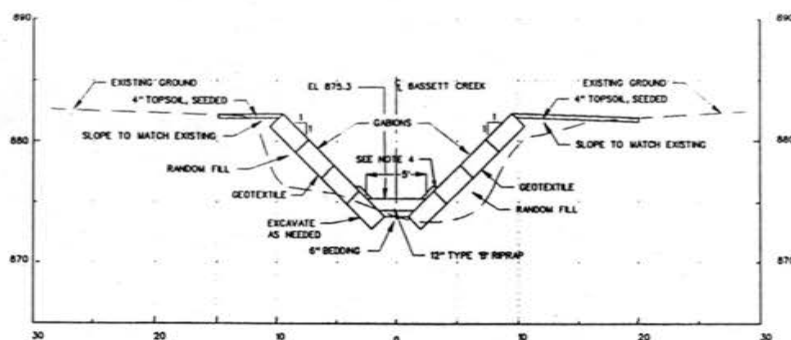


SYMBOL	DESCRIPTION						DATE	AUTHOR/SCALE
<div style="text-align: center;">DEPARTMENT OF THE ARMY ST. PAUL DISTRICT CORPS OF ENGINEERS ST. PAUL, MINNESOTA</div>								
DESIGNED BY:		R.J.M.	FLOOD CONTROL - BASSETT CREEK					
DRAWN BY:	T.J.	MINNEAPOLIS						MINNESOTA
CHECKED BY:	J.L.D.	MARKWOOD AREA - STAGE 2C1						
SUBMITTED BY:		GENERAL PLAN						
CIVIL & ENGR SECTION	DATE:	AUG 1980	CAD BY:	BOP/LAND DON	DATE OF PLOT:	DRAWING NUMBER		
SCALE AS SHOWN								
SPEC NO DACW-36-90-B-								SHEET 6 OF X

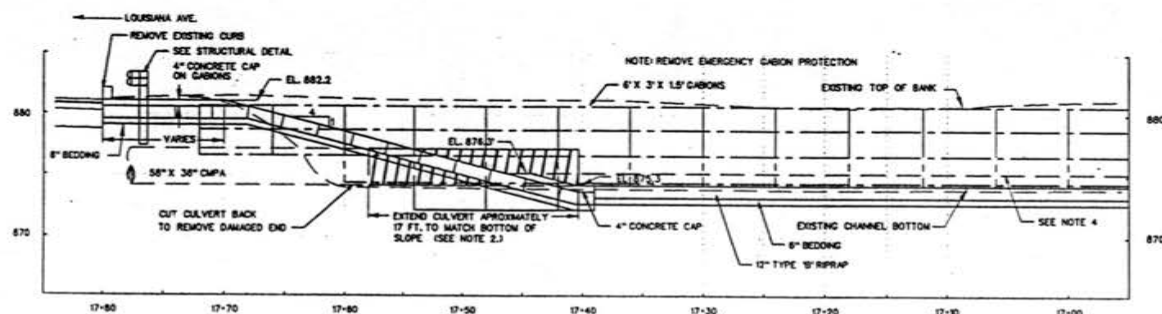




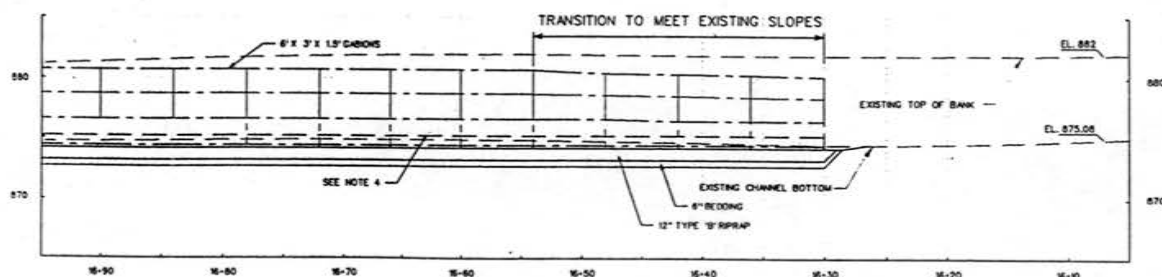
TYPICAL SECTION
STA 9+48 TO STA 17+70



TYPICAL SECTION
STA 16+48 TO STA 17+40



FLOW LINE PROFILE



FLOW LINE PROFILE

NOTES:

1. FILTER FABRIC SHALL BE PLACED WHERE GABIONS CONTACT SOIL.
2. TRIM EXISTING CULVERT AS NECESSARY TO FACILITATE CONNECTION WITH EXTENSION.
3. GURDIAL SHALL BE CONSTRUCTED IN ACCORDANCE WITH MVDOT STD. 8307H.
4. 4\"/>

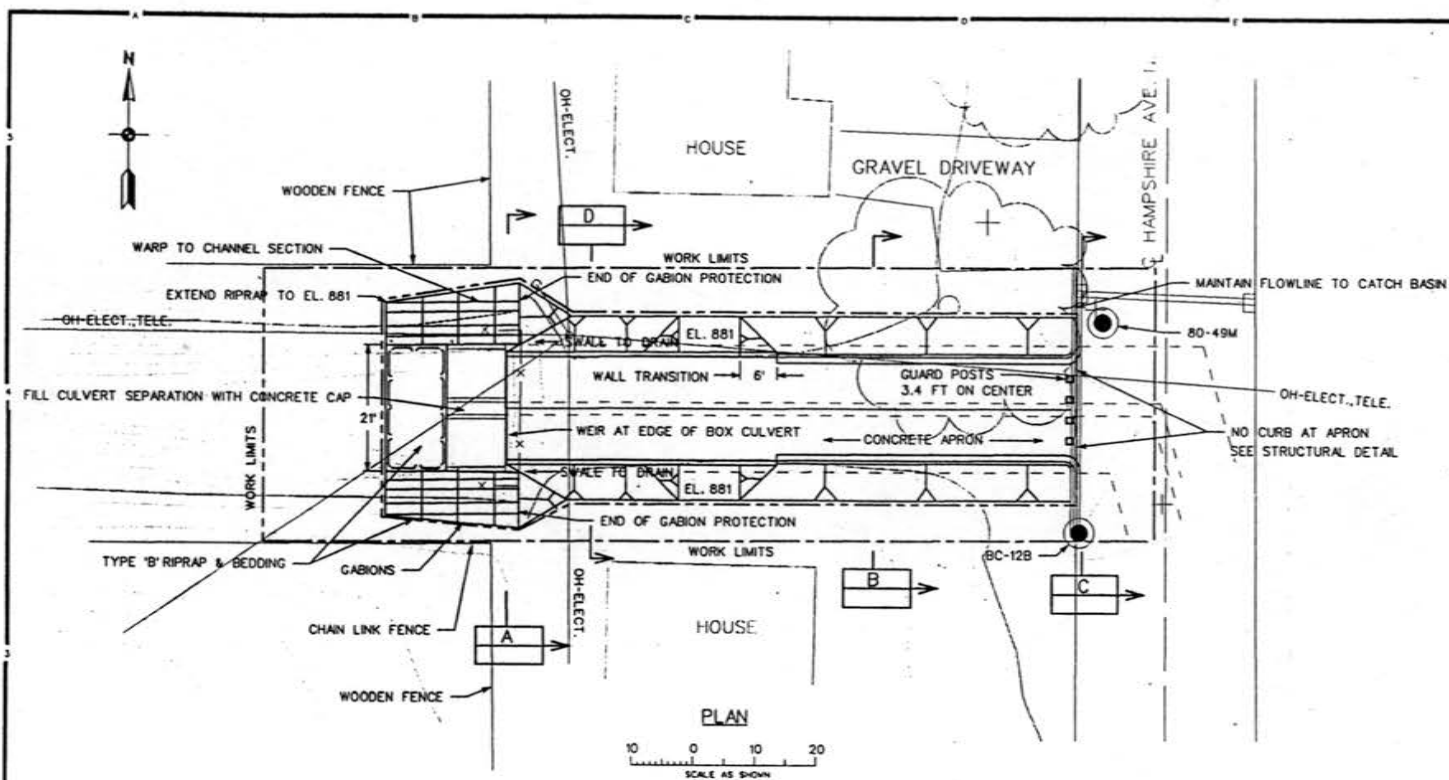
REFERENCES:

1. LOCATION MAP AND DRAWING INDEX
2. GENERAL PLAN
3. GUARDPOST BARRIER DETAILS

DWG. NO.



SYMBOL		DESCRIPTION		DATE	
DESIGNED BY: R.J.M.		MINNEAPOLIS		MINNESOTA	
CHECKED BY: J.J.G.		MARKWOOD AREA - STAGE 2C1		GABION SECTION & PROFILE	
SUBMITTED BY:		DATE: SEPT 1990		DRAWING NUMBER	
SCALE: AS SHOWN		CADD: SCARSDON		DATE OF PLOT:	
FILE NO: DACW38-90-B		FLOOD CONTROL - BASSETT CREEK		SHEET 11 OF 11	



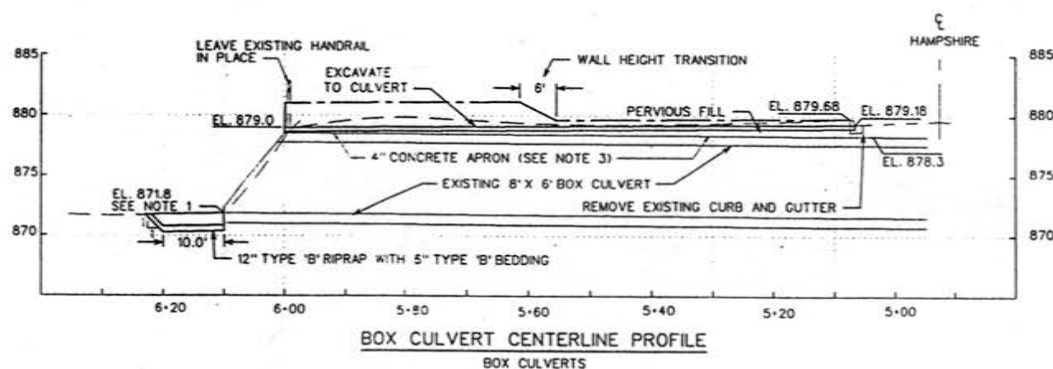
NOTES:

1. STRUCTURE ELEVATIONS BASED ON M34.3-T6, PG. 17-19 (4/20/90)
2. GROUND & ROAD ELEVATIONS BASED ON M34.3-T6, PG. 16-22 (4/07/89)
3. CONCRETE APRON ABOVE THE BOX CULVERTS SHALL INCLUDE:
 - a. 4" X 4" - W 2.9 X W 2.9 WELDED WIRE FABRIC
 - b. THE SURFACE SHALL BE DIVIDED INTO NEARLY SQUARE AREAS BY MEANS OF CONTRACTION JOINTS AT NOT MORE THAN 15' ON CENTER. THE CONTRACTION JOINTS SHALL BE FORMED IN THE FRESH CONCRETE ACCORDING TO SECTION 27, PARAGRAPH 9.1.3 OF THE SPECIFICATION.
4. ALL ELEVATIONS ARE APPROXIMATE AND SHALL BE FIELD VERIFIED

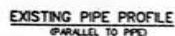
REFERENCES:

1. LOCATION MAP AND DRAWING INDEX
2. GENERAL PLAN
3. BORING LOGS
4. BORING LEGEND AND NOTES
5. DOWNSTREAM OVERFLOW STRUCTURE SECTIONS
6. STRUCTURAL DRAINAGE DETAILS

DWG. NO.



SYMBOL	DESCRIPTION	DATE	APPROVED
DESIGNED BY: RJM NEM DRAWING BY: RJM CHECKED BY: JJC SUBMITTED BY: SCALE: AS SHOWN DATE: SEPT 1990 SPECIAL:			
DEPARTMENT OF THE ARMY ST. PAUL DISTRICT, CORPS OF ENGINEERS ST. PAUL, MINNESOTA			
FLOOD CONTROL - BASSETT CREEK MINNEAPOLIS MINNESOTA			
MARKWOOD AREA - STAGE 2C1 DOWNSTREAM OVERFLOW STRUCTURE			
SHEET 12 OF 12		DRAWING NUMBER	



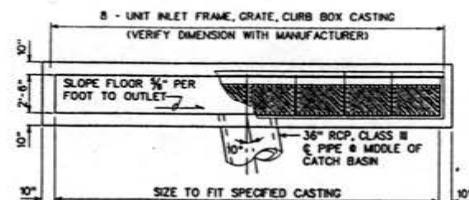
1. LENGTH OF PIPE SHOWN IS APPROXIMATE. ACTUAL LAYING LENGTH OF PIPE MUST BE VERIFIED AFTER LENGTH OF RELOCATED PIPE IS DETERMINED.
2. EXISTING OVERHEAD UTILITY LOCATION IS APPROXIMATE AND SHALL BE VERIFIED IN THE FIELD.
3. A MINIMUM OF 18" OF ANNUAL DRAINAGE FILL IS REQUIRED.

1. LOCATION MAP AND DRAWING INDEX
2. GENERAL PLAN AND PROFILE
3. STRUCTURAL DETAILS
4. EMBANKMENT DETAILS

DWG. NO.

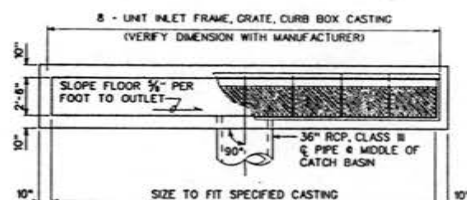
SUBMIT		DESCRIPTION		DATE	APP'D
			DEPARTMENT OF THE ARMY ST. PAUL DISTRICT, CORPS OF ENGINEERS ST. PAUL, MINNESOTA		
DESIGNED BY:		FLOOD CONTROL - BASSETT CREEK			
DRAWN BY:		MINNEAPOLIS MINNESOTA			
CHECKED BY:		EDGEWOOD EMBANKMENT - STAGE 2C1			
SUBMITTED BY:		CONCRETE ARCH PIPE PROFILE			
ONE - GEN. ENL. SECTION					
SCALE:	AS SHOWN	DATE:	C&D @ EDMUNDSON DATE OF PLOT		DRAWING NUMBER
JUL 1950				SHEET 17 OF 18	





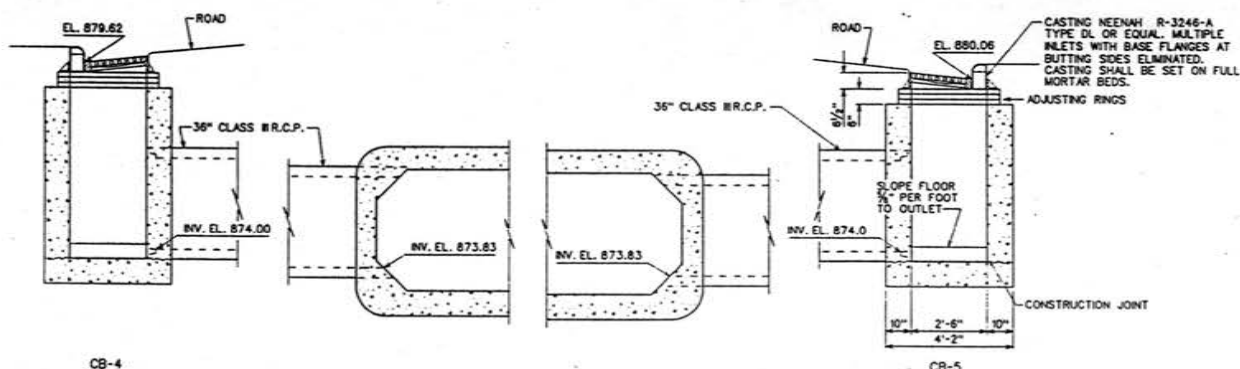
CATCH BASIN PLAN

CB-4
1 0 4 8
SCALE: 1/4" = 1'-0"



CATCH BASIN PLAN

CB-5
1 0 4 8
SCALE: 1/4" = 1'-0"



TYPICAL SECTION
CATCH BASINS - 36TH AVE. SO.
(2 REQUIRED)

1 0 2 4
SCALE: 1/2" = 1'-0"

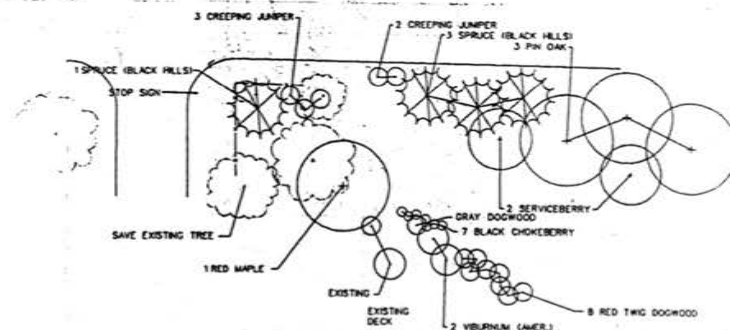
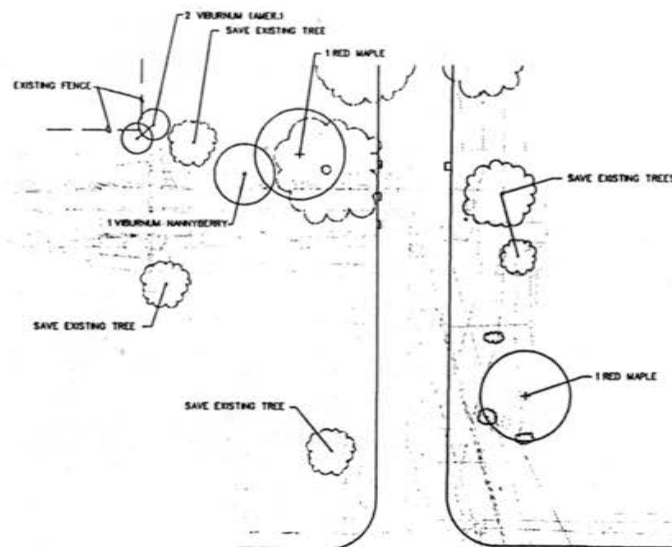
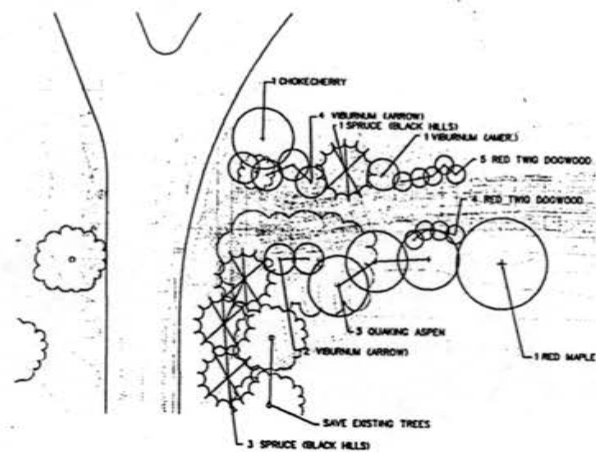
NOTES:

1. ALL REFERENCE TO CASTING TYPE ARE TO NEENAH FOUNDARY AND MAY BE SUBSTITUTED WITH APPROVED EQUAL.
2. ELEVATIONS ARE BASED ON CORPS SURVEYS. UTILITY ELEVATIONS ARE BASED ON CITY ELEVATIONS ADJUSTED TO CORPS SURVEY.
3. CASTING RIM ELEVATIONS ARE MEASURED AT LOW POINT NEAREST CURB FOR CASTINGS WITH VARIABLE RIM ELEVATIONS.
4. MINIMUM OF 2 AND MAXIMUM OF 6 ADJUSTMENT RINGS REQUIRED FOR EACH PRECAST CONCRETE CATCH BASIN.

