



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

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**COUNCIL AGENDA**

November 19, 1991

Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on November 19, 1991, at 7:00 P.M., at 4141 Douglas Drive, Crystal, Minnesota.

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

Councilmembers

P Carlson

P Grimes

P Herbes

P Irving

P Joselyn

P Langsdorf

P Moravec

*Arrived  
9:07 P.M.*

Staff

P Dulgar

P Norris

P Kennedy

P Monk

P Barber

P George

P *Gahman*

P *McGlinicy, Planning Intern*

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

1. The City Council considered the minutes of the Regular Meeting of November 6, 1991 and the Canvassing Board Meeting of November 14, 1991.

Moved by Councilmember I and seconded by Councilmember C to (approve) (approve, making the following exceptions: \_\_\_\_\_)

to) the minutes of the Regular Meeting of November 6, 1991 and the Canvassing Board Meeting of November 14, 1991.

Motion Carried.

## REGULAR AGENDA

1. The City Council considered a request for a variance to allow two curb cut openings for construction of a detached two-car garage with access to the alley at 4521 Vera Cruz Ave. N.

Moved by Councilmember C and seconded by Councilmember L to (approve) (deny) (continue until \_\_\_\_\_ the discussion of) the authorization pursuant to Section 515.56 of the Crystal City Code to vary or modify the strict application of Section 515.09, Subd. 4 h) 10) to allow two curb cut openings for construction of a detached two car garage with access to the alley at 4521 Vera Cruz Ave. N. as requested by Richard H. Nelson.  
Motion Carried.

2. The City Council considered the lot split and combination of 15 feet of property located at 5565 and 5573 Welcome Avenue North as submitted by Harry and Debbie Hauser of 5573 Welcome Avenue North.

Moved by Councilmember C 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) the authorization pursuant to Section 506.13, Subd. 3 of the Crystal City Code, the proposed lot split and combination of 15 feet from 5565 Welcome Ave. N., Lot 2, Block 1, Norcross Addition, to 5573 Welcome Ave. N., Lot 1, block 1, Norcross Addition, as submitted by Harry and Debbie Hauser of 5573 Welcome Avenue North.

Motion Carried.

3. The City Council reconsidered a two-year Lawful Gambling Premise permit application from Minnesota Therapeutic Camp, Inc. at Nicklows, 3516 N. Lilac Drive.

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

RESOLUTION NO. 91-87

RESOLUTION RELATING TO LAWFUL GAMBLING;  
APPROVING CERTAIN PREMISES PERMITS

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

Motion carried, resolution declared adopted.

4. The City Council considered the First Reading of an Ordinance to change side street side yard setback on certain properties.

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

ORDINANCE NO. 91-

AN ORDINANCE RELATING TO ZONING:  
AMENDING CRYSTAL CITY CODE, APPENDIX I (ZONING)  
SUBSECTION 515.13, SUBDIVISION 3 (A) 2) i ii

and further, that this the second and final reading will be held on December 3, 1991.

Motion Carried.



5. The City Council considered accepting improvements and the release of financial surety for work at St. Raphael's Church, 7301 - 56th Avenue North.

Moved by Councilmember I and seconded by Councilmember C to accept the work required as a condition of building permit approval for St. Raphael's Church, 7301 - 56th Avenue North, subject to guaranty provisions of the agreement, effective this date, and that surety in the amount of \$35,000 be released, subject to said guarantee as recommended by the City Engineer.

Motion Carried.

6. The City Council considered the preliminary design plans for the upgrade of West Broadway (County Road 8) between Fairview and 42nd Avenues.

Moved by Councilmember G and seconded by Councilmember C to ~~(approve)~~ (deny) (continue until \_\_\_\_\_ the discussion of) the preliminary design plan for West Broadway's upgrade between Fairview and 42nd Avenues as submitted and recommended by the City Engineer.

Motion Carried.

7. The City Council reviewed architectural service proposals for the City Hall renovation project.

*I/J to direct staff to begin contractual process for architectural services for the City Hall renovation project as presented to the City Council by the City Engineer.*

*Aye: G, H, I, J, L*

*No: C*

*Absent: M*

*Motion carried*

8. The City Council considered a policy change to the Personnel Rules and Regulations regarding inclement weather.

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

RESOLUTION NO. 91-

RESOLUTION AMENDING PERSONNEL RULES &  
REGULATIONS REGARDING INCLEMENT WEATHER

By roll call and voting aye: \_\_\_\_\_; voting no: \_\_\_\_\_; absent, not voting: \_\_\_\_\_  
*Motion carried, resolution declared adopted.*

*Discussion followed.*

*I/J to continue until Dec. 3, 1991 the discussion of Personnel Rules & Regulations regarding inclement weather for review of a resolution to be prepared by the City Attorney.*

*Motion Carried*

*Recess 8:05 - Reconvened 8:18 PM = Open Forum was moved to this time to accommodate a resident in the audience.*

9. The City Council reconsidered an early retirement policy for the City of Crystal.

Moved by Councilmember I and seconded by Councilmember L to (approve) (deny) (continue until December 3, 1991 the discussion of) an early retirement policy for the City of Crystal, *when C.M. Marance, who had concerns, can be present.* Motion Carried.

10. The City Council considered a resolution regarding repeal of the April Presidential Primary.

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

# RESOLUTION NO. 91-88

## RESOLUTION CALLING FOR REPEAL OF PRESIDENTIAL PRIMARY

By roll call and voting aye: \_\_\_\_\_; voting no: \_\_\_\_\_; absent, not voting: \_\_\_\_\_  
Motion carried, resolution declared adopted.

*J/L to amend the motion to delete the 4<sup>th</sup> 5<sup>th</sup> & 6<sup>th</sup> "Whereas" in the resolution. Motion Carried*

*On the main motion as amended; Motion Carried.*

11. The City Council reconsidered setting a meeting date and time for Council Committee/City Manager to review City Manager's performance evaluation.

*I/C to appoint Councilmembers Josephyn, Langsdorf and Grimes to the performance review Committee.*  
*Motion carried.*

12. The City Council considered amendments to the sign ordinance.

*Chris Mc. Glincey, Planning Intern, presented proposed revisions to the sign ordinance.*

13. The City Council discussed sending a letter of support for Millie MacLeod for National League of Cities Board of Directors.

*I/C to send a letter of support for Millie MacLeod for National League of Cities Board of Directors.*

*Motion Carried.*

14. The City Council discussed a report received from the North Metro Mayors Association.

*Councilmember Maravice arrived at 9:07 p.m.*

15. The City Council discussed City insurance contributions for 1992.

*M/B To approve City <sup>insurance</sup> contributions in the amount of \$147 for single coverage on Medica as recommended by the City Manager.*

*Motion Carried*

16. *J/* moved that due to Councilmember Maravice's arrival, the early retirement item be removed from the table for discussion.

**Open Forum**

*Councilmember Maravice refused removal of the item from the table, stating he had not received the information requested from staff.*

*Councilmember Jaselyn withdrew his motion.*

Open Forum

*Dean Struents, 6324-42<sup>nd</sup> Ave. N. appeared to discuss concerns regarding assessments and snow plowing.*

## Informal Discussion and Announcements

1. The City Council discussed a Cultural Diversity Committee which includes surrounding communities.

By consensus, Councilmember Morawiec was appointed to that committee for elected official representation. A meeting is to be held at 10:30 A.M. on Dec. 16<sup>th</sup> at Brooklyn Park City Hall.

2. The City Council discussed the regular City Council meeting of December 17, 1991.

J/G to move the December 17 meeting to December 18, 1991, to begin at 7:30 p.m. Motion Carried.

- City Eng./Bldg. Insp. - Ground contamination remediation plant at Target, 5537 W. Broadway.

Moved by Councilmember I and seconded by Councilmember J 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 9:35 p.m.

**APPLICATIONS FOR LICENSE**  
**November 19, 1991**

**GAS FITTERS LICENSE - \$30.25**

Advanced Energy Services, 3650 Annapolis Lane, Plymouth, MN 55447

**PLUMBERS LICENSE - \$30.25**

Gregg Werner Plumbing, 11501' 65th Way N., Maple Grove, MN 55369  
Alta Mechanical, 7220 W. 142nd St., Apple Valley, MN 55124

**CHRISTMAS TREE LOT LICENSE - \$30.25 (\$50 escrow)**

Snowy Ridge Farms, Kendall Stone, 5558 Unity Ave. N., Crystal, MN 55429 for a Christmas tree lot at 6200 56th Ave. N. from November 20, 1991 through December 31, 1991.