REFERENCES:

DRAWING SCHEDULE _____ 10/XX
GENERAL PLAN _____ 64/XX
CATCH BASIN SCHEDULE _____ 64/XX

DESIGNED BY: N.R.H.		MINNEAPOLIS		MINNESOTA	
CHECKED BY: L.K.T.		BASSETT CREEK - STAGE 2C1			
SUBMITTED BY: G.R.S.		MARKWOOD AREA			
COPY SENT TO: (10/100)		CATCH BASIN DETAILS - CB-4 & CB-5			
SCALE: AS SHOWN	DATE: AUGUST 1990	CAD BY: MARGARET DON	DATE OF PLOT:	DRAWING NUMBER: M34.3-P-64/	SHEET 20 OF 26
PROJECT NO: DACW36-90-B-					



NOTES:

1. PLANT MATERIALS TO BE FIELD VERIFIED & STAKED BY CORPS OF ENGINEERS LANDSCAPE ARCHITECT.

REFERENCES:

1. LOCATION MAP AND DRAWING INDEXED & STAKED BY
2. GENERAL PLAN

DWG. NO.



20 0 20 40 60
SCALE IN FEET

SYMBOL		DESCRIPTION	DATE	APPROVAL
DEPARTMENT OF THE ARMY ST. PAUL DISTRICT, CORPS OF ENGINEERS ST. PAUL, MINNESOTA				
FLOOD CONTROL - BASSETT CREEK MINNEAPOLIS MARKWOOD AREA - STAGE 2C1 LANDSCAPE PLAN				
DESIGNED BY:	K.Y.M.			
CHECKED BY:	T.J.			
SUBMITTED BY:	K.Y.M.			
DRAWN BY:	SECTION			
SCALE:	AS SHOWN	DATE:	AUG 1990	CAD. DATE OF PLOT:
FLOOD CONTROL - BASSETT CREEK		DRAWING NUMBER		
FLOOD CONTROL - BASSETT CREEK		SHEET 28 OF 30		

RESOLUTION NO. 90-

RESOLUTION APPROVING PHASE 2C1 OF CORPS OF
ENGINEERS FLOOD CONTROL PROJECT INVOLVING MARKWOOD CHANNEL,
36TH AVENUE CONDUIT AND EDGEWOOD EMBANKMENT
AND AUTHORIZE ACQUISITION OF EASEMENT

WHEREAS, the approved Bassett Creek Water Management Plan and Corps of Engineers Flood Control Project for Bassett Creek contain elements for storm water improvements to reduce flood levels in the area of the Markwood Channel and the Edgewood Embankment.

WHEREAS, the Corps of Engineers proposes to construct improvements in the Markwood/Edgewood area referred to as Stage 2C1 of the flood control project.

WHEREAS, said improvements are to be constructed pursuant to provisions of the agreement between the Cities of the Bassett Creek Water Management Commission and the Corps of Engineers.

NOW, THEREFORE, BE IT RESOLVED, that the Crystal City Council hereby approves Stage 2C1 of the Corps of Engineers Bassett Creek Flood Control Project. Further, the City Manager is authorized to acquire temporary and permanent easements required for construction of improvements in the Markwood/Edgewood area.

Adopted this 16th day of October, 1990.

Mayor

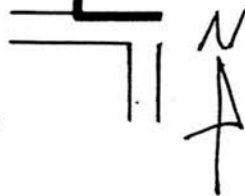
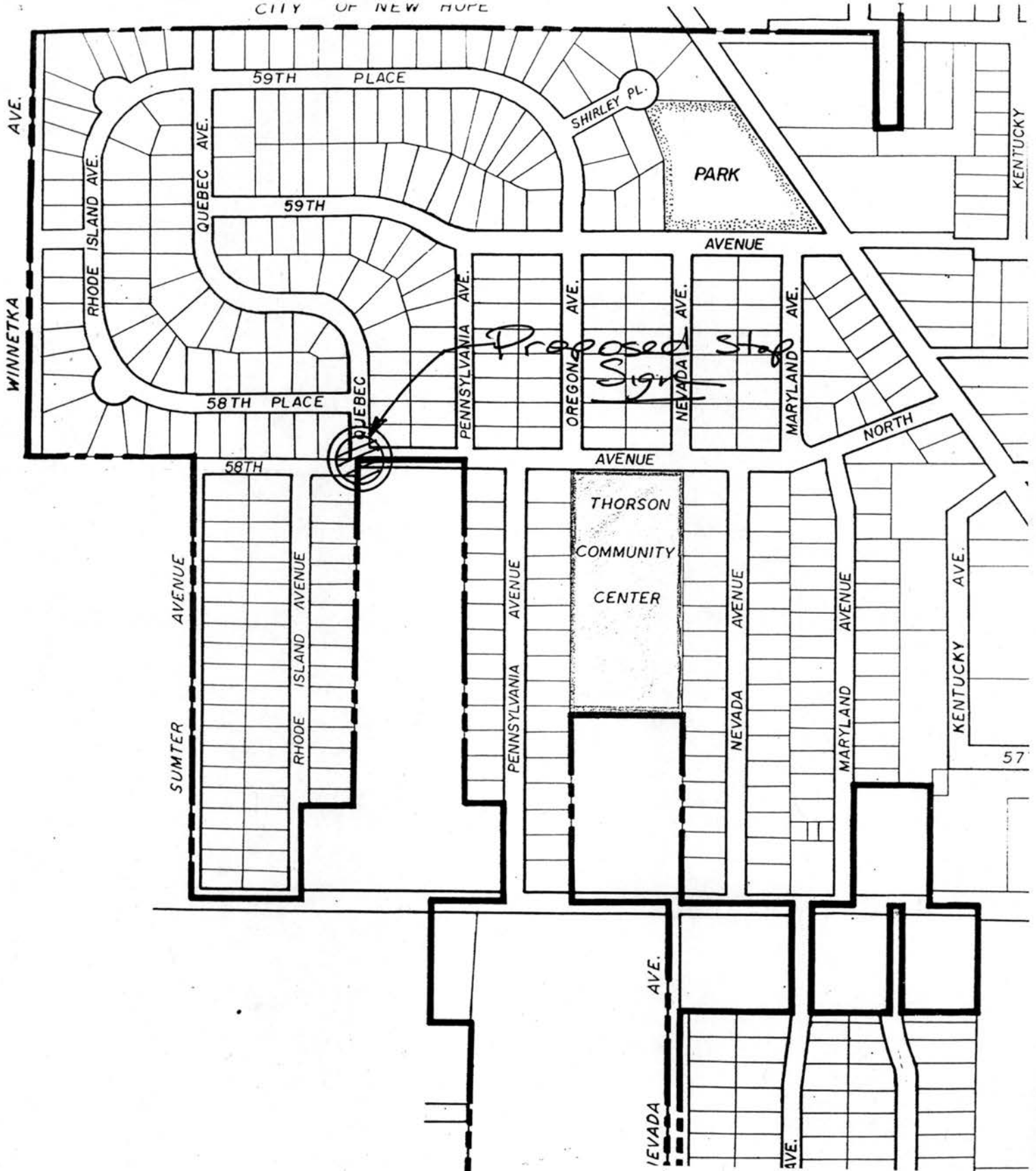
ATTEST:

City Clerk

DATE: October 8, 1990
TO: Jerry Dulgar, City Manager
FROM: William Monk, City Engineer
SUBJECT: Stop Sign on Quebec at 58th Avenue

Problems with sight restrictions and a slight offset with the thru movement on 58th Avenue at Quebec Avenue have been noted by residents and City staff. Since the movement along 58th Avenue is clearly the thru route, it is recommended that a stop sign be installed on Quebec Avenue at 58th Avenue to remedy the situation.


WM:mb



LOCATION MAP

Scale
1" = 400'

DATE: October 11, 1990
TO: Jerry Dulgar, City Manager
FROM: William Monk, City Engineer
SUBJECT: Backyard Flooding at 6321 and 6407 46th Place

I have reviewed the attached report with the affected property owners on 46th Place. While the residents agree that an extension of the storm sewer is not appropriate based on the estimated cost, they continue to request City involvement with the construction of back yard sump/rock drain manholes to guard against a reoccurrence of the flooding situation experienced last spring.

I have made it clear that City involvement in the construction of private facilities is unusual. Given the circumstances, however, I agreed to bring the item to the Council's attention in terms of authorizing City crews to construct the manholes as long as all out of pocket costs for materials, estimated at \$500 per lot, were reimbursed.



BM:mb

Encl.

FEASIBILITY STUDY OF
DRAINAGE IMPROVEMENTS FOR
LOW LYING AREAS ALONG
46TH PLACE

AUGUST 30, 1990

~~DRAFT~~

On April 3, 1990 the City Council approved Resolution 90-22 directing the Engineering Department review options to alleviate drainage problems at 6321, 6401 and 6407 - 46th Place North. The single family residences at these locations have low back yards that will trap run-off from the area. Normally this run-off seeps away into the sandy soil. However, on March 11, 1990, a 2.5-inch rainfall event occurred while the ground was still frozen and flooded basements at 6321 and 6407 - 46th Place. It was this event that prompted area residents to submit a petition seeking relief.

Existing Conditions

Street and yard run-off in this section of Crystal drains in an eastward and northward direction. Although the terrain is generally flat, water must run to Douglas Drive and 47th Avenue before it is collected in storm sewers. During periods of heavy or intense rainfall, run-off on City streets does run quite deep but in most instances private property is not directly impacted. In this particular instance, drainage into the back yard areas is from surrounding private lots. This run-off cannot release onto the street because the back yards were excavated when the homes were constructed to accommodate construction of partial walkouts.

Potential Improvements

The only option available to the City in correcting this drainage situation involves extension of the municipal storm sewer from 47th Avenue. As noted on Exhibit A, an 18-inch diameter pipe could be extended south in the alley just west of Douglas Drive from 47th Avenue to 46th Place. The pipe would then extend west down 46th Place to the impacted residences. Two pipes would then need to be extended onto private property at 6321 and 6407 - 46th Place to provide outlets at the low spots and protecting the residence at 6401 - 46th Place.

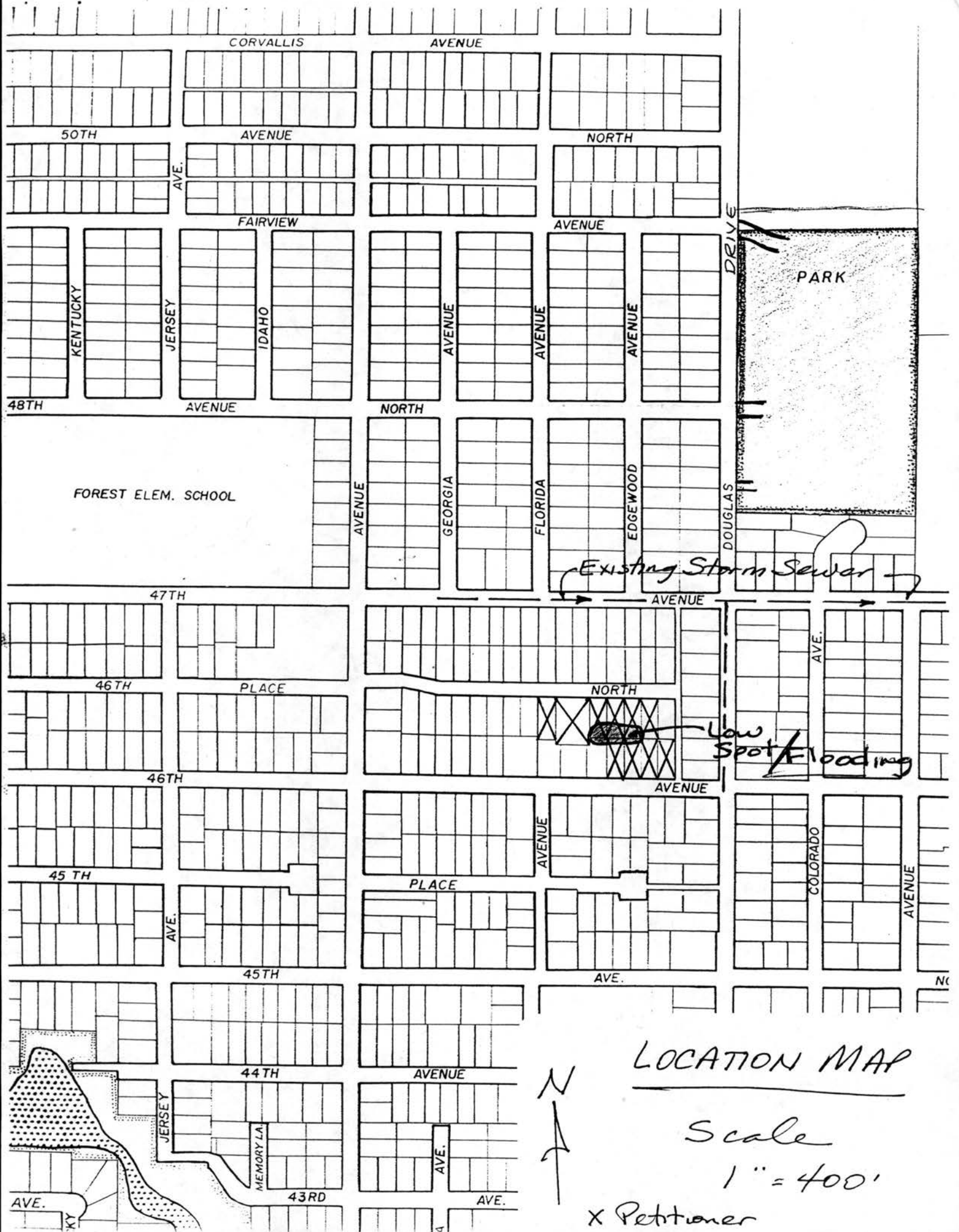
The cost for extension of the storm sewer is \$40,485. As noted in the attached itemization of costs, pipe material and restoration costs significantly impact the overall project.

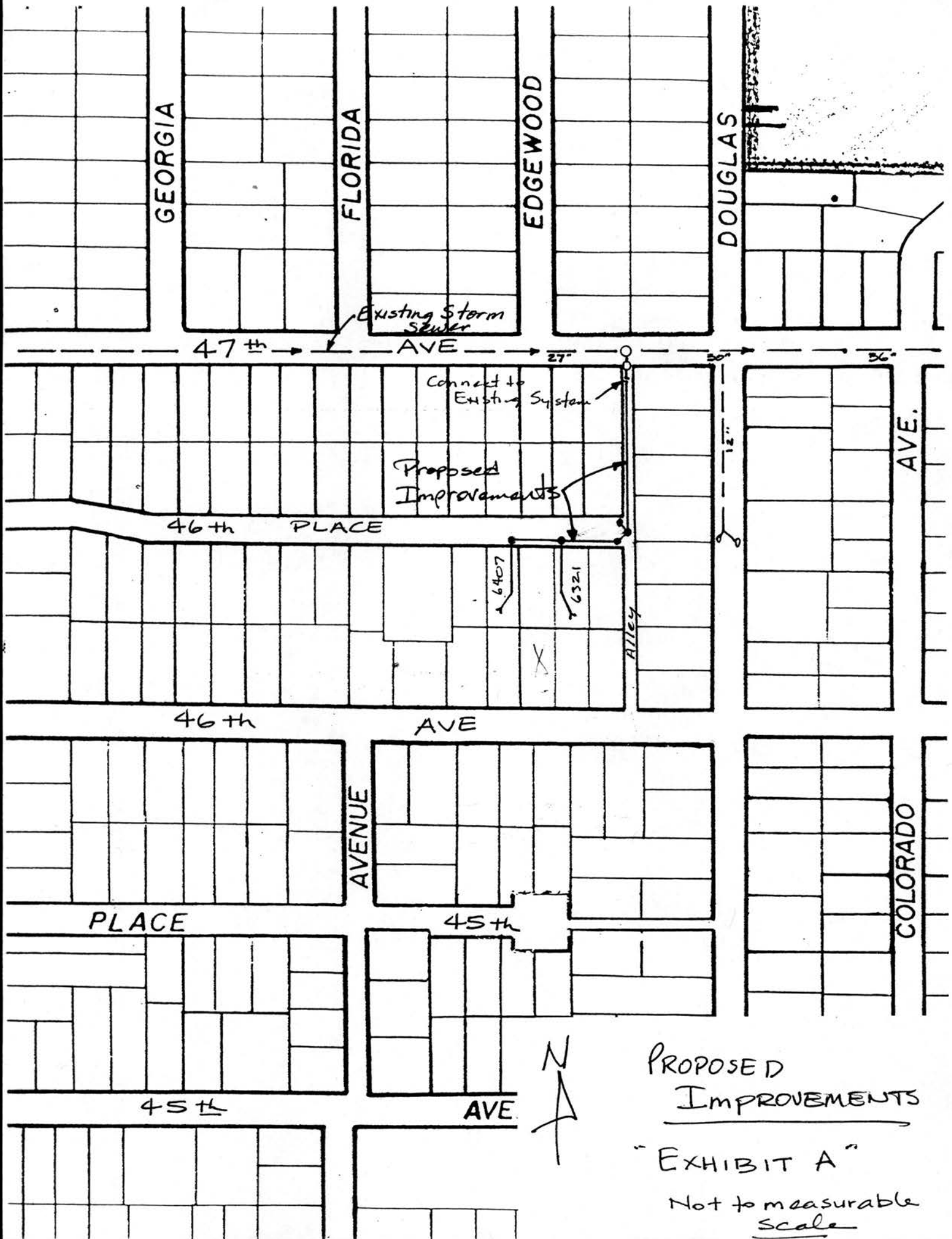
The high project costs also make it difficult to manage the assessment of benefited property. The tributary drainage area is quite small and results in large individual assessments that are difficult to justify in light of the seasonal and localized benefit to the flooded homes.

Conclusion

While extension of the municipal storm sewer noted above is feasible from an engineering prospective, I must question whether it is feasible in terms of economics. Establishing benefit to upland properties in a situation where only drainage from private property is involved would prove even more difficult than normal, which is hard enough in the first place.

I recommend at this point, Crystal work with the two affected residents on construction of back yard sumps where submersible pumps can be installed as needed with hoses outletting onto the street. While these installations are somewhat cumbersome, it appears the need for relief only arises with the frozen ground situation coupled with a sizeable rainfall. I feel the installation and operation of such a drainage system should be the responsibility of the impacted residents although Crystal personnel could assist in a number of ways to minimize costs.