**FOOD ESTABLISHMENT - Concession Stands (Exempt)**

Becker Park Concession, 6225 56th Avenue North  
Crystal Pool Concession, 4848 Douglas Drive  
Valley Place-Lion's Ski Area Concession, 3200 Louisiana No.

**FOOD ESTABLISHMENT - Itinerant (exempt)**

Crystal Lions Club at Elk's Club, 5400 Lakeland North,  
One Day Only, December 1, 1991, Pancake Breakfast.

**VENDING - Nonperishable (Exempt)**

Park & Recreation Department, 4800 Douglas Drive  
Crystal Police Association, 4141 Douglas Drive

**PERMIT FOR WINE AND BEER IN PARK/COMMUNITY CENTER**

Sandra Sullwold, 5200 Maryland Ave. N., Crystal, MN 55428, for a wedding reception on December 28, 1991, at the Community Center from 2 p.m. to 12 p.m.

Mark Tsatsos, 3127 Georgia Ave. N., Crystal, MN 55427, for a graduation party on December 1, 1991, from 4 p.m. to 6 p.m.



Included with Council packet for the 11-19-91 mtg.

Minutes of the regular City Council meeting of November 6, 1991, and Special Meeting of the Council as the Canvassing Board for the recount of the office of Ward 3 Councilmember on the November 5, 1991 General Municipal Election ballot.

Memo from Bldg. Inspector dated 11-15-91 re: 2nd access from a public way at 4521 Vera Cruz Av. N.

Memo from Bldg. Inspector dated 11-14-91 re: request for lot split and combination at 5573 Welcome Av. N.

Premises Permit Application from MN Therapeutic Camp, Inc. at Nicklow's; memo from Asst. Finance Director dated 11-14-91 re: MN Therapeutic Camp.

Memo from Bldg. Official dated 11-14-91 re: Proposed change to side street side yard setback in R-1 and R-2 Districts.

Memo from City Engr. dated 11-13-91 re: Site improvements at St. Raphael's Church.

Memo from City Engr. dated 11-8-91 re: Upgrade of West Broadway South of Fairview Avenue.

Memo from City Engineer dated 11-5-91 re: Architectural Service Proposals for City Hall Revovation.

Memo from Asst. Mgr. dated 11-4-91 re: Policy Change - Personnel Rules & Regulations for Inclement Weather.

Memo from Asst. Mgr. dated 11-15-91 re: Early retirement.

Resolution calling for repeal of presidential primary.

Memo from Planning Intern dated 11-15-91 re: Proposed revisions to the sign ordinance.

Brochure regarding candidate for NLC Board, Millie MacLeod.

Letter from North Metro Mayors Association dated 11-4-91.

Letter from U.S. Senator Dave Durenberger re: Crystal Branch postal facility.

Crystal Park & Recreation Advisory Commission minutes of 10-2-91.

Crystal Park & Recreation Dept. monthly report for October 1991.

Letter from Holmes & Graven dated 11-12-91 re: Veit & Company, Inc. vs City of Crystal.

Memo from Park & Rec. Director dated 11-5-91 re: Damaged trees at the Community Center.

Action Needed Memo from the November 6, 1991 mtg.



Letter from Chairman, Subcommittee on Crime and Criminal Justice dated 11-6-91 re: Police Officers' Bill of Rights Act of 1991.

Minutes of the Planning Commission/City Council work session of 11-12-91.

Planning Commission Minutes of November 12, 1991.

Letter from Asst. Mgr. dated 11-15-91 re: November Issue of City Newsletter.

Copy of ordinance relating to zoning (side street side yard in R-1 & R-2 Districts) for First Reading.

Letter from City Attorney's office dated 11-18-91 re: City of Crystal Police Relief Assoc. v. City of Crystal.

*Harlene*

Memorandum

DATE: November 15, 1991  
TO: Mayor and Council  
FROM: Jerry Dulgar, City Manager *JD*  
SUBJECT: Preliminary Agenda for the November 19, 1991 Council Meeting

Regular Agenda:

Item 1. Consideration of a request for variance to allow two curb cut openings for construction of a detached two-car garage with access to the alley at 4521 Vera Cruz Ave. N. It seems some of the concern relative to curb cuts among staff and Councils in the past has been that people who do have curb cuts but no garage simply park in front of the house and then have another curb cut in the back where they park in a parking space or garage. In this case both curb cuts will lead to garages. I don't know how we would go about enforcement, just through observation. But, we might grant the second curb cut provided that the first curb cut continued to lead to a garage and at such time as that garage is converted to a family room or something, that curb cut has to be closed.

Item 2. Consideration of approval of the lot split and combination at 5573 Welcome Avenue North. I believe this is an improvement to the lot where the property is being attached and does not detract from the other. They are both conforming lots. I would concur that we should approve.

Item 3. Reconsideration of two-year Lawful Gambling Premise permit application from Minnesota Therapeutic Camp, Inc. at Nicklows, 3516 N. Lilac Drive. They've indicated to us that they will have everything in compliance by the meeting or bring it to the meeting. If that's the case we should grant approval.

Item 4: Consideration of First Reading of an Ordinance to change side street side yard setback on certain properties. This change in the ordinance is an attempt to take care of some of the situations where we find ourselves granting side yard variances. Bill Barber and Dave Kennedy will be able to answer questions for the Council.

Item 6: Consideration of approval of preliminary design plans for upgrade of West Broadway (County Road 8) between Fairview and 42nd Avenues. Bill has had a neighborhood meeting on this project and wants to move it forward at this time with preliminary approval. I believe I would concur with his recommendation.

Item 7: Consideration of reviewing architectural service proposals for City Hall renovation project. Bill and other

members of the Space Needs Committee have reviewed the proposals by the architects. Bill wants to talk to the Council about the continuation of the process of selecting architects.

Item 8: Consideration of policy change to the Personnel Rules and Regulations regarding inclement weather. When we were forced to close because of the massive Halloween storm there seemed to be confusion amongst different City employees as to what City policy was as far as their working or getting paid. I think that this change in the policy will help clarify that if and when that happens in the future. And, it only happens rarely but I think in order to prevent or try to lessen the confusion amongst supervisors and employees we need to change the policy.

Item 9: Reconsideration of an early retirement policy for the City of Crystal. Nancy has crunched some more numbers as requested by Councilmembers so that we can further discuss and massage this.

Item 10: Consideration of resolution on repeal of Presidential Primary. The League of MN Cities in concert with a lot of City folks is trying to get the Legislature to either repeal the Presidential Primary or fund the cost of the Presidential Primary. In our own particular case it probably will cost us somewhere between \$12,000 and \$20,000 to put on the Primary Election. And, there's no funding whatsoever coming in for that and at the same time the Legislature has cut our local government aid \$300,000 in the last two years. I recommend that the Council approve the resolution.

Item 11: Setting a meeting date and time for Council Committee/City Manager to review City Manager's performance evaluation.

Item 12: Consideration of amendments to the sign ordinance. Anne Norris and her staff wanted to bounce some items off the Council relative to changes we might make in the sign ordinance. They are not expecting any action at this time but simply want to discuss some things with the Council and get your input.

Item 13: Discussion of sending letter of support. Millie MacLeod, Councilmember for the City of Moorehead, is running for National League of Cities Board of Directors and is looking for support amongst Minnesota cities. I think we should adopt the resolution supporting Millie and send letters to the nominating committee. I think anytime we have somebody from Minnesota that we can talk to about League positions, whatever, it's to our benefit. Millie is a very hard working councilmember and has been involved in the State League and the National League for a long time and I think would be a good board member.

Item 14: Discussion of report received from North Metro Mayors Association. The attached report is summary of activities of the North Metro Mayors Association during the last year that they've put together to give cities a better idea of actually what they are doing for us. I'd be happy to try to answer questions

relative to the report and/or get answers for you if you have questions.

Item 15: Discussion of City insurance contributions for 1992. You'll remember that I brought up briefly what I was thinking about recommending to the Council for City participation next year. I'd like to discuss that further and get the Council's feelings relative to that before we get any farther into negotiations or adopt the budget.

js



COUNCIL AGENDA - SUMMARY

COUNCIL MEETING OF  
November 19, 1991

Call to order

Roll call

Pledge of Allegiance to the Flag

Approval of the minutes of the Regular Meeting of November 6, 1991 and the Canvassing Board Meeting of November 14, 1991.