PROPOSED
IMPROVEMENTS

"EXHIBIT A"

Not to measurable
Scale

CONSTRUCTION FOR 46TH PLACE NORTH
PETITION PROJECT FOR BACK YARD FLOODING

Work in Alley to Manhole and Catch Basins at 46th Place

	<u>Item</u> <u>Totals</u>
580 S.Y. Blacktop removal @ \$2.25	\$1,305
334 L.F. 18" RCP @ \$25.00	8,350
1 ea Manhole 0-8' Deep @ \$800.00	800
3 ea Catch Basins @ \$600.00	1,800
30 L.F. 12" CB Lead @ \$18.00	540
1 ea Connect to Existing Pipe @ \$400.00	400
580 S.Y. Blacktop Restoration @ \$6.00	3,480
150 S.Y. Yard Restoration @ \$3.50	<u>525</u>
	\$17,200

Work in 46th Place North and Across Private Property

600 S.Y. Blacktop Removal @ \$2.25	\$1,350
190 L.F. 15" RCP @ \$21.50	4,085
250 L.F. 12" RCP @ \$18.00	4,500
2 ea Manholes 0-8' Deep @ \$800.00	1,600
2 ea 12" FES @ \$250.00	500
600 S.Y. Blacktop Restoration @ \$6.00	3,600
100 S.Y. Yard Restoration @ \$3.50	<u>350</u>
	\$15,985
Total Construction	33,185
Engineering, Administration, Contingency	<u>7,300</u>
	\$40,485

To: Bill Monk, Public Works Director
 From: John Hill, Utilities Superintendent *OK*
 Subject: Alternative to storm sewer system
 Date: October 2, 1990

Because we currently do not have a storm sewer system in the area of 6321 and 6407 46th Place the following alternative is one way to catch the water and let it percolate into the soil and help relieve some of the flooding problem.

Installation of 27" by 8' pvc pipe in each back yard with catch basin frame and grate.

Cost for this alternative is as follows:

Material

(2) 13' sections of 27" PVC pipe for both properties	= \$ 710.06
(2) Manhole frames and grates	= 250.00
(4) Ton of rock	= 31.20

Sub total = \$ 991.26

Equipment

(1) Backhoe # 433 for 24 hours @ \$ 45.00/hour	= \$ 1080.00
(1) Equipment truck # 427 @ \$ 7.00/hour x 24 hours	= 168.00
(1) Dump truck for hauling @ \$ 12.00/hour x 16 hours	= 192.00

Sub total = \$ 1440.00

Labor

(1) Heavy Equipment operator 24 hours x \$ 28.04/hour	= \$ 672.96
(1) Maintenance operator 24 hours x \$ 19.25/hour	= 462.00

Sub total = \$ 1134.96


MEMORANDUM

DATE: October 4, 1990

TO: Jerry Dulgar, City Manager

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

SUBJECT: Community Transit Study



Last year the City Council approved participation in a community transit study along with the cities of Brooklyn Park, Maple Grove and Osseo.

After a year of study, the consultants have submitted a final report, which is attached to this memo.

To very briefly summarize what they have indicated is that the best system for our use would be a dial-a-ride system in which a person would call in and ask for a ride from where they were to a designated location in one of the four communities. This could be on a scheduled basis or "on the day of" basis.

The difficulty in providing any type of bus system, however, is that the fees from the riders will not cover the entire cost of the system and the cities would have to subsidize it. The first year of operation would be subsidized by the Regional Transit Board as a demonstration project thereby reducing the cities contribution. The cost of breakdown for the dial-a-ride system proposed by the study is indicated on page 52 and page 53.

Specifically the City of Crystal, based on its population, would have to pay \$9,000 for the system during the demonstration period. If the demonstration proved successful, the normal operation annual cost to the City would be from \$22,000-\$27,000 depending on ridership. The cost of the program may be prohibitive, but it may be something Crystal would wish to do on a demonstration basis.

At our last meeting of the cities, Maple Grove seemed to be very enthusiastic about this as an adjunct to their present bus system. Brooklyn Park is somewhat hesitant because of the cost and Osseo has not indicated whether they would be interested or not.

I think it is a worthwhile project and is worth study and the commitment of \$9,000. But before any further commitment, we would have to look at the usage of the system. Perhaps the Council would want to hold another public hearing to determine whether the ridership justifies subsidizing the bus system for an average of \$25,000 a year.

If you wish, I can present the material at the next City Council meeting.

JAO:jt
Encl.

COMMUNITY TRANSIT STUDY

**BROOKLYN PARK
MAPLE GROVE
CRYSTAL
OSSEO**

Prepared For:

**Cities of Brooklyn Park, Maple Grove,
Crystal, and Osseo**

Prepared By:

Barton-Aschman Associates, Inc.

September 1990

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1.0 INTRODUCTION

1.1 Community Demonstration Grant Program

The Regional Transit Board (RTB) sponsored a Community Demonstration Grant Program to enlist community involvement in planning new and innovative methods for meeting their present and future transit needs.

The Cities of Brooklyn Park, Maple Grove, Crystal, and Osseo, recognizing the need to supplement existing transit services submitted a joint proposal to RTB in October 1989 in response to an RTB invitation to communities. Barton-Aschman Associates, Inc. was commissioned by the cities to assist in drafting the proposal and developing the scope of work.

The application by the four cities was approved and the grant to conduct the study was awarded by the RTB. The cities then appointed Barton-Aschman to undertake the transit study. The City of Brooklyn Park acted as administrators of the study.

1.2 Steering Committee

A Steering Committee consisting of representatives of the cities and the Regional Transit Board was formed to guide the study and participate in its activities. The following representatives participated in the study:

Brooklyn Park - Ron West (Convenor)

Maple Grove - Jon Elan, Diane Dolan, Sharon White

Crystal - John Olson

RTB - Dan Murray and David Jacobson

Barton-Aschman - Ron Jackson and Dan Meyers

The City of Osseo was not represented at the meetings but Mr. Richard Setzler was nominated as the representative.

1.3 Study Area

The study area consisted of the Cities of Brooklyn Park, Maple Grove, Crystal, and Osseo.

2.0 REVIEW OF SIMILAR SERVICES IN THE TWIN CITIES METROPOLITAN AREA

A review of two similar fixed-route transit services operating in the Twin Cities metropolitan area was conducted. The two services examined are:

1. The Roseville circulator which is reported to be operating successfully.
2. The Plymouth midday circulator which was recently abandoned.

2.1 The Roseville Area Circulator

Transit Operations

The Roseville Area Circulator is a fixed, radial route stemming from the 1.2 million square foot Rosedale shopping center. There are a total of six routes serving the cities of Roseville, Lauderdale, Falcon Heights, Little Canada, and Shoreview as shown in Figure 1.

Besides Rosedale shopping center, the circulator also serves six other smaller shopping centers, eight medium to high density residential complexes, Roseville City Hall, Fairview Community Center, and the University of Minnesota St. Paul Student Center.

Timed transfer points are located at the following scheduled time points: Rosedale - MTC routes, St. Paul 4, 12 and 17, and Minneapolis 6; University of Minnesota St. Paul Student Center - University Inter-Campus route 13; Rainbow Foods in Little Canada and intersection of County Road B and Dale - North Suburban Bus Lines.

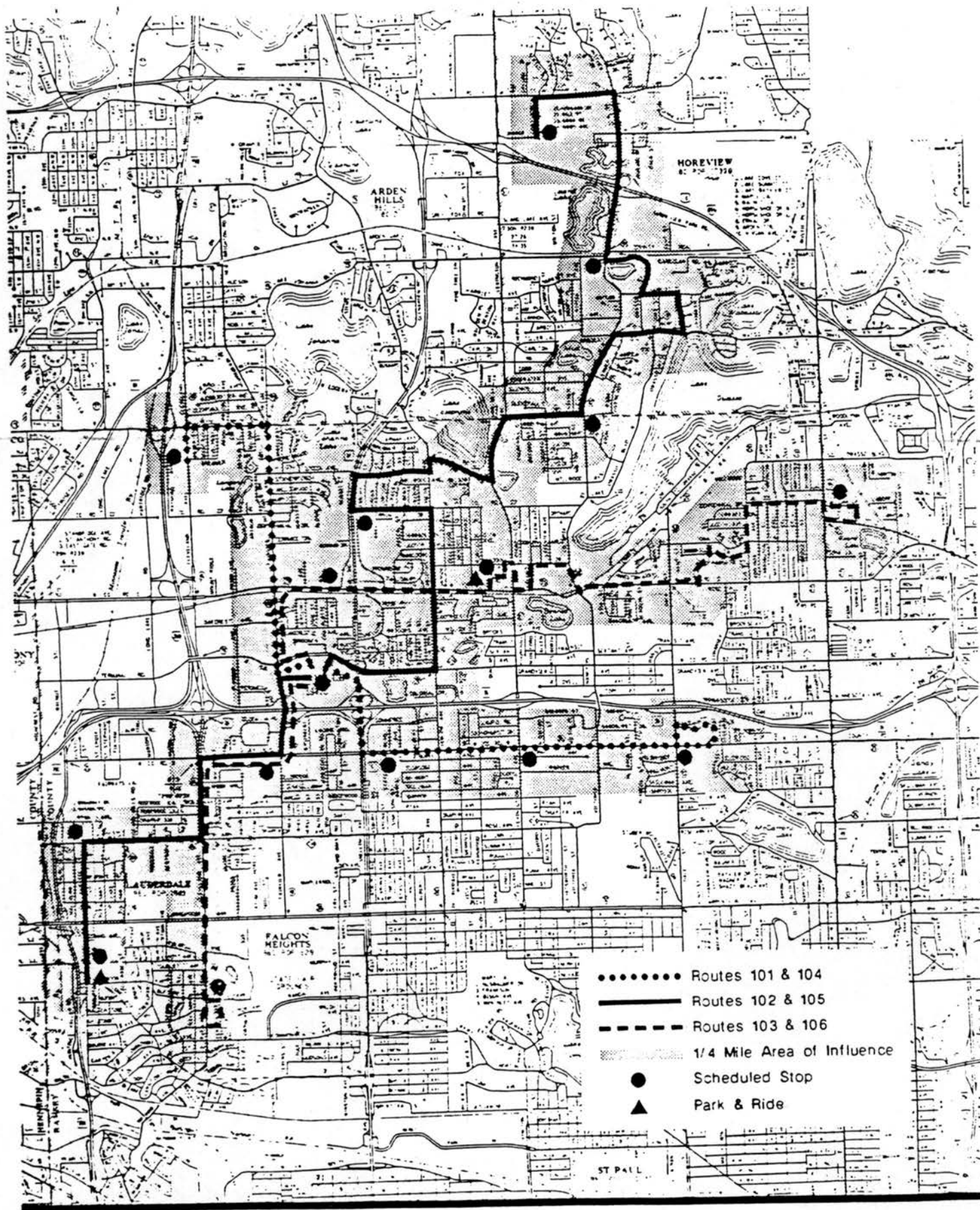
The Roseville Area Circulator is operated by the Morley Bus Company and runs every day, including holidays. Hours of service are from:

- 6:45 A.M. to 10:15 P.M. - weekdays
- 8:00 A.M. to 6:45 P.M. - Saturdays
- 11:00 A.M. to 6:15 P.M. - Sundays and holidays

Fares to ride the Roseville Area Circulator are:

	<u>Peak*</u>	<u>Off-peak</u>
Adults	.75	.50
Seniors	.75	.10
Students	.75	.25
Children under six years	free	free
*Peak hours: 6:00 A.M. to 9:00 A.M.		
3:30 P.M. to 6:30 P.M.		

There are free transfers between all Roseville Area Circulator routes. Transfers are also available for MTC routes 4, 6C, 12R, and 17, North Suburban Lines, and University of Minnesota Transit.



Roseville Area Circulator

Transit Service Area

Figure 1 also shows a shaded area reflecting a quarter-mile area of influence on either side of the route. The quarter-mile area of influence was plotted on aerial photographs of Roseville and the number of households in the area were determined. Below are the estimated miles of each route and the number of households served for each bus mile.

Route 101	-	13,300 feet	=	2.52 miles
Route 102	-	41,600 feet	=	7.88 miles
Route 103	-	33,200 feet	=	6.29 miles
Route 104	-	17,400 feet	=	3.29 miles
Route 105	-	15,600 feet	=	2.95 miles
Route 106	-	16,000 feet	=	<u>3.03 miles</u>

TOTAL 26 miles

There are 5,200 households within the quarter-mile area of influence, revealing that there are 200 households served per mile.

Transit Statistics

The following statistics are the estimated annual costs and revenues from July 1989 to July 1990 for the Roseville Area Circulator.

	<u>1989-1990</u> <u>Estimated Annual</u>
Passenger Fares	\$ 26,630
Subsidy	\$532,360
Total Expenses	\$558,990
Passengers	117,382
Total Hours	23,290
Revenue Hours	23,290
Total Miles	315,172
Revenue Miles	315,172
Cost Per Passenger	\$ 4.76
Subsidy Per Passenger	\$ 4.53
Cost Per Revenue Mile	\$ 1.77
Subsidy Per Revenue Mile	\$ 1.69
Passengers Per Revenue Mile	0.37
Average Fare Per Passenger	\$ 0.23
Revenue Miles Per Revenue Hours	13.53
% Cost Covered by Fares	4.76%

2.2 The Plymouth Midday Circulator

At the time of this report, the Plymouth Midday Circulator has been abandoned and has been replaced with a dial-a-ride service. The date service was stopped was May 1, 1989. The reason it has been included in this report is for comparison purposes to other similar services that are operating successfully.

Transit Operations

The Plymouth Midday Circulator was a fixed, circulator route operating within the City of Plymouth with a segment going to Ridgedale Shopping Center. There was one route that operated only in Plymouth as shown in Figure 2.

Besides Ridgedale Shopping Center, the circulator also served primarily low to medium density residential areas, a park and ride lot at Trunk Highway 55 (TH 55) and South Shore Drive, and some smaller retail centers along TH 55.

Transfer points were located at the TH 55 park and ride lot for both MTC and Medicine Lake Lines (MLL) routes and at Ridgedale shopping center for MTC routes.

The Plymouth Midday Circulator was operated by Medicine Lake Lines and made clockwise resolutions through the Plymouth Metrolink service (see Figure 2) area between the hours 9:00 A.M. and 4:45 P.M. The midday service operated seven days a week, except on major holidays.

The one-way fare was 60 cents.

Transit Service Area

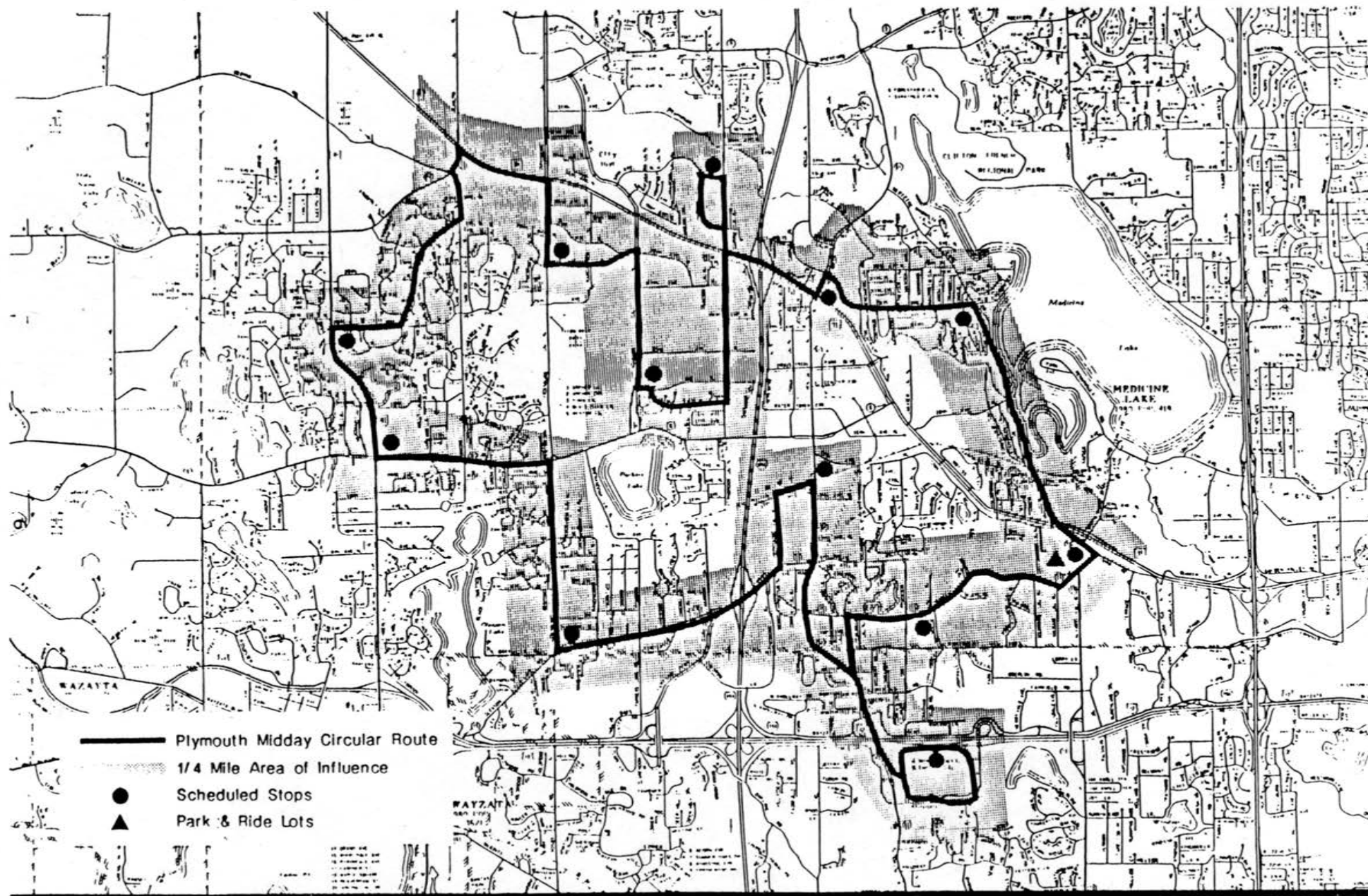
Figure 2 also shows a shaded area reflecting a quarter-mile area of influence on either side of the route. The quarter-mile area of influence was plotted on aerial photographs of Plymouth and the number of households in the area were determined. Below is the estimated miles of the circulator route and the number of households served for each bus mile.

Plymouth Midday Circulator - 94,400 feet = 18 miles

There are 3,970 households within the quarter-mile area of influence, revealing that there are 220 households served per mile.

Transit Statistics

The following statistics are the actual annual costs and revenues from January 1987 to January 1988 for the Plymouth Midday Circulator.



Plymouth Middy Circulator



Barton-Aschman Associates, Inc.

Figure 2

	1987 - 1988
	<u>Actual</u> <u>Annual</u>
Administrative Expenses*	\$11,321
Transit Service Expense	\$41,265
Total Cost for Circulator	\$52,586
Fare Revenues	\$ 7,915
Other Revenues	\$ 3,852
Total Subsidy for Circulator	\$40,819
Passengers	13,189
Revenue Hours	2,168
Total Miles	47,416
Cost Per Revenue Hour	\$ 24.26
Subsidy Per Revenue Hour	\$ 18.83
Cost Per Total Mile	\$ 1.11
Subsidy Per Total Mile	\$ 0.86
Cost Per Passenger	\$ 3.99
Subsidy Per Passenger	\$ 3.09
Passengers Per Total Mile	0.28
Passengers Per Revenue Hours	6.08
Average Fare Per Passenger	\$ 0.60
Percent covered by Farebox	15.05%
*Administrative expenses are allocated based on vehicle miles	

2.3 Dial-A-Ride Service

Three dial-a-ride services were examined operating in the western suburbs. All three are currently being operated by the Morley Bus Company. They are:

1. Shakopee
2. Southwest Metro
3. Plymouth

Shakopee Dial-a-Ride

Began in April of 1989, there are currently three vans operating only within the City of Shakopee. Approximately 80 percent of the dial-a-ride business comes from the northwest section of Shakopee or the central business district and residential areas. Many of the riders are pre-school and school children and senior citizens.

The hours of operation are 6:00 A.M. to 9:00 P.M. on weekdays and 9:00 A.M. to 5:00 P.M. on Saturdays. No Sunday and holiday service is provided.

The fare structure is as follows:

	<u>Adult</u>	<u>Student</u>	<u>Senior Citizen</u>
24-hour advance notice	\$1.25	\$1.00	\$.75
Same day	\$2.00	\$1.50	\$1.00

Transit Statistics

The following statistics are the actual annual costs and revenues from January 1987 to January 1988 for the Shakopee Dial-A-Ride.

	<u>1987-1988</u> <u>Actual Annual</u>
Total Expenses	\$168,285
Fare Revenues	\$ 24,183
Other Revenues	\$ 169
Total Subsidy	\$143,933
Passengers	33,225
Revenue Miles	97,071
Passengers Per Revenue Mile	0.34
Cost Per Revenue Mile	\$ 1.73
Subsidy Per Revenue Mile	\$ 1.48
Cost Per Passenger	\$ 5.07
Subsidy Per Passenger	\$ 4.33
Average Fare Per Passenger	\$ 0.73
Percent Costs Covered by Farebox	14.37%

Southwest Metro Dial-a-Ride

The Southwest Metro dial-a-ride began in 1987 and has increased service in the years since it has been established. Currently, service is operated in Eden Prairie, Chaska, Chanhassen, and a shuttle on a demand-responsive basis between Eden Prairie Center and Southdale shopping center.

The only MTC routes operating in this area are Routes 53E and 53J. The number of vans operating under the Southwest Metro dial-a-ride system are: two in Chaska and Eden Prairie, one in Chanhassen, and one operating as the Southdale shuttle.

The primary purpose of the dial-a-ride trips are work related except in Chaska where a large number of pre-school and school children use the system.

The hours of operation are 6:00 A.M. to 6:00 P.M. on weekdays. No weekend or holiday service is provided.

The fare structure is as follows:

	<u>Adult</u>	<u>Student</u>	<u>Senior Citizen</u>
24-hour advance notice	\$1.00	\$.75	\$.50
Same day	\$1.50	\$1.00	\$.75

Transit Statistics

The following statistics are the estimated annual costs and revenues from January 1989 to January 1990 for the Southwest Metro Dial-A-Ride.

	<u>1989-1990 Estimated Annual</u>
Administrative Expenses*	\$ 57,498
Transit Service Expense	\$107,239
Total Cost for Dial-A-Ride	\$164,737
Fare Revenues	\$ 26,584
Other Revenues	\$ 2,212
Total Subsidy for Dial-A-Ride	\$135,941
Passengers	28,854
Revenue Hours	8,880
Revenue Miles	243,486
Cost Per Revenue Hour	\$ 18.65
Subsidy Per Revenue Hour	\$ 15.31
Cost Per Revenue Mile	\$ 0.68
Subsidy Per Revenue Mile	\$ 0.56
Cost Per Passenger	\$ 5.81
Subsidy Per Passenger	\$ 4.80
Passengers Per Revenue Mile	0.12
Passengers Per Revenue Hours	3.10
Average Fare Per Passenger	\$ 0.94
Percent Recovered by Farebox	16.12%

*Administrative expenses are allocated based on vehicle miles.

Plymouth Dial-a-Ride

Started in May of 1989, there are currently four vans operating in the City of Plymouth, downtown Wayzata, Ridgedale Shopping Center, Golden Valley Shopping Center, and the K-Mart in New Hope.

There are MTC and Medicine Lake Lines routes operating in these areas, but there are no transfer points identified as part of the dial-a-ride service.

The primary purposes of the dial-a-ride trips are work and shopping related with even coverage among the areas served.

The hours of operation are 6:00 A.M. to 6:00 P.M. on weekdays and 9:00 A.M. to 5:00 P.M. on weekends. No holiday service is provided.

The fare structure is \$1.00 for all persons with 24-hour advance notice and \$1.50 for all persons with same day notice.

Transit Statistics

The following statistics are the actual annual costs and revenues from January 1988 to January 1989 for the Plymouth Dial-A-Ride.

	1988-1989 <u>Actual Annual</u>
Passenger Fares	\$ 8,139
Miscellaneous Revenues	\$ 9,746
RTB Funding	\$58,610
Total Revenues	\$74,495
Passengers	13,587
Revenue Miles	50,249
Total Miles	55,188
Revenue Hours	2,053
Total Hours	2,303
Cost Per Passenger	\$ 5.49
Subsidy Per Passenger	\$ 4.17
Cost Per Revenue Mile	\$ 1.48
Subsidy Per Revenue Mile	\$ 1.13
Cost Per Revenue Hour	\$ 36.28
Subsidy Per Revenue Hour	\$ 27.57
Passengers Per Revenue Mile	0.27
Average Fare Per Passenger	\$ 0.60
Revenue Miles Per Revenue Hours	24.47
Percent Cost Covered by Fares	10.93%

3.0 TRANSIT TRIP CHARACTERISTICS

Trip generation characteristics of transit users in Brooklyn Park, Crystal, Maple Grove, and Osseo were reviewed and summarized with results listed on the following pages. The objective of this task was to identify the users of the existing transit system and the purposes of the transit trips that were made by the users.

The tables were derived from survey data gathered in October and November of 1988 on sampled MTC and private provider (Medicine Lake Lines and North Suburban Lines) bus routes in the seven-county Metropolitan area. The survey mentioned above was completed as part of the preliminary engineering study for light rail transit in the Minneapolis/St. Paul metropolitan area. The sponsors of the survey were the Regional Transit Board (RTB) and the Hennepin County Regional Railroad Authority (HCRRA).

Over 4,500 transit trips were made to or from the study area on a typical weekday.

Trip purposes of transit passengers are shown in Table 3.1. Home-based work trips (from home to work or from work to home) are predominant.

Transfers from one bus to others are shown in Table 3.2. Few passengers from Brooklyn Park, Maple Grove, or Osseo use more than one bus. Crystal passengers had 33 percent using more than one bus.

Age distribution of passengers is shown in Table 3.3. Very low percentages of trips were made by passengers under 18 or over 64. Crystal in contrast showed 10 percent over 64.

Gender of passengers is shown in Table 3.4. Female passengers constituted by far the greatest percentage.

The income distribution of passengers is shown in Table 3.5. A large percentage of passengers were in the high income groups.

TABLE 3.1
TRANSIT TRIPS BY PURPOSE

Trip Purpose	Brooklyn Park		Crystal		Maple Grove		Osseo'	
	No.	Percent	No.	Percent	No.	Percent	No.	Percent
Home-Based Work	2,000	83.3%	912	61.4%	499	80.6%	19	56.1%
Home-Based Shopping	33	1.4%	79	5.3%	0	0.0%	0	0.0%
Home-Based School	86	3.6%	35	2.4%	19	3.1%	0	0.0%
Home-Based Personal Business	45	1.9%	158	10.6%	4	0.7%	0	0.0%
Home-Based University	46	1.9%	43	2.9%	75	12.1%	0	0.0%
Home-Based Other	69	2.9%	144	9.7%	21	3.5%	15	43.9%
Non-Home Based	72	3.0%	114	7.6%	0	0.0%	0	0.0%
No Response	50	2.1%	0	0.0%	0	0.0%	0	0.0%
Total	2,401	100.0%	1,484	100.0%	619	100.0%	33	100.0%

'Small Sample - unreliable

TABLE 3.2
NUMBER OF BUSES USED

Number of Buses Taken	Brooklyn Park		Crystal		Maple Grove		Osseo'	
	No.	Percent	No.	Percent	No.	Percent	No.	Percent
One	1,936	80.6%	996	67.1%	571	92.3%	33	100.0%
Two	393	16.4%	419	28.2%	44	7.1%	0	0.0%
Three	65	2.7%	46	3.1%	4	0.7%	0	0.0%
Four	8	0.3%	23	1.6%	0	0.0%	0	0.0%
No Response	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	2,401	100.0%	1,484	100.0%	619	100.0%	33	100.0%

'Small Sample - unreliable

TABLE 3.3
AGE DISTRIBUTION OF TRANSIT PASSENGERS

Age	Brooklyn Park		Crystal		Maple Grove		Osseo	
	No.	Percent	No.	Percent	No.	Percent	No.	Percent
Less than 18 Years	25	1.0%	30	2.0%	4	0.7%	0	0.0%
18 to 24 Years	511	21.3%	285	19.2%	73	11.8%	0	0.0%
25 to 34 Years	864	36.0%	411	27.7%	241	38.9%	19	56.1%
35 to 44 Years	591	24.6%	237	16.0%	198	32.0%	0	0.0%
45 to 54 Years	252	10.5%	152	10.2%	101	16.3%	15	43.9%
55 to 64 Years	136	5.7%	219	14.7%	0	0.0%	0	0.0%
Greater than 64 Years	23	0.9%	151	10.2%	2	0.3%	0	0.0%
No Response	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Total	2,401	100.0%	1,484	100.0%	619	100.0%	33	100.0%

13 'Small Sample - unreliable

TABLE 3.4
GENDER OF PASSENGERS

Gender	Brooklyn Park		Crystal		Maple Grove		Osseo'	
	No.	Percent	No.	Percent	No.	Percent	No.	Percent
Male	634	26.4%	561	37.8%	91	14.7%	0	0.0%
Female	1,761	73.3%	906	61.0%	528	85.3%	33	100.0%
No Response	6	0.2%	18	1.2%	0	0.0%	0	0.0%
Total	2,401	100.0%	1,484	100.0%	619	100.0%	33	100.0%

'Small Sample - unreliable

TABLE 3.5
INCOME DISTRIBUTION OF TRANSIT PASSENGER

Income	Brooklyn Park		Crystal		Maple Grove		Osseo'	
	No.	Percent	No.	Percent	No.	Percent	No.	Percent
Less than \$7,000	98	4.1%	165	11.1%	0	0.0%	0	0.0%
\$7,001 - \$17,000	305	12.7%	275	18.5%	72	11.7%	0	0.0%
\$17,001 - \$31,000	631	26.3%	388	26.1%	84	13.5%	0	0.0%
\$31,001 - \$47,000	735	30.6%	364	24.5%	234	37.9%	9	28.0%
Greater than \$47,000	429	17.9%	209	14.1%	199	32.1%	24	72.0%
No Response	204	8.5%	84	5.7%	30	4.9%	0	0.0%
Total	2,401	100.0%	1,484	100.0%	619	100.0%	33	100.0%

4.0 EXISTING TRANSIT SERVICE

4.1 City of Brooklyn Park

Existing transit service in Brooklyn Park is operated by the Metropolitan Transit Commission (MTC). Figure 3 shows the routes of the existing service. This service is primarily located in the southern half of the City of Brooklyn Park and also along the eastern edge of the city on the River Road. There are a total of eight fixed routes passing through Brooklyn Park.

Existing park and ride lot locations are at County Road 81 and 85th Avenue North, Zane Avenue and 69th Avenue North, and at State Trunk Highway 252 and 73rd Avenue North. MTC-maintained bus shelters exist at Zane Avenue and 85th Avenue North, Zane Avenue and 73rd Avenue North, and at Broadway Avenue and 63rd Avenue North. The locations of these facilities can be seen in Figure 3.

Figure 4 displays the major employment concentrations, retail areas, park and public facilities, medium to high residential uses, and other points of interest within the City of Brooklyn Park.

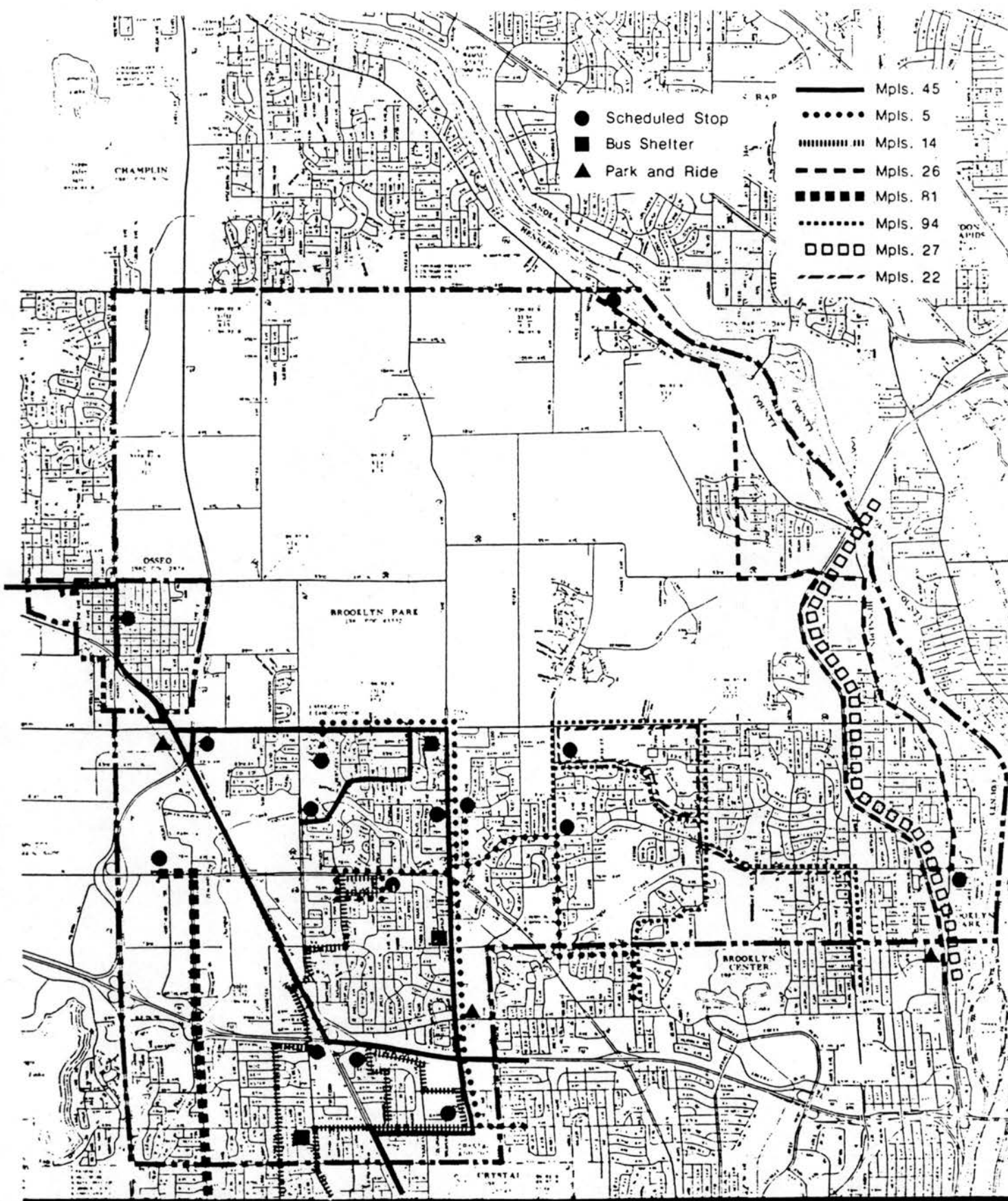
Bus service, with frequency of service (number of bus trips) during the peak and midday periods, are described below. The time periods covering the categories under frequency of service are as follows: A.M. Peak - 6:00 to 9:00 A.M.; Midday - 9:00 A.M. to 3:00 P.M.; and P.M. Peak - 3:00 to 6:00 P.M.

Ridership statistics for the bus routes that pass through Brooklyn Park are summarized monthly by the MTC. The most recent ridership numbers are from January 1990. The data below is for an average weekday in January 1990. The route profile numbers that the MTC provides, does not distinguish between branches of a route nor the southern or northern halves of routes.