**Regular Agenda Items**

1. Consideration of a request for variance to allow two curb cut openings for construction of a detached two-car garage with access to the alley at 4521 Vera Cruz Ave. N.
2. Consideration of approval of the lot split and combination of 15 feet at 5573 Welcome Avenue North, Lot 2, Block 1, Norcross addition, as submitted by Harry and Debbie Hauser of 5573 Welcome Avenue North.
3. Reconsideration of two-year Lawful Gambling Premise permit application from Minnesota Therapeutic Camp, Inc. at Nicklows, 3516 N. Lilac Drive.
4. Consideration of First Reading of an Ordinance to change side street side yard setback on certain properties.
5. Consideration of accepting improvements and the release of financial surety for work at St. Raphael's Church, 7301 - 56th Avenue North.
6. Consideration of approval of preliminary design plans for upgrade of West Broadway (County Road 8) between Fairview and 42nd Avenues.
7. Consideration of reviewing architectural service proposals for City Hall renovation project.
8. Consideration of policy change to the Personnel Rules and Regulations regarding inclement weather. *Res.*
9. Reconsideration of an early retirement policy for the City of Crystal. *Res.?*

10. Consideration of resolution on repeal of Presidential Primary.
11. Reconsideration of setting a meeting date and time for Council Committee/City Manager to review City Manager's performance evaluation.
12. Consideration of amendments to the sign ordinance.
13. Discussion of sending letter of support for Millie MacLeod for National League of Cities Board of Directors. *yes?*
14. Discussion of report received from North Metro Mayors Association.
15. Discussion of City insurance contributions for 1992.

**Open Forum**

**Informal Discussion and Announcements**

**Licenses**

**Adjournment**

**APPLICATIONS FOR LICENSE**  
**November 19, 1991**

GAS FITTERS LICENSE - \$30.25

Advanced Energy Services, 3650 Annapolis Lane, Plymouth, MN 55447

PLUMBERS LICENSE - \$30.25

Gregg Werner Plumbing, 11501' 65th Way N., Maple Grove, MN 55369  
Alta Mechanical, 7220 W. 142nd St., Apple Valley, MN 55124

CHRISTMAS TREE LOT LICENSE - \$30.25 (\$50 escrow)

Snowy Ridge Farms, Kendall Stone, 5558 Unity Ave. N., Crystal, MN 55429 for a Christmas tree lot at 6200 56th Ave. N. from November 20, 1991 through December 31, 1991.

FOOD ESTABLISHMENT - Concession Stands (Exempt)

Becker Park Concession, 6225 56th Avenue North  
Crystal Pool Concession, 4848 Douglas Drive  
Valley Place-Lion's Ski Area Concession, 3200 Louisiana No.

FOOD ESTABLISHMENT - Itinerant (exempt)

Crystal Lions Club at Elk's Club, 5400 Lakeland North,  
One Day Only, December 1, 1991, Pancake Breakfast.

VENDING - Nonperishable (Exempt)

Park & Recreation Department, 4800 Douglas Drive  
Crystal Police Association, 4141 Douglas Drive

PERMIT FOR WINE AND BEER IN PARK/COMMUNITY CENTER

Sandra Sullwold, 5200 Maryland Ave. N., Crystal, MN 55428, for a wedding reception on December 28, 1991, at the Community Center from 2 p.m. to 12 p.m.

Mark Tsatsos, 3127 Georgia Ave. N., Crystal, MN 55427, for a graduation party on December 1, 1991, from 4 p.m. to 6 p.m.

November 6, 1991

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Pursuant to due call and notice thereof, the Regular meeting of the Crystal City Council was held on November 6, 1991 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, Grimes, Irving, Joselyn, Langsdorf, Moravec. Absent was: Herbes. Also in attendance were the following staff members: Jerry Dulgar, City Manager; Dave Kennedy, City Attorney; Anne Norris, Community Development Director; William Monk, Public Works Director; Bill Barber, Building Inspector; Darlene George, City Clerk; Julie Jones, Redevelopment Coordinator; Nancy Gohman, Assistant Manager.

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

The Mayor Pro Tem announced the City of Crystal recycling winners for the month of October. Each winner receives \$50.

The Mayor Pro Tem recognized a donation of \$8,830.00 to the Crystal Fire Department from the Crystal Fire Relief Association.

The City Council considered the minutes of the Regular Meeting of October 15, 1991 and the Budget Work Session of October 28, 1991.

Moved by Councilmember Langsdorf and seconded by Councilmember Moravec to approve the minutes of the Regular Meeting of October 15, 1991 with the exception of showing Moravec as absent and Langsdorf as present in the roll call and to approve the Budget Work Session minutes of October 28, 1991.  
Motion Carried.

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

1. Consideration of a check in the amount of \$2,000 from Catholic Eldercare, Inc. and their recommendation that \$1,000 be used for programs for the elderly and \$1,000 to be used for food and clothing programs for the poor.
2. Consideration of the acceptance of a letter of resignation received from Arlene Pitts, 5756 Quail Avenue North, from the Park & Recreation Advisory Commission.
3. Consideration of authorization for the Fire Department to use Charitable Gambling Donation Funds to purchase training equipment, emergency medical equipment, and radio equipment.

Councilmember Moravec requested that item #1 on the Consent Agenda be removed for discussion.



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Moved by Councilmember Joselyn and seconded by Councilmember Grimes to approve items #2 and #3 on the Consent Agenda.

Motion Carried.

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

1. The City Council considered a request for variance to the side street side yard setback at 5261 Kentucky Avenue North as requested by Michael Culhane. Mr. Culhane appeared and was heard.

Moved by Councilmember Langsdorf and seconded by Councilmember Carlson to approve the authorization pursuant to Section 515.56 of the Crystal City Code to vary or modify the strict application of Section 515.13, Subd. 3 a) 2) iii) to allow a variance of 18' 6" in the required 30' side street side yard setback to build a 10' x 49' deck on the existing house at 5261 Kentucky Avenue North as requested in variance application #91-24.

Motion Carried.

2. The City Council considered a request for a variance to the side yard setback at 6015 - 34th Avenue North as requested by Roland Jungk. Mr. Jungk appeared and was heard.

Moved by Councilmember Moravec and seconded by Councilmember Grimes to approve as recommended by and based on the findings of fact of the Planning Commission the authorization pursuant to Section 515.56 of the Crystal City Code to vary or modify the strict application of Section 515.13, Subd. 3 a) 1) to allow a variance of 4' in the required 5' side yard setback to build a 12' x 26' attached garage on the existing house at 6015 - 34th Avenue North as requested in variance application #91-25.

Motion Carried.

3. The City Council considered a recommendation from City staff regarding property owned by Brent Gisslen at 6427 - 41st Avenue North.

Moved by Councilmember Joselyn and seconded by Councilmember Grimes to approve the City Engineer's recommendation, removing the word "dormant" and change date from November 22, 1991 to May 15, 1992 in the fourth condition of recommendation #1 and changing the date from November 22, 1991 to May 15, 1992 in the second condition of recommendation #2.

Motion Carried.

Mayor Pro Tem Irving recognized members of Boy Scout Troop 247, attending the Council meeting for the purpose of earning citizenship badges.

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4. The City Council considered the revised Hennepin Recycling Group 1992 Budget Proposal.

Moved by Councilmember Langsdorf and seconded by Councilmember Moravec to approve the revised Hennepin Recycling Group 1992 Budget Proposal as presented by the HRG Administrator.  
Motion Carried.

5. The City Council considered an early retirement policy for the City of Crystal.

Moved by Councilmember Joselyn and seconded by Councilmember Langsdorf to approve the City of Crystal early retirement policy as presented by the Assistant Manager, with restrictions of age 58 and minimum of 10 years of service to Crystal.

After discussion Councilmember Joselyn withdrew his motion.

Councilmember Moravec requested breakdown of scenarios as presented by Assistant Manager to be brought back to Council when complete.

6. The City Council considered an extension of the negotiation agreement with Paster Enterprises regarding the northeast corner of Bass Lake Road and West Broadway.

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

RESOLUTION NO. 91-80A

RESOLUTION APPROVING AN  
AMENDMENT TO NEGOTIATION AGREEMENT

By roll call and voting aye: Carlson, Grimes, Irving, Joselyn Langsdorf, Moravec; absent, not voting: Herbes.  
Motion carried, resolution declared adopted.