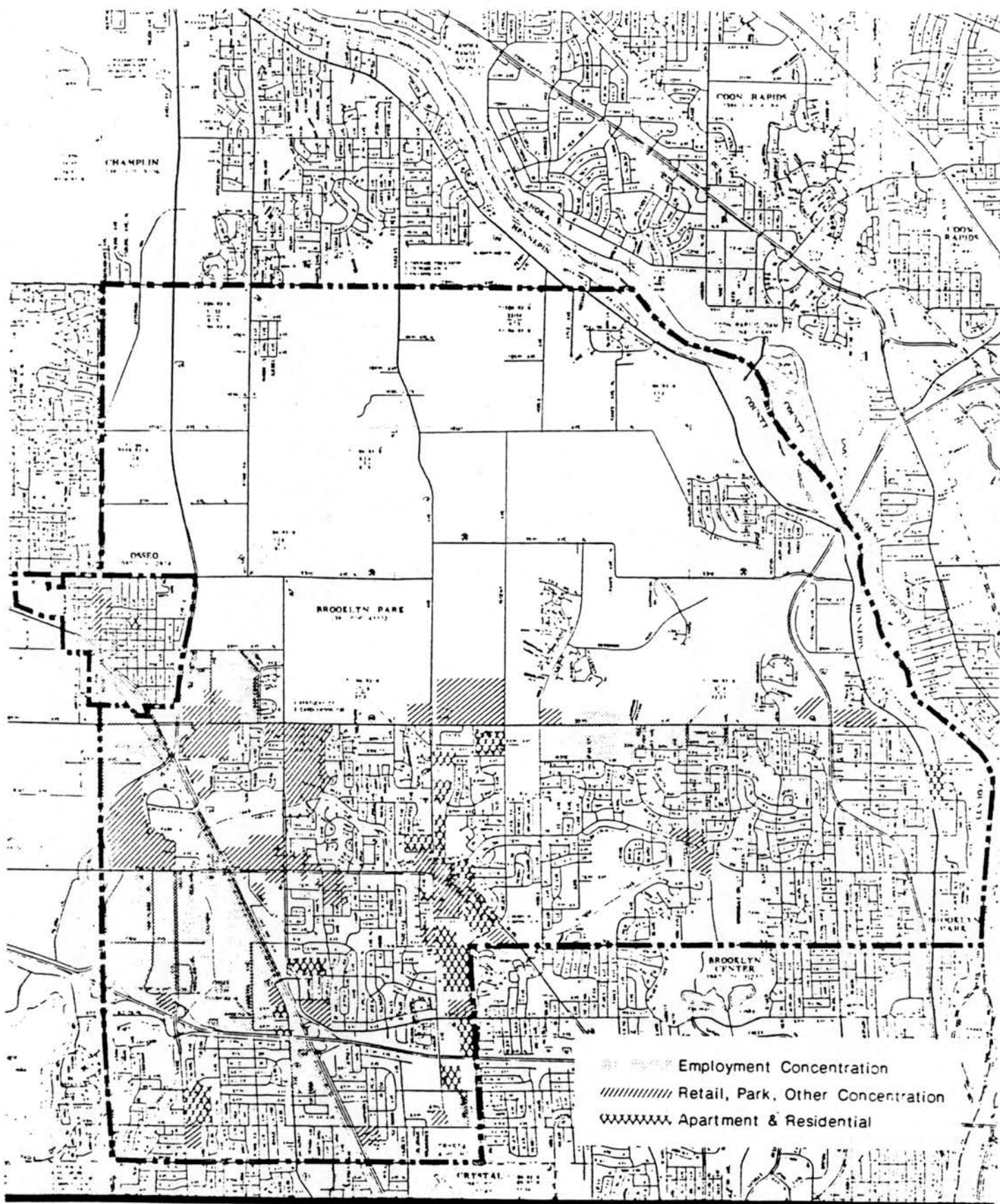
<u>Route</u>	<u>Daily Ridership for Entire Route</u>
5	18,532
14	7,231
22	7,269
26	1,401
27	3,038
45	1,252
81	303
94F	287
94M	203
TOTAL Brooklyn Park Routes	39,516

4.2 City of Crystal

Existing transit service in Crystal is operated by the Metropolitan Transit Commission (MTC). Figure 5 shows the routes of the existing transit service. The service is located throughout the City of Crystal, primarily along the major corridors of CR 81, Douglas Drive, Broadway Avenue, Bass Lake Road, and

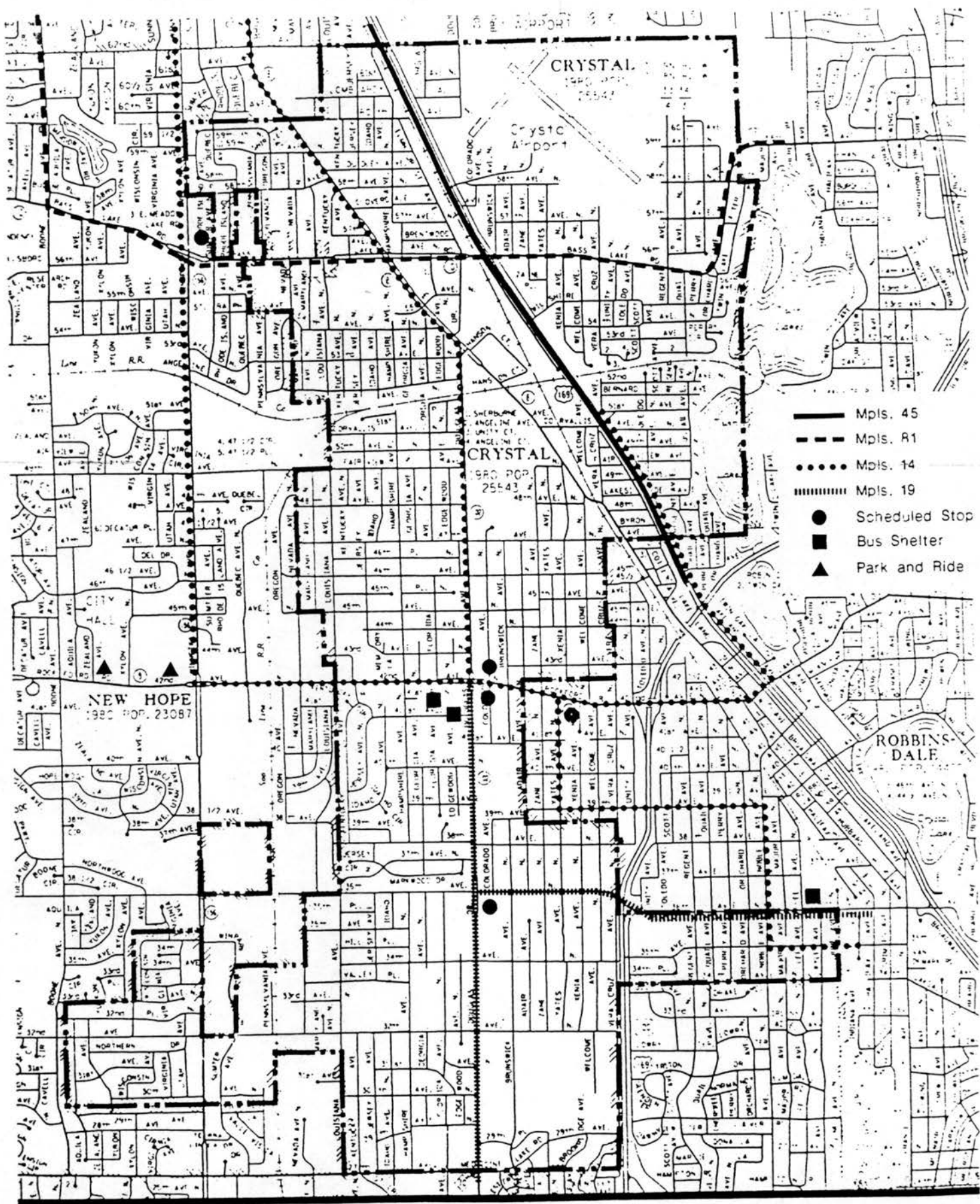


Transit Routes and Facilities in Brooklyn Park and Osseo



Major Attractors within Brooklyn Park and Osseo





Transit Routes and Facilities in Crystal

42nd Avenue North. There are a total of four fixed routes passing through Crystal.

Existing park and ride lot locations are at Vera Cruz and 43rd Avenue North, Winnetka and Rockford Road, and at Xylon Avenue and Rockford Road, MTC-maintained bus shelters are at Kyle Avenue and 36th Avenue North, Douglas and 41st Avenue North, and at Douglas and 42nd Avenue North. The locations of these facilities can be seen in Figure 5.

Figure 6 displays the major employment concentrations, retail areas, park and public facilities, medium to high residential uses, and other points of interest within the City of Crystal.

Bus service, with frequency of service (number of bus trips) during the peak and midday periods, are described below. The time periods covering the categories under frequency of service are as follows: A.M. Peak - 6:00 to 9:00 A.M.; Midday - 9:00 A.M. to 3:00 P.M.; and P.M. Peak - 3:00 to 6:00 P.M.

Ridership statistics for the bus routes that pass through Crystal are summarized monthly by the MTC. The most recent ridership numbers are from January 1990. The data below is for an average weekday in January 1990. The route profile numbers that the MTC provides, does not distinguish between branches of a route nor the southern or northern halves of routes.

<u>Route</u>	<u>Daily Ridership for Entire Route</u>
14	7,231
19	6,099
45	1,252
81	<u>303</u>
TOTAL Crystal Routes	14,885

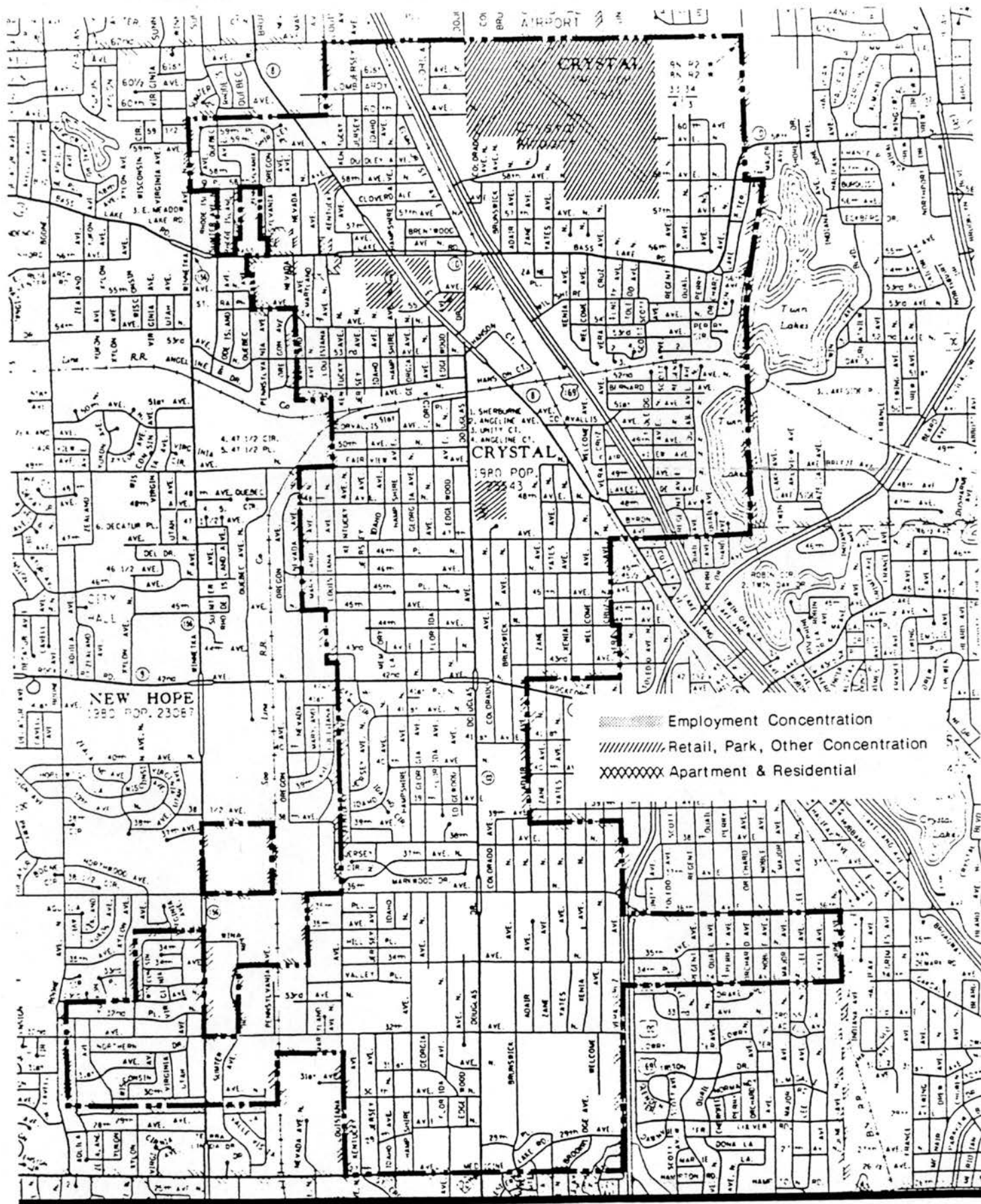
4.3 City of Maple Grove

Existing transit service in Maple Grove is operated by the Metropolitan Transit Commission (MTC) and Medicine Lake Lines (MLL). Figure 7 shows the routes of the existing transit service. The bus service is located primarily in the eastern half of the City of Maple Grove. There are a total of two fixed routes within Maple Grove.

Existing park and ride lot locations are at Zachary Lane and 95th Avenue North and at Maple Knoll Lane and Rice Lake Road. There are no bus shelters on the bus routes. The location of these facilities are identified on Figure 7.

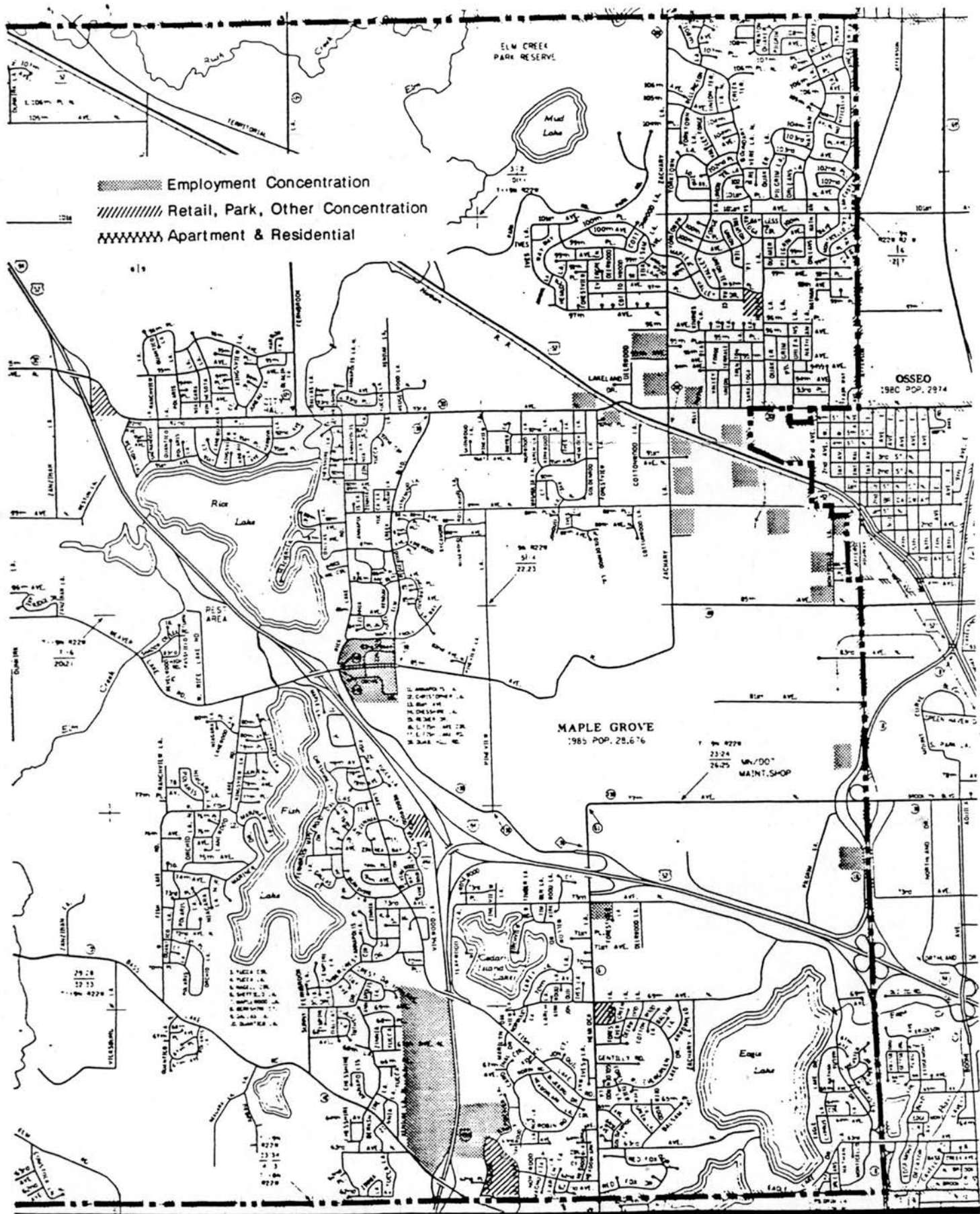
Figure 8 displays the major employment concentrations, retail areas, park and public facilities, medium to high residential uses, and other points of interest within the City of Maple Grove.

Bus service, with frequency of service (number of bus trips) during the peak and midday periods, are described below. The time periods covering the



Major Attractors within Crystal





Major Attractors within Maple Grove

categories under frequency of service are as follows: A.M. Peak - 6:00 to 9:00 A.M.; Midday - 9:00 A.M. to 3:00 P.M.; and P.M. Peak - 3:00 to 6:00 P.M.

Ridership statistics for the bus routes that pass through Maple Grove are summarized monthly by the MTC. The most recent ridership numbers are from January 1990. The data below is for an average weekday in January 1990. The route profile numbers that the MTC provides, does not distinguish between branches of a route nor the southern or northern halves of routes.

<u>Route</u>	<u>Daily Ridership for Entire Route</u>
45	1,252
MLL17	55
MLL18	43
MLL26	63
MLL33	64
TOTAL Maple Grove Routes	1,477

4.4 City of Osseo

Existing transit service in Osseo is operated by the Metropolitan Transit Commission (MTC). Figure 3 shows the routes of the existing transit service. The bus service travels directly through the center of the City of Osseo. There is one fixed route within Osseo.

An existing park and ride lot is located just south of Osseo at the intersection of CR 81 and 85th Avenue North. There are no bus shelters on the bus route. The location of the park and ride facility is identified on Figure 3.

Figure 4 displays the major employment concentrations, retail areas, park and public facilities, medium to high residential uses, and other points of interest within the City of Osseo.

Bus service, with frequency of service (number of bus trips) during the peak and midday periods, are described below. The time periods covering the categories under frequency of service are as follows: A.M. Peak - 6:00 to 9:00 A.M.; Midday - 9:00 A.M. to 3:00 P.M.; and P.M. Peak - 3:00 to 6:00 P.M.

Ridership statistics for the bus routes that pass through Osseo are summarized monthly by the MTC. The most recent ridership numbers are from January 1990. The data below is for an average weekday in January 1990. The route profile numbers that the MTC provides, does not distinguish between branches of a route nor the southern or northern halves of routes.

<u>Route</u>	<u>Daily Ridership for Entire Route</u>
45	1,252

TABLE 4.1
CITY OF BROOKLYN PARK EXISTING TRANSIT SERVICE

CITY OF BROOKLYN PARK EXISTING TRANSIT SERVICE

		Frequency of Service (Number of Bus Trips)						
Route	Operator	A.M. Peak		Midday		P.M. Peak		Description of Service
		Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	
5K	MTC	2	5	6	6	2	1	Local from North Hennepin Community College through Brooklyn Center to downtown Minneapolis
5L	MTC	5	6	7	6	4	2	Local from 80th Avenue and Zane through Brooklyn Center to downtown Minneapolis.
5N	MTC	3	3	7	7	4	5	Local from Hampshire and Brooklyn Boulevard through Brooklyn Center to downtown Minneapolis.
14D	MTC	2	3	6	6	4	4	Local from 67th Avenue and Idaho through Crystal, New Hope Robbinsdale, and downtown Minneapolis.
14D-EXP	MTC	4	-	-	-	-	4	Express from 67th Avenue and Idaho through Crystal and New Hope with express to downtown Minneapolis via CR 81.
14G	MTC	4	3	6	6	1	3	Local from Modern and Broadway through Crystal, New Hope, Robbinsdale, and downtown Minneapolis.
14G-EXP	MTC	-	-	-	-	1	-	Express from Modern and Broadway through Crystal and New Hope with express to downtown Minneapolis via CR 81.
14H	MTC	2	3	-	-	2	1	Local from Hampshire and Brooklyn Boulevard through Crystal, New Hope, Robbinsdale, and downtown

Minneapolis.

TABLE 4.1
CITY OF BROOKLYN PARK EXISTING TRANSIT SERVICE (CONTINUED)

Frequency of Service (Number of Bus Trips)								
Route	Operator	A.M. Peak		Midday		P.M. Peak		Description of Service
		Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	
14H-EXP	MTC	4	-	-	-	-	4	Express from Hampshire and Brooklyn Boulevard through Crystal and New Hope with express to downtown Minneapolis via CR 81.
22J	MTC	3	4	1	1	1	2	Local from 83rd Avenue and Noble through Brooklyn Center to downtown Minneapolis.
26	MTC	9	4	4	4	4	7	Local from 189th Avenue and West River Road through Brooklyn Center to downtown Minneapolis.
26-EXP	MTC	3	-	-	-	-	4	Express from 109th Avenue and West River Road through Brooklyn Center with no stops between 66th Avenue North and downtown Minneapolis.
27-EXP	MTC	6	-	-	-	-	5	Express from Highway 610 and East River Road through Brooklyn Center with express to downtown Minneapolis via TH 252 and I-94.
45A	MTC	5	-	-	-	-	4	Local from 85th Avenue and CR 81 and then express to downtown Minneapolis via I-94.
81C	MTC	4	3	5	5	3	4	Local from Hennepin County Technical College through New Hope and Crystal, then express to downtown Minneapolis from Dowling Avenue via I-94.

TABLE 4.1
CITY OF BROOKLYN PARK EXISTING TRANSIT SERVICE (CONTINUED)

Route	Operator	Frequency of Service (Number of Bus Trips)						Description of Service
		A.M. Peak		Midday		P.M. Peak		
		Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	
94F-EXP	MTC	3	-	-	-	-	3	Express from 83rd Avenue and Noble through Brooklyn Center with express to downtown Minneapolis via I-94.
94M-EXP	MTC	3	-	-	-	-	3	Express from Noble Avenue and Brookdale Drive through Brooklyn Center with express to downtown Minneapolis via I-94.

TABLE 4.2
CITY OF CRYSTAL EXISTING TRANSIT SERVICE

Route	Operator	Frequency of Service (Number of Bus Trips)						Description of Service
		A.M. Peak		Midday		P.M. Peak		
		Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	
14	MTC	6	9	12	12	7	7	Local through Crystal on Douglas and West Broadway and proceeding through Robbinsdale and downtown Minneapolis.
14-EXP	MTC	8	-	-	-	1	8	Express through Crystal on Douglas and West Broadway, then express from 42nd and Broadway into downtown Minneapolis.
14J 27	MTC	2	1	-	-	1	2	Local from Corralis and CR 81 through Brooklyn Center, Robbinsdale and downtown Minneapolis.
19	MTC	8	7	9	9	8	11	Local from 42nd Avenue North and Brunswick through Robbinsdale and downtown Minneapolis.
19-EXP	MTC	2	-	-	-	-	2	Express from 42nd Avenue North and Brunswick with no stops between Duluth and TH 100 on TH 55 until downtown Minneapolis.
45-EXP	MTC	13	-	-	-	-	10	Express from 63rd Avenue North and Zane on CR 81 to I-94 with no stops until downtown Minneapolis.
81A	MTC	2	1	5	5	1	2	Local service with no scheduled stops along Bass Lake Road between between Winnetka and Xerxes, through Brooklyn Center to downtown Minneapolis.

TABLE 4.2
CITY OF CRYSTAL EXISTING TRANSIT SERVICE (CONTINUED)

Frequency of Service (Number of Bus Trips)								
Route	Operator	A.M. Peak		Midday		P.M. Peak		Description of Service
		Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	
81-EXP	MTC	2	2	-	-	2	2	Express service with no scheduled stops along Bass Lake Road between Winnetka and Xerxes, through Brooklyn Center and Minneapolis until Dowling and I-94, then express via I-94 to downtown Minneapolis.

TABLE 4.3
CITY OF MAPLE GROVE EXISTING TRANSIT SERVICE

Frequency of Service (Number of Bus Trips)								
Route	Operator	A.M. Peak		Midday		P.M. Peak		Description of Service
		Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	
45C	MTC	2	-	-	-	-	2	Local service throughout Maple Grove with bus traveling through Osseo, Brooklyn Park, Crystal, Robbinsdale and downtown Minneapolis.
45B/F-EXP	MTC	2	-	-	-	-	3	Express service from Maple Grove to downtown Minneapolis via I-94.
17	MLL	1	-	-	-	-	-	Express from Maple Grove Mall to downtown Minneapolis via Hwy 12.
18G	MLL	-	-	-	-	-	1	Express from downtown Minneapolis to Maple Grove Mall via Hwy 12.
26	MLL	-	-	-	-	-	1	Express from downtown Minneapolis to Maple Grove Mall via TH 55.
33	MLL	1	-	-	-	-	-	Express from Maple Grove Mall to downtown Minneapolis via TH 55.

TABLE 4.4
CITY OF OSSEO EXISTING TRANSIT SERVICE

Route	Operator	Frequency of Service (Number of Bus Trips)						Description of Service
		A.M. Peak		Midday		P.M. Peak		
		Inbound	Outbound	Inbound	Outbound	Inbound	Outbound	
45C	MTC	7	-	-	-	-	5	Local service through Osseo with bus traveling through Brooklyn Park, Crystal, Robbinsdale and downtown Minneapolis.
45B/F-EXP	MTC	2	-	-	-	-	3	Express service from Osseo to downtown Minneapolis via I-94.

5.0 EVALUATION OF THE FIXED ROUTE LOOP SERVICES

5.1 Routes Considered

Two different configurations of loop routes were considered. Figure 9 shows a single continuous circulator service which runs in a closed loop circulating through Crystal, Brooklyn Park, Osseo, Maple Grove, and back into Crystal. The length of this route would be 28 miles and a bus would take two hours to complete one circuit. Such a journey would be tedious and patronage would be extremely low. A similar type of loop of 18 miles long in Plymouth was abandoned because of the inefficiency of the system.

A second loop system consisting of three individual city loops as shown in Figure 10 was also investigated. One circular loop 15 miles long would circulate through Osseo and Maple Grove and have a timed transfer point near Mills Fleet Farm in Brooklyn Park. A second loop, 12 miles long, would circulate around Brooklyn Park and would have timed transfer points at the Mills Fleet Farm and a common transfer point with the Crystal loop at the southern end of the loop in Brooklyn Park. A third loop, 11 miles long, would circulate through Crystal having a common timed transfer point with the Brooklyn Park loop circulator.

5.2 Projected Ridership - Individual Loop System

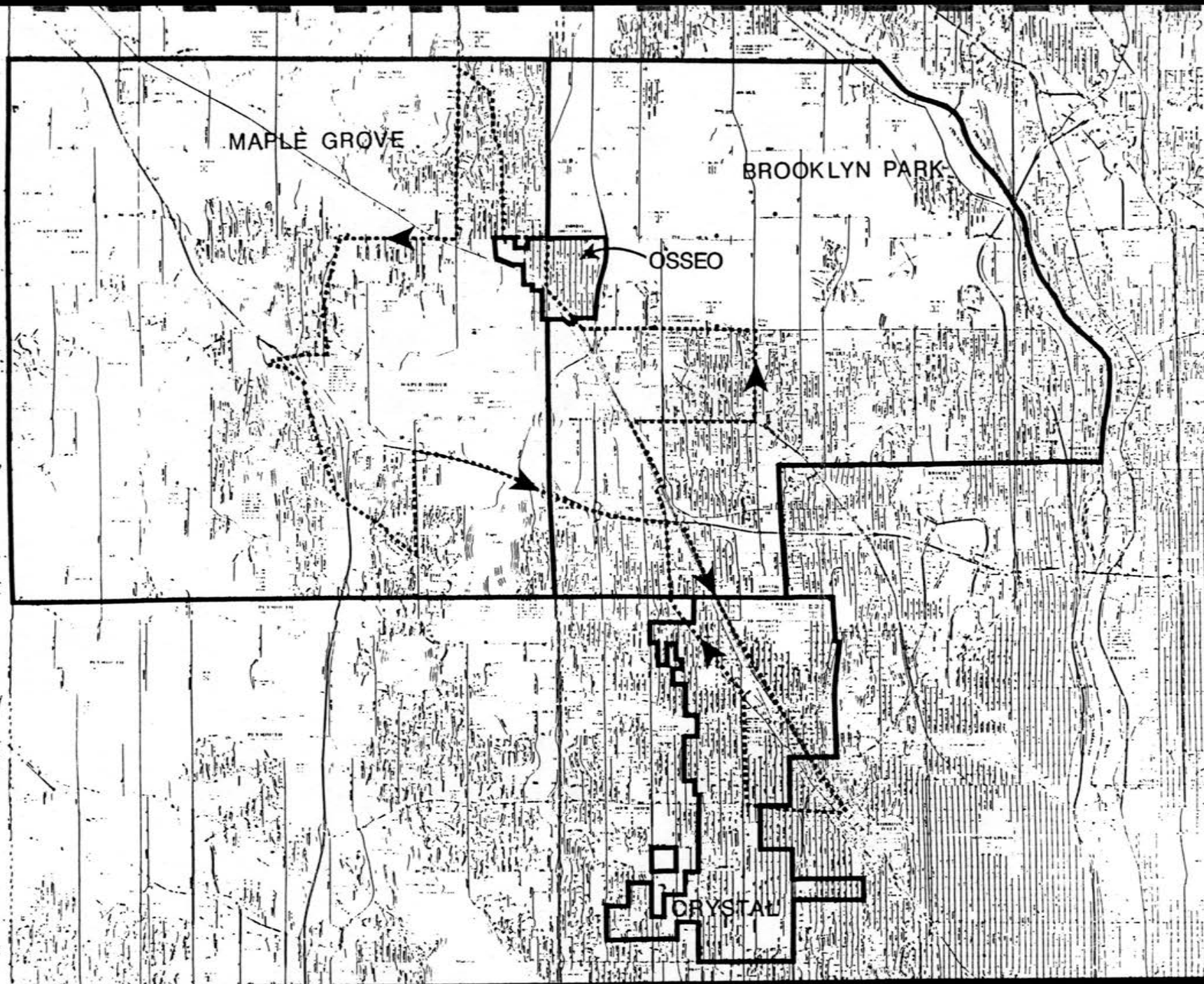
A high ridership could not be expected on the individual loop system. Using one bus for each loop, and scheduling the buses to arrive at the timed transfer points simultaneously with the bus on another route, limits the service to about one bus per hour.

The Maple Grove loop would take about one hour to complete a full circuit. The shortest route, Crystal, would take three-quarters of an hour to complete a circuit. Traveling from Maple Grove to Crystal would require boarding three different buses.

Ridership was estimated to be 0.24 passengers per mile.

The service would operate for 12 hours per day on weekdays and for 9 hours per day over weekends. This would result in 155,000 bus miles per year being operated.

The projected annual passengers for this system was 38,000 per year and are shown in Table 5.1.



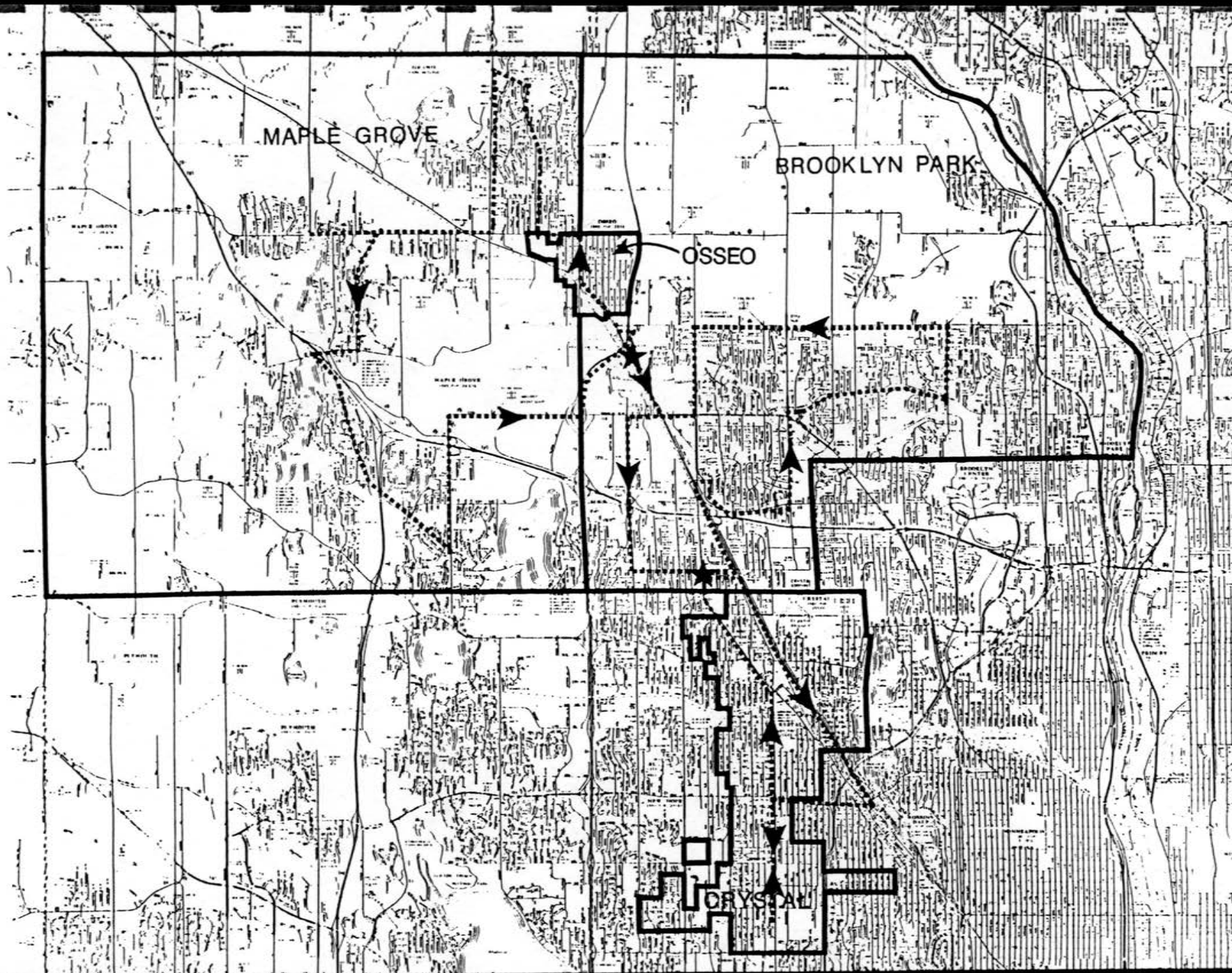
- City Boundaries
- Bus Routes
- ★ Timed Transfer Point

Continuous Circulator Service



Barton-Aschman Associates, Inc.

Figure 9



- City Boundaries
- Bus Routes
- ★ Timed Transfer Point

Individual City Circulator Service



Barton-Aschman Associates, Inc.

Figure 10

TABLE 5.1
PROJECTED RIDERSHIP: INDIVIDUAL LOOP SYSTEM

Route	Length (Miles)	Miles per Year	1st Year Passengers per Year
Maple Grove	15	61,000	15,000
Brooklyn Park	12	49,000	12,000
Crystal	11	<u>45,000</u>	<u>11,000</u>
TOTAL		155,000	38,000

5.3 Cost and Revenue Projections

Annual costs were estimated on the basis of employing three buses, one for each of the loops. Operating the buses for 12 hours per day on a weekday and 9 hours per day on weekends would result in approximately 4,000 hours per bus per year and 12,000 hours total for the system per year.

The lowest likely cost on a contract would be \$25 per hour per vehicle. A high estimate of \$30 per hour per vehicle was also used to provide a range of costs.

The annual costs are shown in Table 5.2.

TABLE 5.2
PROJECTED REVENUE AND COST: INDIVIDUAL LOOP SYSTEM 1ST YEAR

Route	No. of Vehicles	Hours Per Year	Cost per Year (\$)		Revenue per Year (\$)	
			Low ¹	High ²	Low ³	High ⁴
Maple Grove	1	4,000	100,000	120,000	5,000	10,000
Brooklyn Park	1	4,000	100,000	120,000	4,000	8,000
Crystal	<u>1</u>	<u>4,000</u>	<u>100,000</u>	<u>120,000</u>	<u>4,000</u>	<u>8,000</u>
TOTAL	3	12,000	300,000	360,000	13,000	26,000

¹Based on \$25.00 per hour per vehicle

²Based on \$30.00 per hour per vehicle

³Based on average fare of \$0.34 per passenger

⁴Based on average fare of \$0.67 per passenger

The low estimate is \$300,000 per year and the high estimate is \$360,000 per year.

Revenues from fares were estimated based on two fare levels. The first fare level was similar to the Roseville Area Circulator, using a peak fare of 75 cents and varying off-peak fares. These would be 50 cents for adults, 10 cents for senior citizens and 25 cents for students. This would result in an average daily fare of about 0.34 dollars per passenger. A higher fare scenario based on achieving an average of 0.67 dollars per passenger was also examined.

Table 5.2 shows the fares collected per year for the low and high fare scenarios. Using the low fares, \$13,000 per year would result from the fare box. Under the high fare scenario, \$26,000 per year would be obtained.

5.4 Deficits Projected

The deficit resulting from the cost of operation and fares collected were estimated for a worst-case scenario and a best-case scenario. The worst-case scenario used the highest bus cost of \$30 an hour and the low fare scenario. The best-case scenario used the low bus cost of \$25 per hour and the high fare scenario.

Table 5.3 shows the projected deficits.

TABLE 5.3
PROJECTED DEFICIT: INDIVIDUAL LOOP SYSTEM FIRST YEAR

Route	Worst-Case Scenario			Best-Case Scenario		
	Cost (\$1,000)	Revenue (\$1,000)	Deficit (\$1,000)	Cost (\$1,000)	Revenue (\$1,000)	Deficit (\$1,000)
Maple Grove	120	5	115	100	10	90
Brooklyn Park	120	4	116	100	8	92
Crystal	<u>120</u>	<u>4</u>	<u>116</u>	<u>100</u>	<u>8</u>	<u>92</u>
TOTAL	360	13	347	300	28	274

These can be summarized as:

Worst-case scenario: \$347,000 per year

Best-case scenario: \$274,000 per year

The percentage of operating costs covered by fares would be:

Worst-case: 4%

Best-case: 9%

The goal set by RTB for cost recovery from the fare box is 15 percent for circulator services.

Under the best-case scenario, ridership would have to be 60 percent higher than estimated to achieve a 15 percent recovery from the fare box.

5.5 Funding

RTB would normally not sponsor a system which projected less than a 15 percent recovery from the fare box. Given the nature of this system, it is not anticipated that it could attract sufficient ridership to achieve the 15 percent return from the fare box.

5.6 Conclusion

The individual loop system is not likely to achieve a 15 percent recovery of costs from the fare box. It is, therefore, recommended that this system should not be considered for implementation.