The Mayor called a recess at 8:15 p.m. and the meeting was reconvened at 8:25 p.m.

7. The City Council considered two-year Lawful Gambling Premise Permits applications from: Elk's Lodge #44, 5410 Lakeland Avenue North; Lions Club of Crystal at Palace Inn Broadway Pizza, 5607 West Broadway; Lions Club of Crystal at Doyle's Bowl and Lounge, 5000 West Broadway; Minnesota Therapeutic Camp, Inc. at Nicklows, 3516 N. Lilac Drive; Knights of Columbus Hall, 4947 West Broadway; Crystal Fireman's Relief Association at Rostamo's, 6014 Lakeland Avenue North.

Moved by Councilmember Moravec and seconded by Councilmember Langsdorf to adopt the following resolution, the reading of

November 6, 1991

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which was dispensed with by unanimous consent, with the exception of Minnesota Therapeutic Camp, Inc. who is not up-to-date with reports required by the City.

RESOLUTION NO. 91-81

RESOLUTION RELATING TO LAWFUL GAMBLING;  
APPROVING CERTAIN PREMISES PERMITS

By roll call and voting aye: Grimes, Irving, Joselyn Langsdorf, Moravec, Carlson; absent, not voting: Herbes.  
Motion carried, resolution declared adopted.

8. The City Council considered a Resolution canvassing the vote and declaring the results of the General Municipal Election.

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

RESOLUTION NO. 91-82

RESOLUTION CANVASSING THE VOTE AND DECLARING THE RESULTS  
OF THE GENERAL MUNICIPAL ELECTION

By roll call and voting aye: Irving, Joselyn, Langsdorf, Moravec, Carlson, Grimes; absent, not voting: Herbes.  
Motion carried, resolution declared adopted.

9. The City Council considered a resolution relating to fees and charges: amending Appendix IV to the City Code.

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

RESOLUTION NO. 91-83

RESOLUTION RELATING TO FEES AND  
CHARGES: AMENDING APPENDIX  
IV TO THE CITY CODE

By roll call and voting aye: Joselyn, Langsdorf, Moravec, Carlson, Grimes, Irving; absent, not voting: Herbes.  
Motion carried, resolution declared adopted.

10. The City Council considered setting a meeting date and time for Council Committee/City Manager to review City Manager's performance evaluation.

Moved by Councilmember Irving to recommend the same committee review City Manager's performance evaluation that was appointed by the City Council earlier in 1991.

Motion Failed for Lack of a Second.

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Moved by Councilmember Moravec and seconded by Councilmember Irving to appoint Councilmembers Joselyn, Grimes and Langsdorf as the committee to review City Manager's performance evaluation. After discussion the mover and seconder withdrew the motion. Consensus of the City Council was to continue discussion at the next City Council meeting.

11. The City Council considered payment of the 1991 Northern Mayors marketing dues out of the Contingency Fund.

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

RESOLUTION NO. 91-84

RESOLUTION AUTHORIZING THE TRANSFER OF \$11,761 FROM THE  
COUNCIL'S EMERGENCY APPROPRIATIONS ACCOUNT

By roll call and voting aye: Langsdorf, Moravec, Carlson, Grimes, Irving, Joselyn; absent, not voting: Herbes.

Motion carried, resolution declared adopted.

12. The City Council considered the City Council's recommended additions and staff adjustments to the 1992 proposed budget.

No action was taken.

13. The City Council considered item #1 on the Consent Agenda - a check in the amount of \$2,000 from Catholic Eldercare, Inc. and its recommendation that \$1,000 be used for programs for the elderly and \$1,000 to be used for food and clothing programs for the poor.

Moved by Councilmember Carlson and seconded by Councilmember Moravec that \$1,000 be used for PRISM and \$1,000 be used for the Senior Transportation Program.

Motion Carried.

Moved by Councilmember Joselyn and seconded by Councilmember Carlson 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 Carlson to adjourn the meeting.

Motion Carried.

Meeting adjourned at 9:15 p.m.

November 6, 1991

page 847

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Mayor Pro Tem

ATTEST:

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City Clerk



November 14, 1991

page 848

Pursuant to due call and in accordance with Minnesota Statute 204C.36 and Minnesota Secretary of State Rules, Chapter 8235, the Crystal City Council met as the Canvassing Board to canvass the results of the Municipal Election in Ward 3 on November 14, 1991 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, Grimes, Herbes, Irving, Joselyn, Langsdorf, Moravec. Also in attendance were the following staff members: Jerry Dulgar, City Manager; Darlene George, City Clerk.

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

1. The City Council considered a resolution canvassing the recount for the Office of Ward 3 Councilmember in the General Municipal Election of November 5, 1991.

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

RESOLUTION NO. 91-85

RESOLUTION CANVASSING THE RECOUNT FOR THE  
OFFICE OF WARD 3 COUNCILMEMBER IN THE  
GENERAL MUNICIPAL ELECTION OF NOVEMBER 5, 1991

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

Motion carried, resolution declared adopted.

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

Motion Carried.

Meeting adjourned at 7:05 p.m.


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Mayor

ATTEST:

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City Clerk

DATE: November 15, 1991  
TO: Jerry Dulgar, City Manager  
FROM: Bill Barber, Building Inspector   
SUBJECT: 4521 Vera Cruz Ave. N. #91-26  
Request for 2nd access from a public way  
DEPARTMENT HEAD REVIEW: *alm* 11/15/91

BACKGROUND

Richard Nelson has requested a second access to his property from a public way. Currently there is a 24'x30' dwelling with an attached 10'x12' porch and a 12'x20' garage. The access to the existing garage is off of Vera Cruz Ave. N. At the back of the property is an alley. Mr. Nelson is proposing to build a detached garage with access off the alley.

The Zoning Ordinance allows one curb cut access per lot in a single family residential zoning. It has been the policy of staff to interpret that Section to mean that only one access is permitted whether or not there is curbing along the street. I did check with the City Attorney to see if our interpretation was consistent with the intent of Section 515.09, Subd. 4 (h) 10. Mr. Kennedy stated that the reference to curb cut would mean an access from a public way, alley or street.

PLANNING COMMISSION ACTION:

The Planning Commission considered this request on November 12, 1991. They discussed other alternative ideas for the existing attached garage. One idea was to close up the curb cut and remove the driveway off Vera Cruz and provide access from the alley for both the proposed garage and the existing or tandem the new garage behind the existing. None of these suggestions fell within the scope of what Mr. Nelson is trying to accomplish.

A motion was made to recommend that the City Council vary the strict application based on the following findings of fact:

1. He has the right to be even with neighbor,
2. A close neighbor has equivalent situation,
3. Little or no precedent is being set as very few alleys exist and there is no room along side of attached garage for expansion or access, and
4. it is in the best interest and welfare of the City.

This motion failed on a 3-2 vote (minimum of 5 votes needed to approve).

RECOMMENDATION

I am recommending denial of this request as no undue hardship has been shown by the applicant. I feel that the property can be put to a reasonable use by complying with the Zoning Code. If a variance such as this is granted, I believe a precedent is being set. In the past, requests for two accesses have been denied.

Should Council choose to approve this request, I might suggest that perhaps the Zoning Ordinance be changed. This change could speak only to lots which have alleys. I will look for some direction should they desire to do that.

I will answer any questions you have at the meeting.

ko



Date: 10/4/91

APPEAL FOR A VARIANCE TO THE ZONING ORDINANCE

Street Location of Property: 4521 Vera Cruz Ave.

Legal Description of Property: Lot 2, Block 1, West Lilac Terrace Third Unit

Property Identification Number: 09-118-21-34-0059

Applicant: Richard N. Nelson

(Print Name)

4521 Vera Cruz Ave.

(Address)

537-7429

(Phone No.)

Owner: Same

(Print Name)

(Address)

(Phone No.)

REQUEST: Applicant requests a variance on the above-described property from Section 515.09  
Sub 4 (A) 10 of the Zoning Ordinance, as amended, which requires ONLY 1 CURB  
CUT ACCESS. REQUESTING 2 ACCESSES - 1 OFF STREET  
FRONT AND 1 OFF ALLEY

State exactly what is intended to be done on, or with the property which does not conform with the Zoning Ordinance. A plot plan drawn to scale showing the proposal must be submitted with the application.

Explain in detail wherein your case conforms to the following requirements:

- 2 E That the strict application of the provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardships (other than economic) inconsistent with its general purpose and intent.