6.0 EVALUATION OF FIXED ROUTE RADIAL SERVICE

6.1 Routes Considered

This system consists of four radial routes with a focal point at a shopping center located at Brooklyn Boulevard and County Road 81 in Brooklyn Park as shown in Figure 11. This focal point would serve as a timed transfer point. Buses would be scheduled to arrive simultaneously at this point.

The four routes were:

1. A route serving Osseo and the northern section of Maple Grove. This route would be 12 miles long.
2. A route serving the southern part of Maple Grove. This route would be nine miles long.
3. A route serving the main built-up area in Brooklyn Park. This route would be nine miles long.
4. A route running southward from the focal point in Brooklyn Park through to the southern park of Crystal. This route would also be nine miles long.

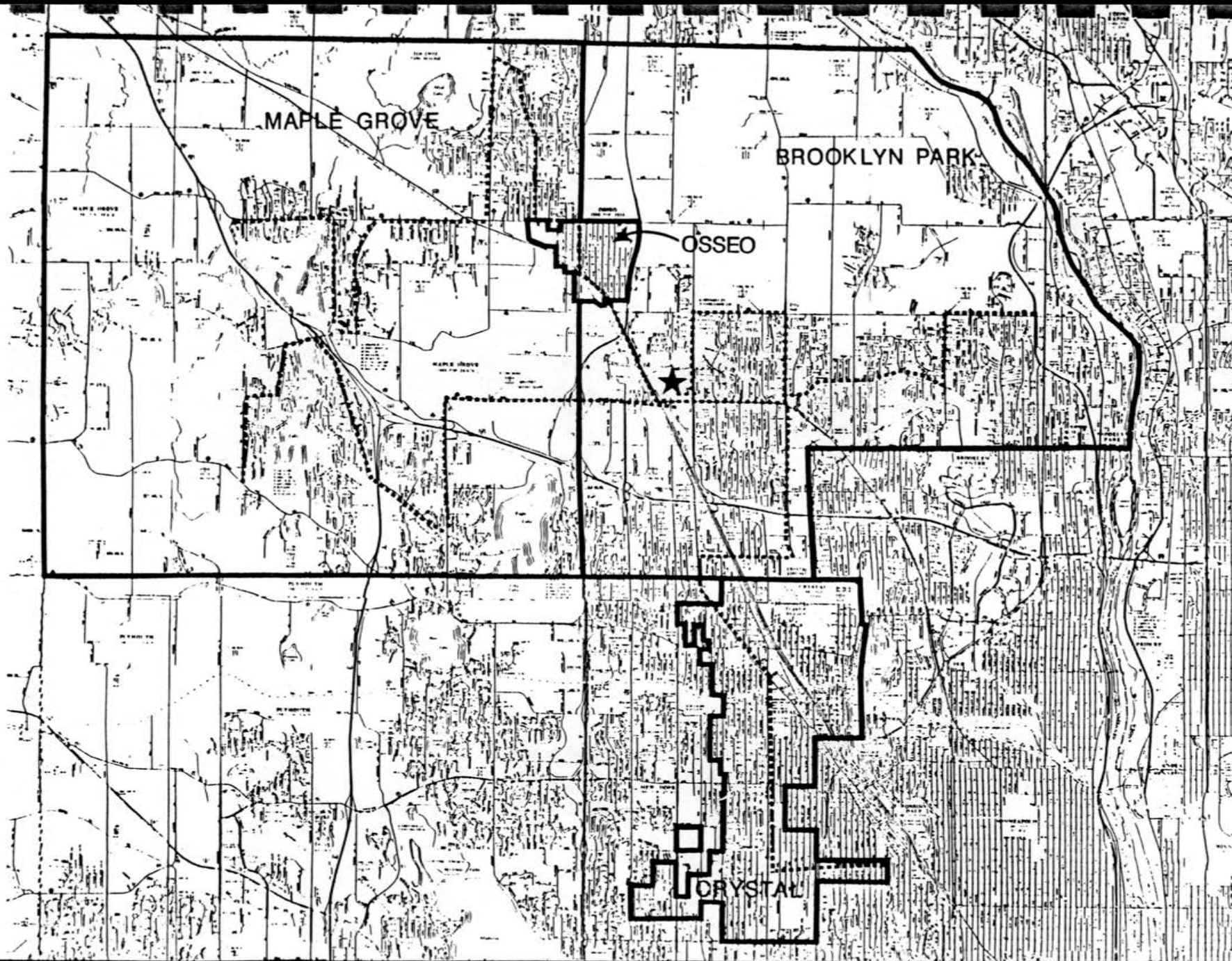
It was assumed that the long route, Maple Grove north/Osseo, with a round trip of 24 miles would require two buses. The other routes with a round trip of 18 miles would have one bus each. Given this length of route, the frequency of bus service would be one bus every one and one-quarter hours.

The low frequency of one bus every one and one-quarter hours, together with the fairly long journey time of 36 minutes for the short routes and 48 minutes for the long route, would somewhat reduce the popularity of the system.

Compared with the Roseville Area Circulator, the study area's service could be expected to attract higher ridership because of a larger proportion of transit dependent persons. However, against this is the length of route and frequency of service, both of which are much less attractive than the Roseville service.

For estimating ridership on the system, it was assumed that during the first year, the ridership would be approximately at the same rate as the Roseville Area Circulator. However, once the service was matured, it was expected that it might carry about 40 percent more passengers per mile than Roseville.

Table 6.1 shows the projected ridership for the radial route system. During the first year, it is projected to carry 7,000 passengers, and the second and subsequent years might be as high as 122,000 passengers per year.



- City Boundaries
- Bus Routes
- ★ Timed Transfer Point

Fixed Radial Route



Barton-Aschman Associates, Inc.

Figure 11

TABLE 6.1
PROJECTED RIDERSHIP: RADIAL ROUTE SYSTEM

Route	Round Trip Length (Miles)	Miles per Year	1st Year Passengers per Year	2nd Year Passengers per Year
Maple Grove North/Osseo	24	73,600	27,000	38,000
Maple Grove South	18	55,200	20,000	28,000
Brooklyn Park East	18	55,200	20,000	28,000
Crystal/Brooklyn Park	18	<u>55,200</u>	<u>20,000</u>	<u>28,000</u>
TOTAL		239,200	87,000	122,000

6.2 Projected Cost and Fare Revenues

Estimated costs of the contract for operating the service were based on a range of costs varying from \$25 per hour for a low scenario and \$30 per hour for the high scenario.

Two vehicles would be required for the Maple Grove north/Osseo route and one vehicle for each of the other three routes. Altogether, five vehicles would be required.

Providing service for 12 hours per day on weekdays and 9 hours per day on weekends would result in approximately 4,000 hours per bus per year, with a total of 20,000 bus hours. Costs would, therefore, vary from:

Low cost: \$500,000 per year
High cost: \$600,000 per year

Two scenarios of fares were used to estimate a range of fare box income. The low fare was based on a base rate of 75 cents for journeys in the peak period and off-peak fares varying. Using the same fare structure as the Roseville Circulator would result in the following off-peak fares: adults, 50 cents; seniors, 10 cents; students, 25 cents; children under 6 years, free.

This mix of fares resulted in about 34 cents per passenger in Roseville in the first year.

A second, higher fare scenario assumed that the average fare would be 67 cents per passenger. This could result from either a higher fare tariff or, alternatively, a more favorable mix of riders.

Table 6.2 shows the projected costs and fare revenues based on high and low scenarios.

TABLE 6.2
PROJECTED REVENUE AND COST: RADIAL ROUTE SYSTEM 1ST YEAR

Route	No. of Vehicles	Hours Per Year	Cost per Year (\$)		Revenue per Year (\$)	
			Low ¹	High ²	Low ³	High ⁴
Maple Grove North/ Osseo	2	8,000	200,000	240,000	9,000	18,000
Maple Grove South	1	4,000	100,000	120,000	7,000	13,500
Brooklyn Park East	1	4,000	100,000	120,000	7,000	13,500
Crystal/Brooklyn Pk	1	4,000	<u>100,000</u>	<u>120,000</u>	<u>7,000</u>	<u>13,500</u>
TOTAL			500,000	600,000	30,000	58,500

¹Based on \$25.00 per hour per vehicle

²Based on \$30.00 per hour per vehicle

³Based on average fare of \$0.34 per passenger

⁴Based on average fare of \$0.67 per passenger

During the first year, the costs would vary from \$500,000 to \$600,000.

Fare revenue would vary from \$30,000 to \$58,500.

6.3 Deficits Projected

The deficits resulting from operating costs and fare revenue were projected for the first year in terms of a worst-case scenario and a best-case scenario. The worst-case scenario assumed the highest bus cost per hour and the lowest fare revenue. Conversely, the best-case scenario assumed the lowest hourly bus cost and the high fare revenue.

Table 6.3 shows the projected costs fares and deficits for the worst-case and best-case scenarios.

TABLE 6.3
PROJECTED DEFICIT: RADIAL ROUTE SYSTEM FIRST YEAR

Route	Worst-Case Scenario			Best-Case Scenario		
	Cost (\$1,000)	Revenue (\$1,000)	Deficit (\$1,000)	Cost (\$1,000)	Revenue (\$1,000)	Deficit (\$1,000)
Maple Grove North/ Osseo	240	9	231	200	18	182
Maple Grove South	120	7	113	100	14	86
Brooklyn Park East	120	7	113	100	14	86
Crystal/Brooklyn Pk	<u>120</u>	<u>7</u>	<u>113</u>	<u>100</u>	<u>14</u>	<u>86</u>
TOTAL	600	30	570	500	60	440

The following deficits were projected for the first year:

Worst-case scenario: \$570,000
Best-case scenario: \$440,000

During later years, it is anticipated that ridership and revenues could increase by as much as 40 percent. This would result in the following deficits:

Worst-case scenario, second year: \$558,000
Best-case scenario, second year: \$416,000

6.4 Funding

RTB policy is normally to fund projects for circulator services that would recover at least 15 percent of the operating costs from the fare box.

Fare box recovery rates for the first year were projected as:

Worst-case scenario: 5%
Best-case scenario: 12%

In subsequent years, assuming that ridership grew by 40 percent, the following fare box recovery rates would result:

Worst-case scenario: 7%
Best-case scenario: 17%

Assuming that the best-case scenario was accepted and RTB agreed to sponsor the service as a demonstration project for the first year, then the deficit

could, technically, be supplied totally by RTB. However, in practice, because of the shortage of funds and competition among projects, RTB staff believes that it would be necessary for the cities to bear the cost of some proportion of the deficit to show a commitment. A figure of 10 percent was mentioned.

Under the best-case scenario, during the demonstration period, the cities would have to contribute 10 percent of the deficit, which would amount to \$44,000.

During subsequent years, if the project were accepted, RTB would bear the cost of 60 percent of the total operating costs. Under the best-case scenario, the following contributions would be required:

RTB	\$ 300,000
Fares	84,000
Cities	<u>116,000</u>
TOTAL	\$ 500,000

If the cities' contributions are distributed proportional to population, the following shares would result:

<u>City</u>	<u>Population (1,000s)</u>	<u>Contribution (\$1,000)</u>
Brooklyn Park	55 (46%)	53.4
Maple Grove	38 (32%)	37.1
Crystal	23 (19%)	22.0
Osseo	3 (3%)	<u>3.5</u>
TOTAL	119 (100%)	116.0

6.5 Conclusion

The radial route system would carry a high number of passengers. Even during the first year it would carry 87,000 passengers, compared with 38,000 for the individual loop system and 89,000 passengers for the dial-a-ride service under the high ridership scenario.

The contribution to operating expenses required from the cities would be \$116,000 per year for the radial system compared with \$116,000 to \$140,000 for the dial-a-ride system, to be discussed in the next chapter.

7.0 EVALUATION OF THE DIAL-A-RIDE SERVICE OPTION

7.1 Dial-A-Ride Service

Dial-a-ride services are demand responsive services using a fleet of vehicles operating in a defined service area. The vehicles do not operate on fixed routes. They respond to calls from passengers requiring service.

The type of dial-a-service currently being operated in various transit systems in the Twin Cities provides for trips from anywhere to anywhere within the service area. In addition, a limited number of other destinations outside the area, such as shopping centers or vocational colleges are included.

Passengers may reserve rides as standing orders, call in for rides the day before or on the day of the trip.

Most current systems are receiving more calls for service than their capacity can accommodate. Denials are therefore having to be made.

7.2 Ridership Projection

There is no direct means available to project the ridership that will be attained in a demand responsive transit system such as a dial-a-ride transit service. In this study, estimates were initially made by analogy with other systems in the vicinity. At the end of the study, reports about high ridership in the newly implemented Anoka system were used to establish a high ridership scenario. The systems used in the initial analysis were:

- White Bear Lake
- Shakopee
- Northeast Suburban Transit (NEST)
- South West Metro

Each of these systems operates under circumstances differing in terms of the size of the service area, population and the cost at which vehicles are provided.

Transit vehicles are operated under contract on a cost per hour basis. The number of revenue passengers carried per vehicle per day is therefore critical to the financial viability of the service.

Examination of existing systems indicated that the size of the service area has a significant effect on the efficiency of the system. Existing Twin Cities systems provide for trips between any pair of locations in the service area, and also to and from a few key places like major shopping malls outside of the area, but reasonably close to it. Obviously, the larger the service area, the longer the trips, and the fewer trips a vehicle can make per day.

Table 7.1 shows the area of each dial-a-ride system, the associated average length of trip in miles per passenger, the resulting passengers per vehicle per weekday, and the percent of cost covered by fares.

TABLE 7.1
DIAL-A-RIDE: EFFICIENCY VS AREA

System	Area (Square Miles)	Miles per Passenger	Passengers Per Vehicle Per Weekday	% Cost Covered by Fares
White Bear Lake	26	4.3	58	14.69
Shakopee	29	3.6	55	18.6
NEST	32	4.7	47	20.8
Plymouth	33	6.8	38	12.8
SW Metro	71	8.0	28	10.3
Study Area ²	66	NA	NA	NA

¹1989

²Shown for comparison

The smallest area, White Bear Lake had the highest passenger rate at 58 per vehicle/day. South West Metro (SW) is the largest area and has the lowest passenger rate at 28 passengers/day.

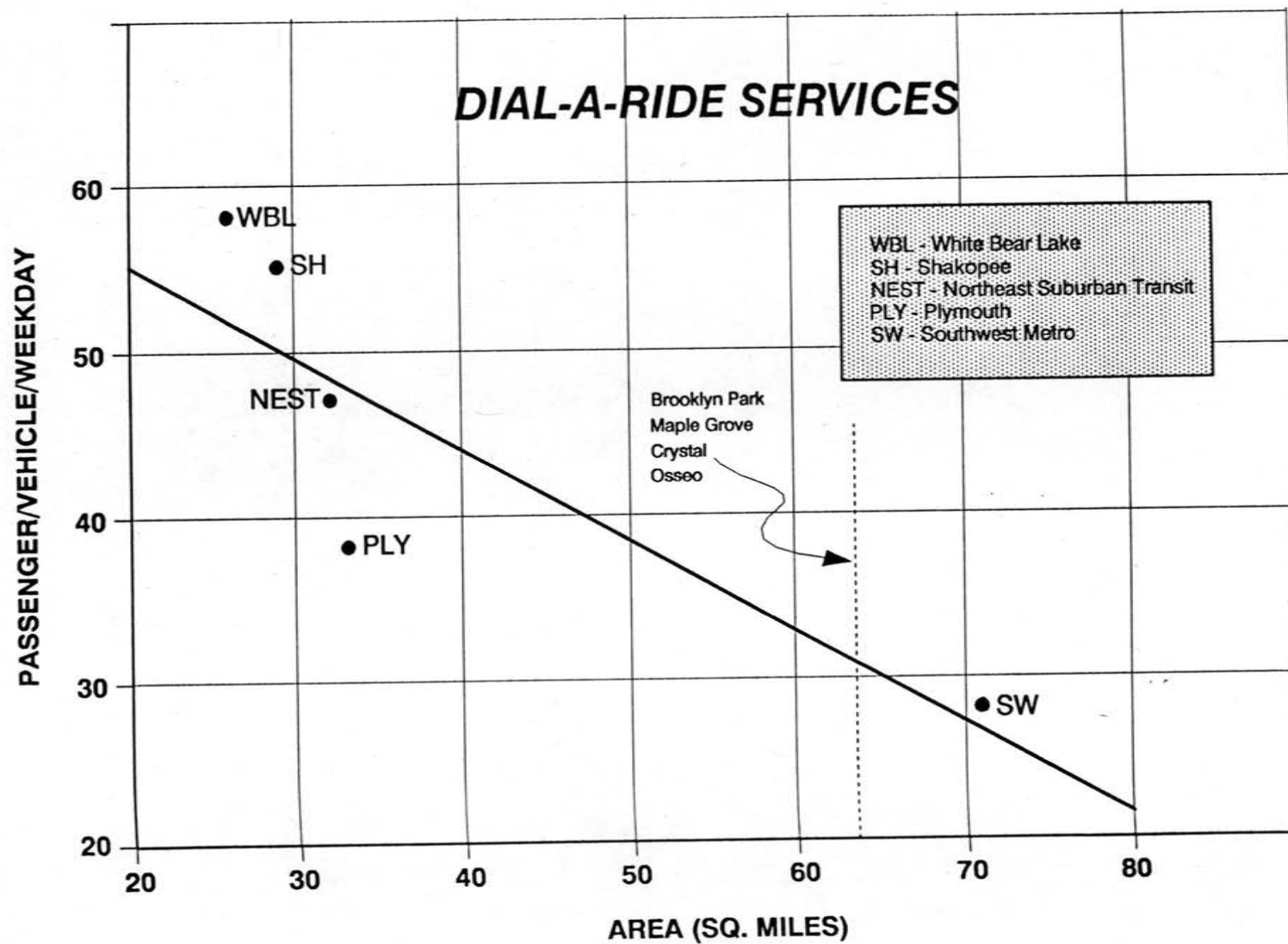
The study area, Brooklyn Park, Maple Grove, Crystal and Osseo has an area of about 66.3 square miles. This is close to the area of SW Metro (71 square miles).

Figure 12 shows the graph of passengers/vehicle/day vs area of service. Regression analysis was used to plot the line of best fit to the points. Using this technique, the study area would attain 29.4 passengers per vehicle per weekday.

Figure 13 shows the relationship between the equivalent diameter of a service area and the miles per passenger. In this analysis the study area would obtain 7.8 miles per passenger.

There is a close relationship between the miles per passenger and the number of passengers per day, as shown in Figure 14. Using 7.8 miles per passenger, the study area would achieve 30 passengers per vehicle/weekday. This is similar to SW Metro which has 28 passenger per vehicle per weekday.

The higher population in the study area (118,800, compared with 59,800 in the SW Metro area) and the higher proportion of transit dependent persons could well increase the opportunity for more passengers to travel in similar directions. This could increase the number of passengers per vehicle per day.