The location of the house on the lot does not allow for an access to a rear garage from the existing driveway.

- 1 23 That there are exceptional circumstances or conditions applicable to the property involved or to the intended use or development of the property that do not apply generally to other property in the same zone or neighborhood.

The circumstances involved in asking for a variance is only a rear garage at present & we have two vehicles. Time 2:30 PM until 5:30 AM we have to move vehicles as we cannot exit for the street & we also have other vehicles parked in front of the house.

3. That the granting of a variance will not be materially detrimental to the public welfare or injurious to the property or improvement in such zone or neighborhood in which the property is located.

There should be no material detriment or injurious to the neighborhood.

NOTE: The Planning Commission is required to make a written findings of fact from the showing applicant makes that all three of the above-enumerated conditions exist and in addition thereto must find that the granting of such variance will not be contrary to the objectives of the Comprehensive Plan.

THIS PROPERTY IS:

TORRENS / ABSTRACT

(Circle one)

R. N. Nelson  
(Applicant's Signature)

R. N. Nelson  
(Owner's Signature)

(Office Use Only)

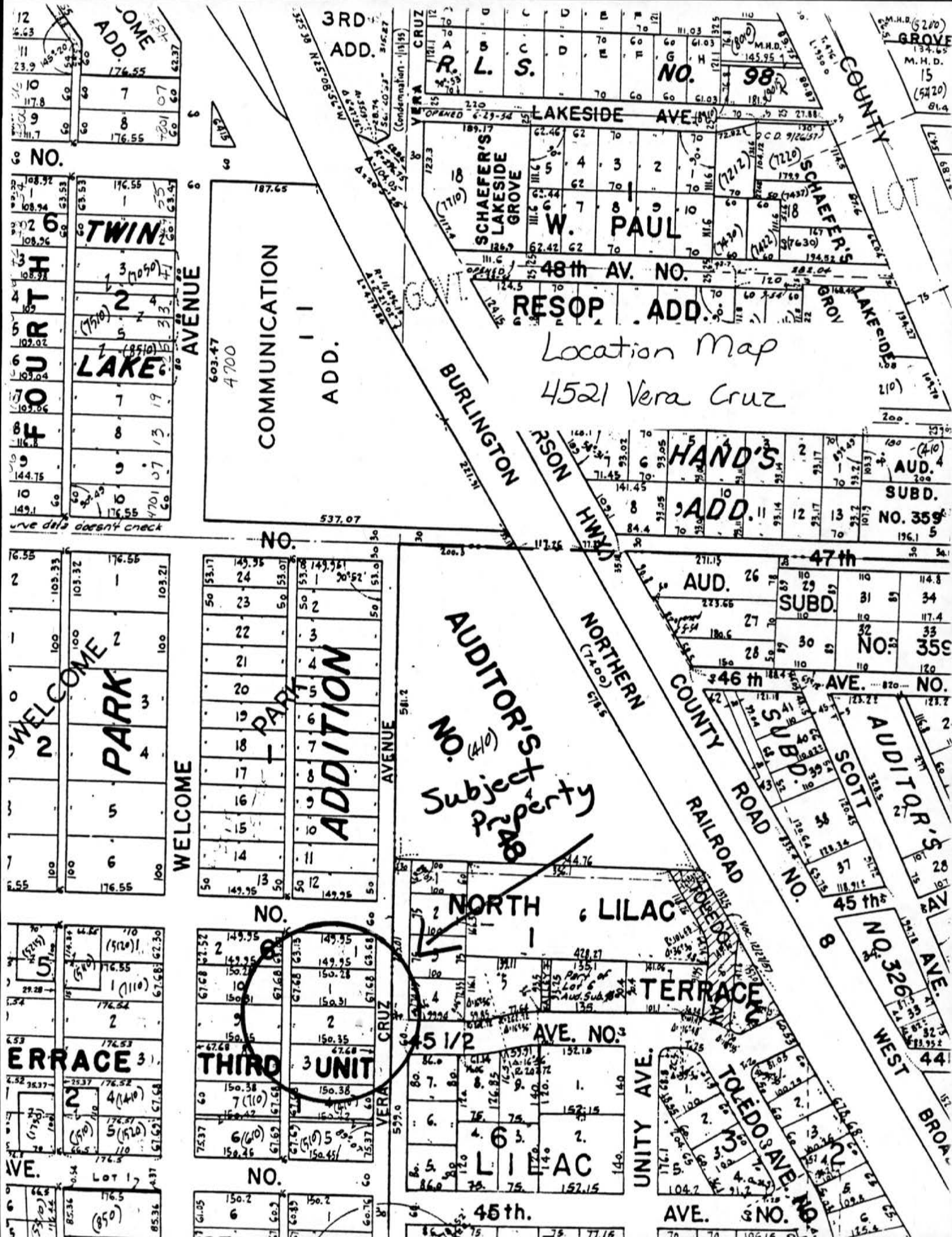
FEE: \$75.00 DATE RECEIVED: 10-4-91 RECEIPT # 58262

(Approved) (Denied) - Planning Commission

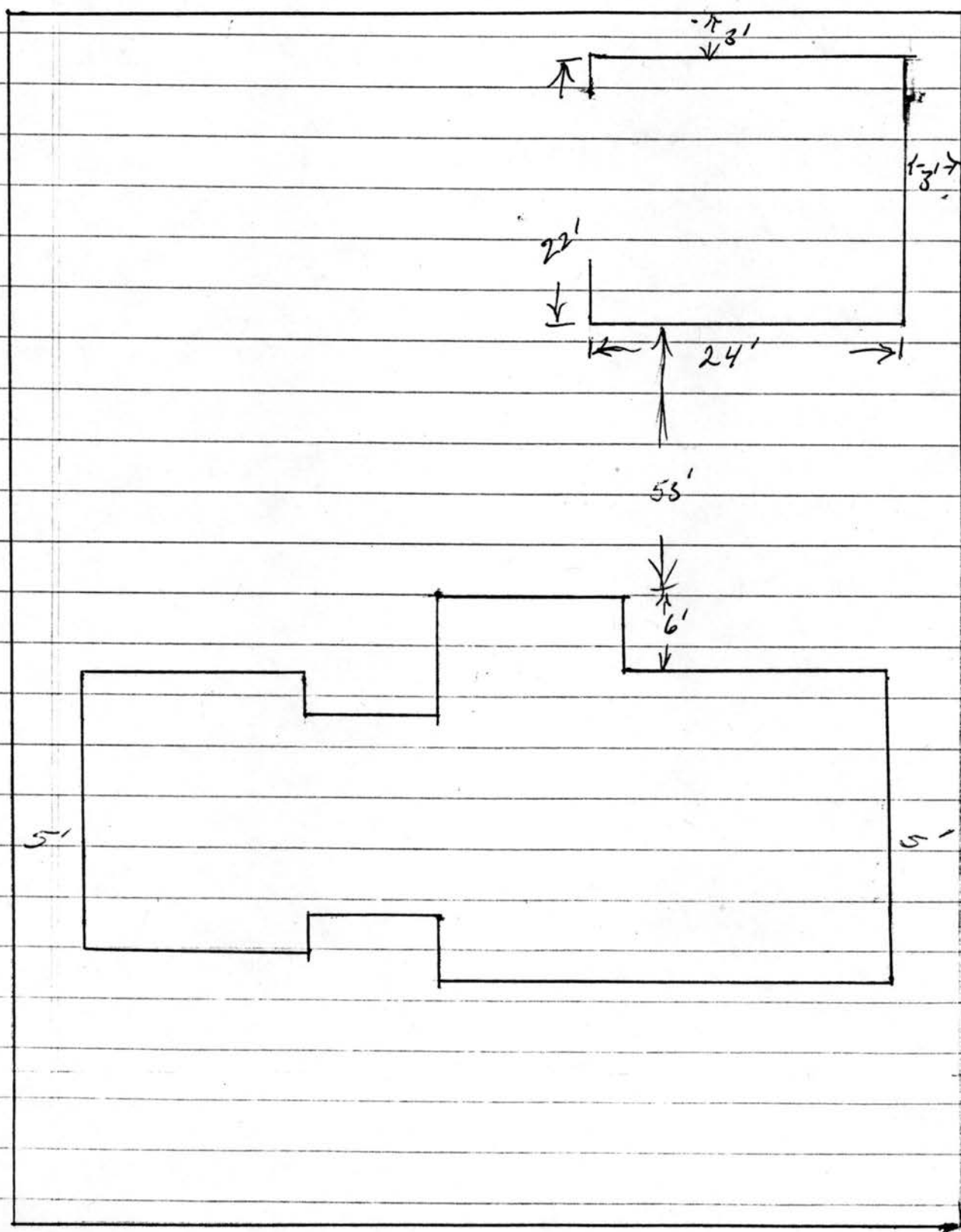
(Date)