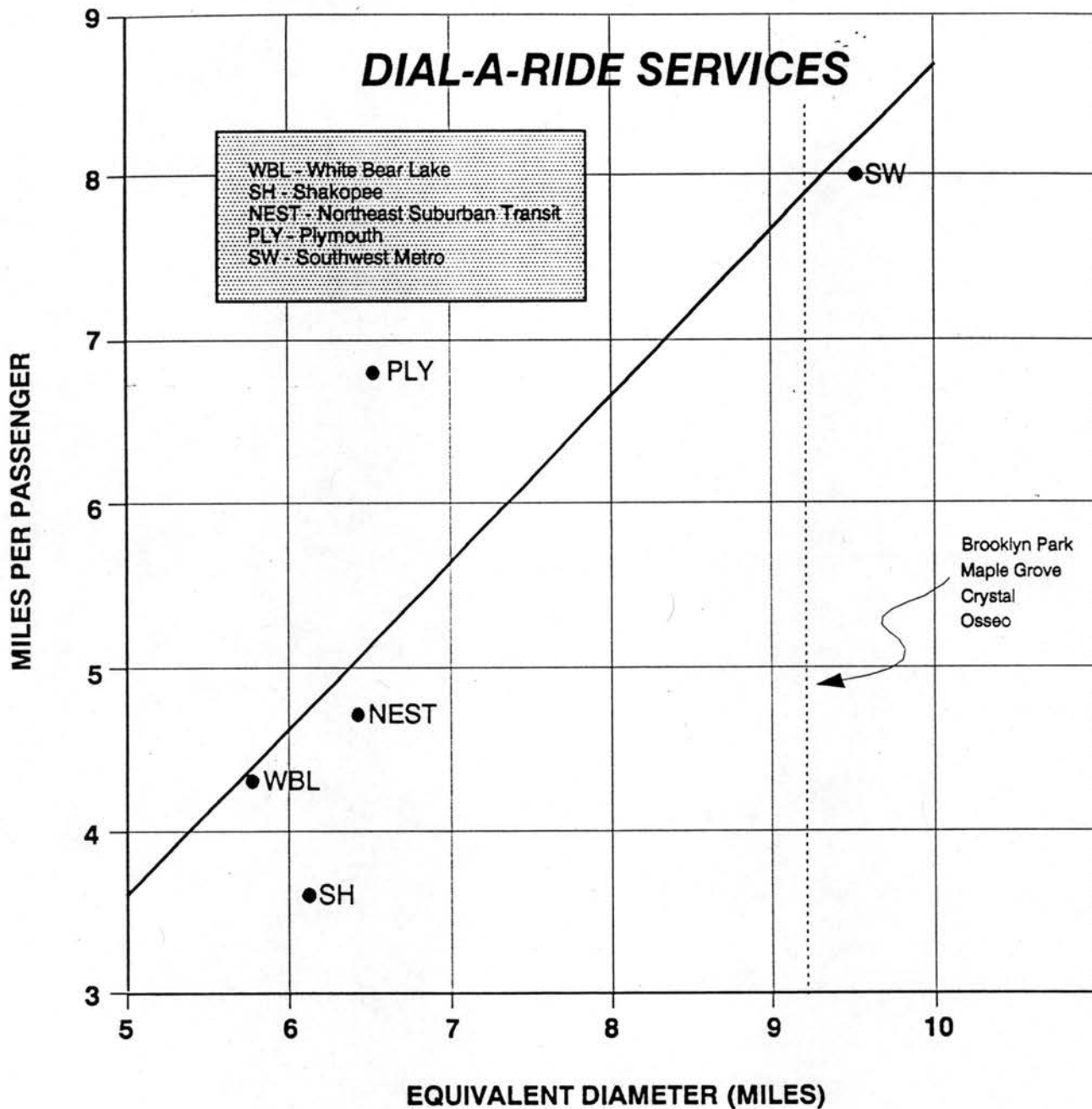


AREA VS. PASSENGERS/VEHICLE/WEEKDAY



Barton-Aschman Associates, Inc.

Figure 12

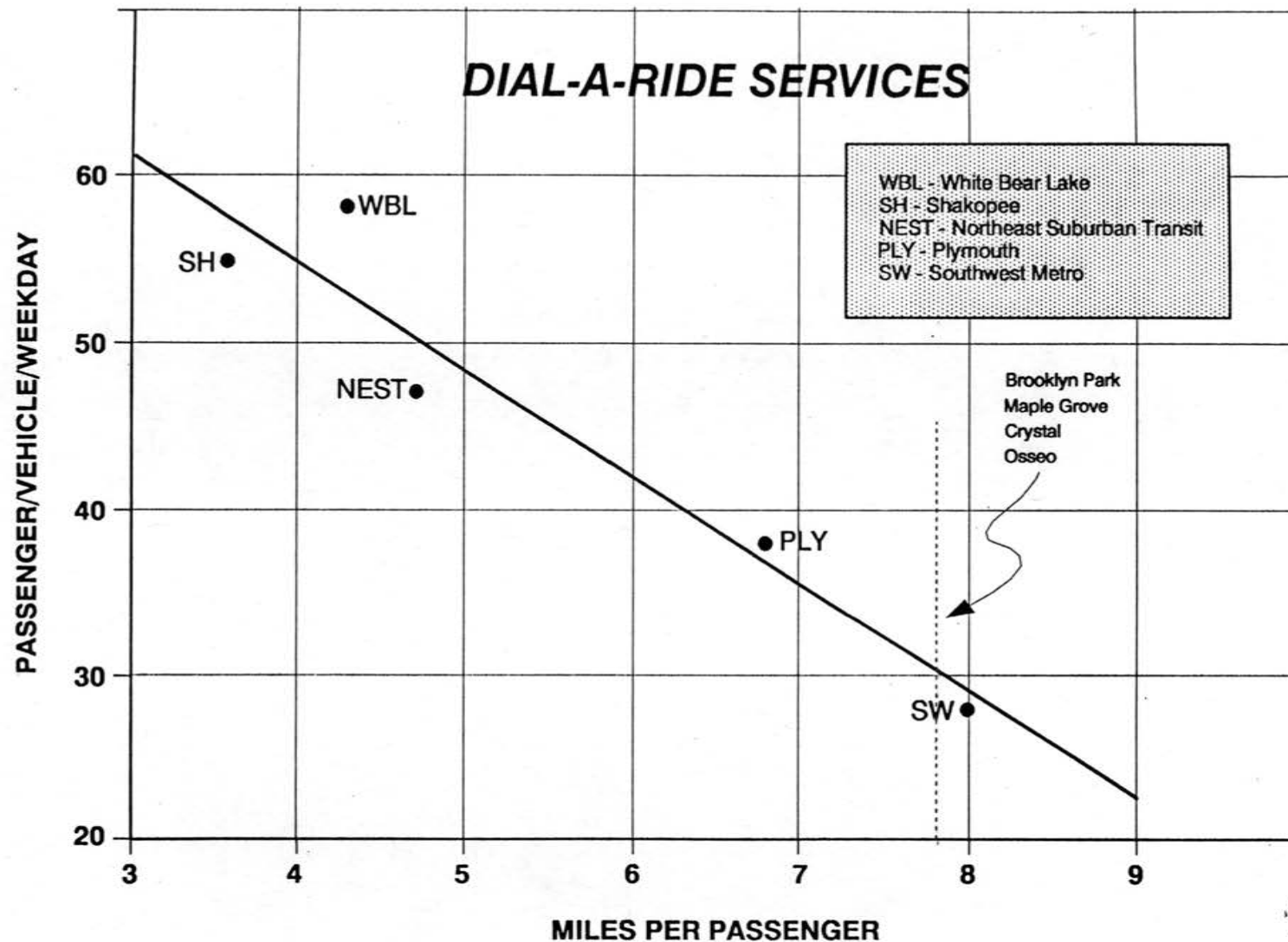


**EQUIVALENT DIAMETER
VS. MILES/PASSENGER**



Barton-Aschman Associates, Inc.

Figure 13



MILES/PASSENGER VS. PASSENGERS/VEHICLE/WEEKDAY



Barton-Archman Associates, Inc.

Figure 14

A 25 percent increase would take the ridership up to 38 passengers per vehicle per weekday.

For estimating ridership and revenue from fares, 30 passengers per vehicle per weekday was initially assumed. Weekend ridership was assumed to be 21 passengers per vehicle per day.

The RTB staff reported that the newly opened Anoka dial-a-ride system was carrying 450 passengers per day on nine vehicles, giving an average of 50 passengers per vehicle per weekday. This figure was used for a high ridership scenario.

The Anoka service area is 167 square miles compared to 119 square miles for the study area.

Table 7.2 shows the projected ridership under the low and high ridership scenarios.

TABLE 7.2
PROJECTED RIDERSHIP: DIAL-A-RIDE SYSTEMS

No. of Vehicles		Passengers Per Year (1,000's)					
		Low Ridership			High Ridership		
Weekdays	Weekends	Weekday ¹	Weekend ²	Total	Weekday ³	Weekend ⁴	Total
4	2	31	4	35	52	7	59
5	3	39	7	46	65	11	76
6	3	47	7	54	78	11	89

¹Based on 30 passengers per bus per day, weekdays

²Based on 20 passengers per bus per day, weekends

³Based on 50 passengers per bus per day, weekdays

⁴Based on 35 passengers per bus per day, weekends

For the six vehicle system the dial-a-ride would carry between 54,000 and 89,000 passengers per year.

7.3 Cost Estimates

Contract costs for dial-a-ride services are currently standing at about \$25 per hour of service per vehicle. These are based on a mix of vehicles currently varying from six passenger vehicles to 25 passenger vehicles. This cost rate was assumed in estimating service costs for the study area.

Hours of service were based on:

Weekdays: 6:00 A.M. - 6:00 P.M.
Weekends: 9:00 A.M. - 6:00 P.M.

Table 7.3 shows the costs for three alternatives of numbers of vehicles used, based on \$25 per hour. Annual costs would vary from \$360,000 for a four vehicle system to \$538,000 for a six vehicle system.

TABLE 7.3
PROJECTED COST - DIAL-A-RIDE SERVICE

<u>Number of Vehicles</u>		<u>Annual Hours</u>	<u>Cost¹ (\$1,000)</u>
<u>Weekdays</u>	<u>Weekends</u>		
4	2	14,400	360
5	3	18,400	460
6	3	21,500	538

¹Based on \$25.00 per hour per vehicle

7.4 Fare Revenue Projections

Two fare levels were investigated, with the goal of obtaining at least 15 percent of the contract cost from fares. This recovery rate is required to make the service eligible for RTB subsidies.

The low fare level was:

- \$1.00 for reservations made on the day before travel
- \$1.50 for calls on the day of travel

The \$1.00 fare is used by all existing Twin Cities dial-a-ride services. The \$1.50 for same day calls is used by most services.

The high fare level used to estimate fare revenue in the study area was:

- \$1.25 for calls made on the day before travel
- \$1.75 for calls made on the day of travel

Average fares resulting from these fare levels were assumed to be:

- \$1.11 for the low fare
- \$1.39 for the high fare

Table 7.4 shows the projected fares for alternative dial-a-ride service based on the Low Ridership Scenario for two fare options. It also shows the percentage of contract costs covered by fares.

TABLE 7.4
PROJECTED FARES: DIAL-A-RIDE - LOW RIDERSHIP

No. of Vehicles		Annual Cost (\$1,000)	Fares (\$1,000)		Percent Cost Covered by Fares	
Weekdays	Weekends		Low Fares ¹	High Fares ²	Low Fare ¹	High Fare ²
4	2	360	39	49	10.8	13.6
5	3	460	51	64	11.1	13.9
6	3	538	60	75	11.1	13.9

¹Average \$1.11 per passenger

²Average \$1.39 per passenger

In the low ridership scenario, the low fare level would lead to 10.8 percent to 11.1 percent of the cost being covered by fares. The high fare level, with low ridership, would recover 13.6 percent to 13.9 percent of the contract cost. Therefore, if the low ridership rate of 30 passengers per vehicle per weekday (similar to SW Metro) was achieved, the 15 percent coverage of costs would not be likely to be achieved.

Table 7.5 shows the fare revenue and coverage from fares for the High Ridership Scenario. The low fare would recover 18.0 percent to 18.4 percent of the costs from fares for a ridership of 50 passengers per vehicle per weekday. These fare recovery rates would qualify the project for RTB subsidies. The high fare level was not considered for the high ridership scenario. The elasticity of demand would act against the achievement of the high ridership.

TABLE 7.5
PROJECTED FARES: DIAL-A-RIDE - HIGH RIDERSHIP

No. of Vehicles		Annual Cost (\$1,000)	Fares (\$1,000)	Percent Cost Covered by Fares ¹
Weekdays	Weekends			
4	2	360	65	18.0
5	3	460	84	18.3
6	3	538	99	18.4

¹Based on average fare of \$1.11 per passenger

Given the size of the study area and the population in it, a six-vehicle system would be the most suitable system for a dial-a-ride service. Fare levels of \$1.00 for day before reservations and \$1.50 for same day reservations would provide sufficient cost recovery to meet RTB funding requirements if the high ridership scenario was realized.

7.5 Deficits Projected

Projections of operating deficits were made for various ridership and fare scenarios. Table 7.6 shows the deficits associated with these scenarios.

TABLE 7.6
PROJECTED DEFICITS: DIAL-A-RIDE SYSTEMS

No. of Vehicles		Cost (\$1,000)	Deficit		Low Fare (\$1,000)
			Low Ridership Low Fares (\$1,000)	High Fares (\$1,000)	
Weekdays	Weekends				
4	2	360	321	311	295
5	3	460	409	396	376
6	3	538	478	463	439

The smallest system (four vehicles) would result in the following range of deficits.

- \$295,000 for low fares with high ridership
- \$311,000 for high fares with low ridership

The largest system (six vehicles) would result in the following range of deficits.

- \$439,000 for low fares with high ridership
- \$478,000 for low fares with low ridership

7.6 Funding

Further considerations of the dial-a-ride service are based on:

- Six-vehicle system
- Worst case scenario, 30 passengers per vehicle per weekday, fares \$1.39 average
- Best case scenario, 50 passengers per vehicle per weekday, fares \$1.11 average

Annual funding estimates were made for two periods:

- Demonstration project (12 to 18 months)
- Normal operation

Contract costs were estimated at \$538,000 per year.

During the Demonstration Project Period, RTB could, technically, provide all the funds necessary to meet expenses not recovered from fares. However, shortage of funds and competition for RTB funding would make this unlikely.

From discussions with RTB staff, it appears that to obtain RTB subsidy some level of contribution by the cities would be necessary. A figure suggested was 10 percent of the deficit. Table 7.7 shows the distribution of contributions to cover costs, during the demonstration period, and normal operating period. For each period, best and worst case scenarios are shown.

TABLE 7.7
DISTRIBUTION OF ANNUAL CONTRIBUTIONS: DIAL-A-RIDE SERVICE - SIX BUS SYSTEM, HIGH BUS FARE

Source of Revenue	Annual Amount (\$1,000)			
	Demonstration		Normal Operation	
	Worst	Best	Worst	Best
Fares	75	99	75	99
Cities' Contribution	46 ¹	44 ¹	140	116
RTB Contribution	417	395	323 ²	323 ²
TOTAL	538	538	538	538

¹Based on 10 percent of the deficit

²RTB contribution 60 percent of total cost

During the demonstration period the following would be required:

- Cities' contribution - \$ 44,000 to \$ 46,000
- RTB contribution - \$395,000 to \$417,000
- Fares - \$ 99,000 to \$ 75,000

During normal operation the RTB would contribute up to 60 percent of the total costs. The distribution of contributions would be as follows:

- Cities' contribution - \$116,000 to \$140,000
- RTB contribution - \$323,000
- Fares - \$ 99,000 to \$ 75,000

Under the most optimistic scenario RTB would contribute 60 percent of the total costs. Distribution of costs would be:

- Cities' contribution - \$116,000
- RTB contribution - \$323,000
- Fares - \$ 99,000

The cities' contribution could be distributed among the cities, proportionally to the population in each city. Table 7.8 shows a possible distribution of costs for the demonstration period and during normal operation. Costs borne would be:

Brooklyn Park:	Demonstration -	\$21,000 per year
	Operation -	\$53,000 to \$64,000 per year
Maple Grove:	Demonstration -	\$15,000 per year
	Operation -	\$37,000 to \$45,000 per year
Crystal:	Demonstration -	\$9,000 per year
	Operation -	\$22,000 to \$27,000 per year
Osseo:	Demonstration -	\$1,000 per year
	Operation -	\$4,000 per year

TABLE 7.8
SHARE OF COSTS AMONG CITIES

City	Population	Annual Contribution (\$1,000)		
		Demonstration	Normal Operation Worst	Best
Brooklyn Park	55,000 (46%)	21	64	53
Maple Grove	38,000 (32%)	15	45	37
Crystal	23,000 (19%)	9	27	22
Osseo	3,000 (3%)	1	4	4
TOTAL	119,000 (100%)	46	140	116

8.0 PUBLIC INFORMATION MEETINGS

Three public meetings were held to inform the public of the transit options being considered and to hear the public's views. These were held as follows:

Brooklyn Park	7:30 P.M. Tuesday, May 1, 1990
Crystal	7:00 P.M. Wednesday, May 2, 1990
Maple Grove	7:00 P.M. Thursday, May 3, 1990

Although the attendance at the meetings was not high valuable contributions were made by those attending.

A major concern expressed was for more transportation for handicapped people. Lack of transportation between peak periods was a strong concern.

General consensus was that additional fixed route services would not provide as good a supplementary service as a demand responsive, door-to-door service.

9.0 CONCLUSIONS

From the information prepared in this study, the public meetings and discussions in the Steering Committee meetings, a number of broad conclusions were made. These can be summarized as:

- The fixed route options would not provide an adequate supplementary transit system. Travel times and waiting times would be too long.
- To qualify for RTB subsidies, a service would be required to cover at least 15 percent of the cost from fare box revenue.
- A demand responsive system along the lines of dial-a-ride services currently being operated in Plymouth, Southwest Metro, Northeast Suburban Transit, Shakopee and Anoka offers the most desirable supplementary transit service.
- For the four cities in the study area, extending over 66 square miles, a system with at least six vehicles would be required.
- These vehicles could be provided by a mixture of vehicles ranging from six passengers to 25 passengers. All vehicles should be accessible to wheel-chair passengers.
- Under the worst case scenario a dial-a-ride system performing at passenger rates comparable to the Southwest Metro System (adjusted for differences in service areas) would carry 30 passengers per vehicle per weekday. This would result in a deficit of \$478,000 per year. Fares would provide 11 percent of the costs for the low fare option (\$1.00 for previous day reservations and \$1.50 for same day). Higher fares (\$1.25 for advance orders/\$1.75 for same day) would result in a deficit of \$463,000. Fares would cover 14 percent of the cost.
- Under the best case scenario, the dial-a-ride service would achieve passenger rates currently achieved by the new Anoka system. This would result in 50 passengers per vehicle per weekday. Fares would cover 18.4 percent of the costs and leave a deficit of \$439,000 per year.
- RTB subsidies would result in the four cities sharing a contribution of:
 - Demonstration period: (12-18 months) \$44,000 to \$46,000
 - Normal operation: \$116,000 to \$140,000
- The dial-a-ride system could be implemented over part of the study area if one or more cities decide not to participate.