(Approved) (Denied) - City Council

(Date)




ALLEY



4521 Vera Cruz

North  $\rightarrow$

DATE: November 14, 1991  
TO: Jerry Dulgar, City Manager  
FROM: Bill Barber, Building Inspector   
SUBJECT: 5573 Welcome Ave. N.  
Request for Lot Split and Combination

DEPARTMENT HEAD REVIEW: *alu - 11/15/91*

BACKGROUND

I have received a request for a lot split/combination from Harry & Debbie Hauser. This property is located at the corner of Welcome and 56th Ave. N. The current lot is 60' in width. They are proposing to purchase 15' from 5565 Welcome Ave. N. and combine it to their current property. The lot at 5565 Welcome is currently 120 feet in width. This split/combination will not cause the property at 5565 Welcome Ave. to be non-conforming.

The applicant is getting a certified survey and legal description of the property indicating the proposed manner of division/combination. We also have a copy of the legal document signed by both parties agreeing to the transfer of the property. This procedure is per 506.13 of the City Code.

PLANNING COMMISSION ACTION:

On November 12, 1991, the Planning Commission reviewed this request. Their recommendation was for approval as it does not make either lot non-conforming. Their findings of fact were that 1) it appeared to be in the best interest of both parties involved and 2) based on the recommendation of the Building Inspector as to being no problem.

As stated previously, a certified survey is being done which will give a new legal description of the two properties. Once this has been received, all documents will be submitted to the City Attorney for review and then filed with the County.

RECOMMENDATION

It is my recommendation that this lot split/combination be approved subject to all documents being filed with the County.

ko



No. 91-

CITY OF CRYSTAL  
4141 DOUGLAS DRIVE NORTH  
Crystal, Minnesota 55422  
Phone: (612) 537-8421

Date: Oct. 1, 1991

TYPE OF REQUEST: ( ) Rezoning ( ) Conditional Use Permit  
( ) ( ) Plat Approval  
( ) Sign Variance (X) Other-lot split

X Street Location of Property: 5573 Welcome Ave No Crystal  
Legal Description of Property: Norcross Addition Lot 1 Block 1

Property Identification Number: ? 04-118-21-34-0082

X Owner: HARRY S. + Debbie L. Hauser  
(Print Name)

5573 Welcome Ave No. Crystal 537-6649  
(Address) (Phone No.)

X Applicant: Same  
(Print Name)

(Address) (Phone No.)

X DESCRIPTION OF REQUEST: to buy 15 feet of land from our  
neighbor (Compine North 15' of Lot 2 Blk 1  
Norcross Add w/ Lot 1 Blk 1 Norcross Addn)  
Section 506.13 Subd 3

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

Because our lot is so narrow on both sides -  
the extra land looks like it should belong with  
our house.

NOTE: Attach plan or survey of proposal.

This property is: Torrens / Abstract

X Harry S. Hauser

X Debbie Hauser  
(Owner's Signature)

(Applicant's Signature)

(Office Use Only)

FEE: \$75.00

DATE RECEIVED: 10/7/91

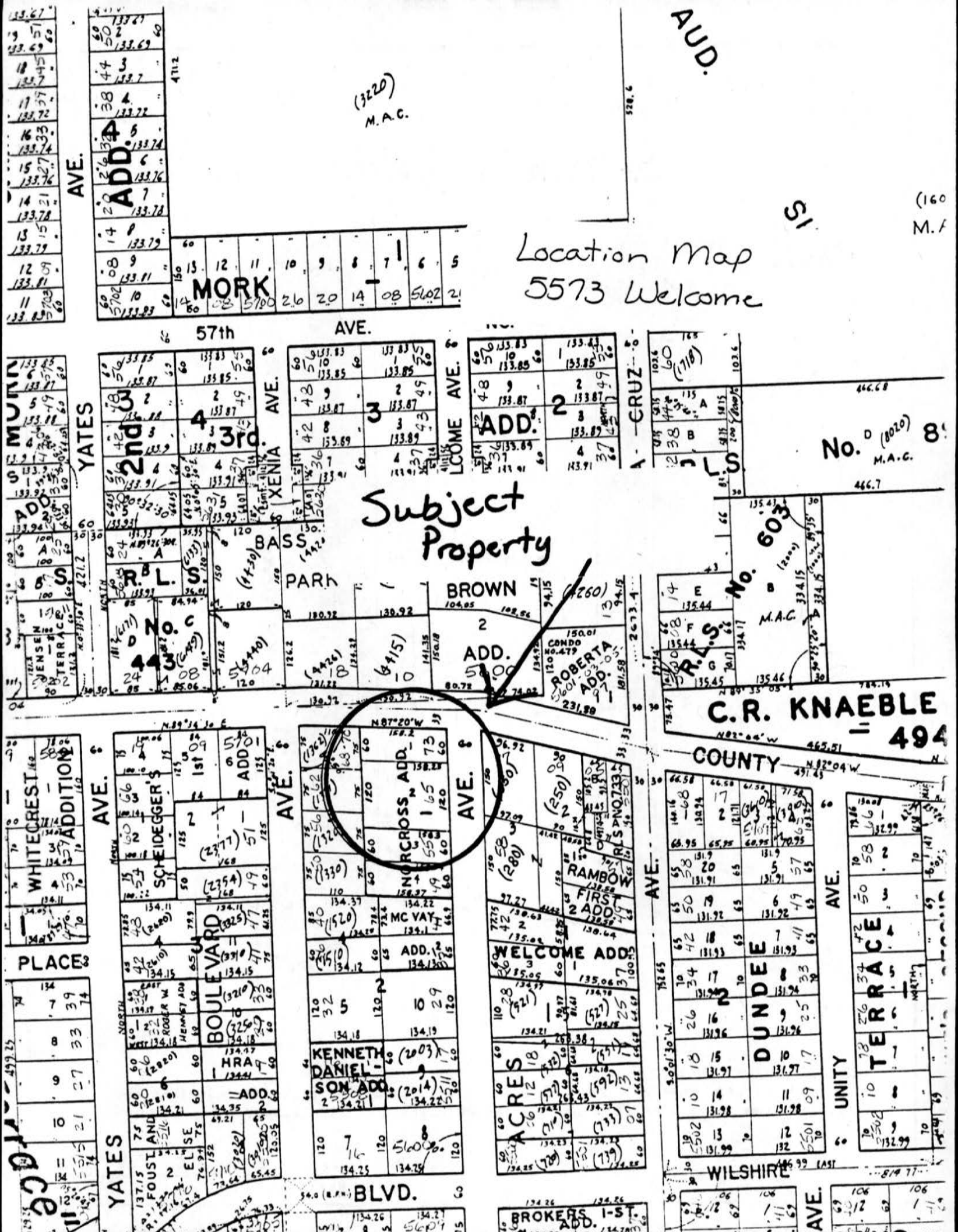
RECEIPT # 58664

(Approved) (Denied) - Planning Commission

(Date)

(Approved) (Denied) - City Council

(Date)



(3220)  
M.A.C.

AUD.

Location Map  
5573 Welcome

15

(160  
M.A.

Subject  
Property

No. 0 (8020) 8  
M.A.C.

C.R. KNAEBLE  
494

COUNTY

AVE.

UNITY

WILSHIRE

BROKERS 1-ST.  
ADD.

BLVD.

YATES

AVE.

YATES

57th

AVE.

ADD.

4

133.67

CALVIN H. HEDLUND

Land Surveyor

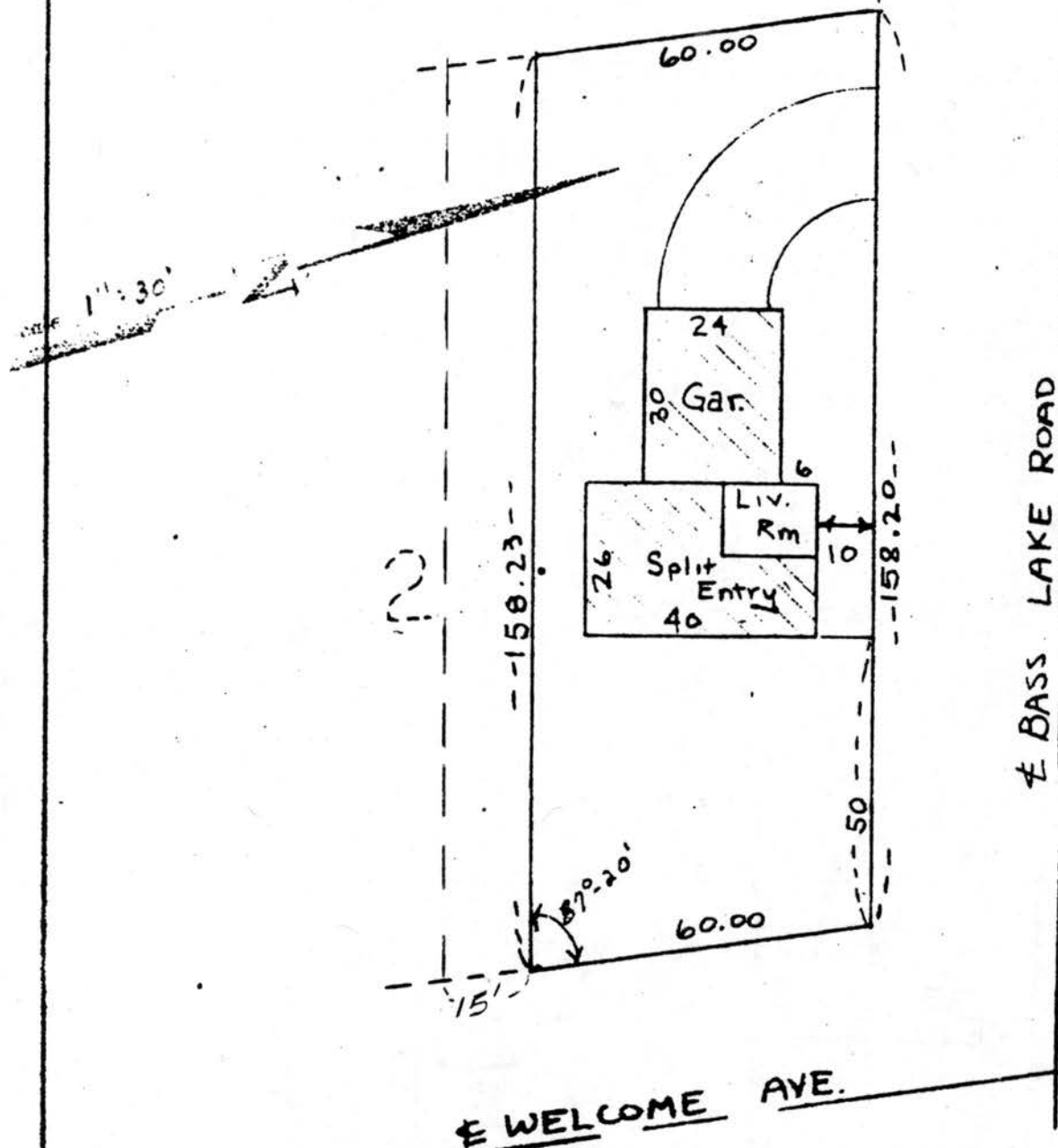
Civil Engineer

4818 Overlook Lake Circle  
Bloomington, Minnesota 55437  
888-2080

# Surveyor's Certificate

SURVEY FOR: Darrell Weaver Constr. Co.  
DESCRIBED AS: Lot 1, Block 1, NORCROSS ADDITION, City of Crystal  
Hennepin County, Minn.

JOB NO. \_\_\_\_\_



## CERTIFICATE OF SURVEY

I hereby certify that on 12/22/72 I surveyed the property described above and that the above plat is a correct representation of said survey.

*Calvin H. Hedlund*  
Calvin H. Hedlund, Minn. Reg. No. 5942

Received 11-18-91  
 Receipt # 59360

537-3279

To Jessie Hart  
 from Larry Henning

Camp Confidence Nicklows

1062

11-15 19 91

17-17/89

Pay to the  
Order of

City of Crystal

\$2189.09

Two thousand one hundred eighty nine and 09/100ths



Northwest Bank Minnesota, N.A.  
 Golden Valley Office  
 550 Douglas Drive North  
 Golden Valley, MN 55422

Memo

*Larry Henning*  
*Pres/Key*



Receipt  
#58820

FOR BOARD USE ONLY

BASE # \_\_\_\_\_  
PP # \_\_\_\_\_  
FEE \_\_\_\_\_  
CHECK \_\_\_\_\_  
INITIALS \_\_\_\_\_  
DATE \_\_\_\_\_

Minnesota Lawful Gambling  
Premises Permit Application - Part 1 of 2

Type of Application



Renewal

Organization base license number B00691-

Premises permit number 075



New

Class of premises permit

(check one)

☐ A (\$400) Pull-tabs, tipboards, paddlewheels, raffles, bingo

☒ B (\$250) Pull-tabs, tipboards, paddlewheels, raffles

☐ C (\$200) Bingo only

☐ D (\$150) Raffles only

Organization Information

Name of Organization

MN Therapeutic Camp, Inc.

Business Address of Organization - Street or P. O. Box (Do not use the address of your gambling manager)

P.O. Box 763

City

Brainerd

State

MN

Zip Code

56401

County

Crow Wing

Daytime phone number

(218) 828-2344

Name of chief executive officer (cannot be your gambling manager)

Richard E. Endres

Title

C.E.O.

Daytime phone number

(218) 828-2344

Bingo Occasions

If applying for a class A or C permit, fill in days and beginning & ending hours of bingo occasions:

No more than seven bingo occasions may be conducted by your organization per week.

Day	Beginning/Ending Hours	Day	Beginning/Ending Hours	Day	Beginning/Ending Hours
_____	_____ to _____	_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____	_____	_____ to _____
_____	_____ to _____	_____	_____ to _____	_____	_____ to _____

If bingo will not be conducted, check here ☒

Gambling Premises Information

Name of establishment where gambling will be conducted

Nicklow's - 3516 N. Lilac Dr., Crystal

Street Address (do not use a post office box number)

Is the premises located within city limits? ☒ Yes ☐ No If no, is township ☐ organized ☐ unorganized ☐ unincorporated

City and County where gambling premises is located OR Township and County where gambling premises is located if outside of city limits

Crystal - Hennepin

Name and address of legal owner of premises

Anthony Nicklow

City

Crystal

State

MN

Zip Code

55428

Does your organization own the building where the gambling will be conducted? ☐ YES ☒ NO

If no, attach the following:

- \* a copy of the lease (form LG202) with terms for at least one year.
  - \* a copy of a sketch of the floor plan with dimensions, showing what portion is being leased.
- A lease and sketch are not required for Class D applications.

Address of storage space of gambling equipment - Do not use a P.O. box number

Address

City

State

Zip code

6260 Mary Fawcett Dr. - P.O. Box 763, Brainerd, MN 56401

**Minnesota Lawful Gambling  
Premise Permit Application - Part 2 of 2**

**Gambling Bank Account Information**

Bank Name <u>Norwest</u>		Bank Account Number <u>[REDACTED]</u>	
Bank Address <u>650 Douglas Dr. N.</u>	City <u>Golden Valley</u>	State <u>MN</u>	Zip Code <u>55427</u>
Name, address, and title of persons authorized to sign checks and make deposits and withdrawals. Organization's treasurer may not handle gambling funds			

Name	Address	Title
<u>Larry Hennig</u>	<u>P.O. Box 433, Elk River, MN</u>	<u>Gaming Mgr.</u>
<u>Irene Hennig</u>	<u>P.O. Box 433, Elk River, MN</u>	<u>Sale Mgr.</u>
<u>Bruce Johnson</u>	<u>617 Oak St., Brainerd, MN</u>	<u>Finance Mgr.</u>

**Acknowledgement**

**Gambling Site Authorization**

I hereby consent that local law enforcement officers, the board or agents of the board, or the commissioner of revenue or public safety, or agents of the commissioners, may enter the premises to enforce the law.

**Bank Records Information**

The board is authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.

**Oath**

I declare that:

- I have read this application and all information submitted to the board is true, accurate and complete;
- all other required information has been fully disclosed;

- I am the chief executive officer of the organization;
- I assume full responsibility for the fair and lawful operation of all activities to be conducted;
- I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the board and agree, if licensed, to abide by those laws and rules, including amendments to them;
- any changes in application information will be submitted to the board and local unit of government within 10 days of the change; and
- I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.

Signature of chief executive officer

Richard Enders

Date

10-7-91

**Local Government Acknowledgement**

1. The city \*must sign this application if the gambling premises is located within city limits.
2. The county \*\*AND township\*\* must sign this application if the gambling premises is located within a township.
3. The local unit government (city or county) must pass a resolution specifically approving or denying this application.

4. A copy of the local unit of government's resolution approving this application must be attached to this application.
5. If this application is denied by the local unit of government, it should not be submitted to the Gambling Control Board.

**Township:** By signature below, the township acknowledges that the organization is applying for a premises permit within township limits.

**City\* or County\*\***

**Township\*\***

City or County Name

Township Name

City of Crystal

Signature of person receiving application

Signature of person receiving application

Darlene George

Title

Date Received

Title

Date Received

City Clerk

10-8-91

Refer to the instructions for required attachments.

Mail to: **Gambling Control Board  
Rosewood Plaza South, 3rd Floor  
1711 W. County Road B  
Roseville, MN 55113**

### Premises Information

Name of Legal Owner of Gambling Premise (lessor)	Address	City/Zip Code	Phone
Anthony Nicklow	3516 N. Lilac Drive	Crystal 55428	(612) 529-7751
Name and Address of Leased Premises	Address	City/Zip Code	
Nicklows -	3516 N. Lilac Drive	Crystal	55428
Name of Organization Leasing the Premises (lessee)	License Number, if known		
MN. Therapeutic Camp, Inc.	BC0691-06975		

### Gambling Activity

The lawful gambling activity which the organization will conduct is (check all that apply):

☐ bingo    ☒ raffles    ☒ paddlewheels    ☒ pull-tabs    ☒ tipboards

**Rent Information** (See Rules 7860.0090, Subp 3)

**Class A and C premise permits:**

Rent for bingo and all other gambling activities conducted during that bingo occasion may not exceed:

\$200 for up to 6,000 square feet;  
\$300 for up to 12,000 square feet; and  
\$400 for more than 12,000 square feet.

Rent to be paid per bingo occasion \$

**Class B and D premise permits:**

Rent for gambling activities not including bingo may not exceed \$24 per square foot per month, with a maximum of \$600.

Rent to be paid per month \$ 1,000

Rent may not be based on a percentage of receipts, profits from lawful gambling, or on the number of participated attending a bingo occasion.

An organization may not pay rent to itself or to any of its affiliates for space used for the conduct of lawful gambling.

## Premises Description

The area leased within the premises is 6 feet by 6 feet, for a total of 36 square feet.  
         feet by          feet, for a total of          square feet.  
         feet by          feet, for a total of          square feet.

Attach a sketch which identifies the location of the leased premises when a portion of a building is the leased premises. That sketch must include the dimensions of the leased premises.

### Effective Dates

The lease will go into effect at 12:01 a.m. on July 23 19 91, and will end at 12:00 a.m. on July 23, 19 93, for a period of one year.

Times and Days of Bingo Activity (If none, indicate N/A) ☒ N/A

The bingo occasions will be held:

[illegible]



By agreeing to the terms of this lease, it is mutually agreed that:

- The legal owner of the property is the lessor.
- The owner of the property (lessor) may not manage gambling at the premises.
- The lessor of the premises, his or her immediate family, and any agents or employees of the lessor may not participate as players in the conduct of lawful gambling on the leased premises.
- The lessor and the lessee do not have a direct or indirect financial interest in the distribution or manufacture of gambling equipment.
- The lessor of the premises will allow the Board or agents of the Board, the Commissioner of Public Safety or agents of the commissioner, or the Commissioner of Revenue or agents of the commissioner, and law enforcement personnel to inspect the premises at any reasonable time, and permit the organization to conduct lawful gambling at the premises according to the terms of this lease. The lessor may not impose any conditions on the organization regarding distributors of gambling equipment, services, or the use of profits.
- The organization must obtain a license and a premise permit from the Gambling Control Board. The organization will be responsible for complying with the laws and rules of lawful gambling.
- The organization must have, at the gambling premises, a current inventory of gambling equipment, a sketch with dimensions of the premises available for review, and a clear physical separation or divider between the lessee's gambling equipment and the lessor's business equipment.
- The organization will be responsible for ensuring that the lessor's business activities are not conducted on the leased premises.
- If the lease is cancelled prior to the termination date of this lease, each party agrees to notify the Gambling Control Board explaining the reasons for the cancellation. The lease shall be terminated immediately for any gambling, liquor, prostitution or tax evasion violations occurring on the premises.
- The lessor of the premises shall provide the lessee access to the licensed premises during any time reasonable and necessary to conduct lawful gambling on the premises and as agreed upon in this lease.
- (Write in any other conditions or restrictions that will be included as part of the lease. Attach additional sheets if necessary)

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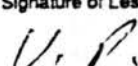
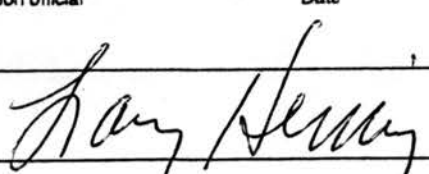

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This lease is the total and only agreement between the lessor and the organization conducting lawful gambling activities. There is no other agreement and no other consideration required between the parties as to the lawful gambling and other matters related to this lease. (Any changes in this lease must be submitted to the Gambling Control Board within 10 days of the change.)

Signature of Lessor	Date	Signature of organization official	Date
	7/23/91		
Title		Title	

A copy of this lease and sketch with dimensions must be submitted with the premise permit application or renewal to:

Department of Gaming - Gambling Control Division  
Rosewood Plaza South, 3rd Floor  
1711 W. County Road B  
Roseville, Minnesota 55113

**CITY OF CRYSTAL  
POLICE DEPARTMENT  
MEMORANDUM**

DATE: October 15, 1991  
TO: Sgt. Ken Varnold  
FROM: Det. David Bordwell  
SUBJECT: PERMIT APPLICATIONS - GAMBLING

In checking with the State of Minnesota Gambling Control Board, they are not currently investigating either Minnesota Therapeutic Camp, Inc. or Crystal Lions. They appear to be complying with all rules and regulations that they are bound by.

DTB/dh

Memorandum

DATE: October 9, 1991October 9, 1991  
TO: James Mossey, Police Chief  
FROM: Darlene George, City Clerk  
SUBJECT: Investigation Lawful Gambling Premise Permit  
Minnesota Therapeutic Camp, Inc.  
at Nicklow's  
3516 North Lilac Drive

Attached is a premise permit application for the above referenced lawful gambling organization. Please complete the necessary investigation so that this item may be placed on the October 15 City Council Agenda for Council consideration.

If you have any questions, please let me know.

DG/js



MEMORANDUM

TO: Jerry Dulgar, City Manager

FROM: Jessie Hart, Assistant Finance Director *th*

DATE: November 14, 1991

SUBJECT: Minnesota Therapeutic Camp, Inc.

I have been corresponding with representatives of Minnesota Therapeutic Camp, Inc. regarding the organizations compliance with the City's Lawful Gambling Ordinance. I have received all of the information requested of them and a check for \$4,173.41.

After reviewing the information submitted, it was determined that an expense had been taken that did not fit the definition of "allowable expenses." After the elimination of this expense it was determined that the organization had an additional liability to the City in the amount of \$2,189.09. I have attached a copy of the letter sent to the organization regarding this matter.

I have talked on the phone with Larry Hennig, the Gambling Manager, and he indicated that any additional amounts due would be forwarded to the City no later than Tuesday, November 19, 1991, prior to the start of the meeting.

Based on the above information, I would recommend that the Council approve the premise permit in question, pending the receipt of the check for \$2,189.09 prior to their approval.



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

ADMINISTRATIVE OFFICE

November 14, 1991

Mr. Richard E. Endres, CEO  
Minnesota Therapeutic Camp, Inc.  
P.O. Box 763  
Brainard, Minnesota 56401

Dear Mr. Endres:

The City of Crystal recently received the monthly financial statements showing the actual activity generated through gambling at Rostamo's and Nicklow's for the period of October 1, 1990 through September 30, 1991.

A check for \$4,173.41 was received in conjunction with these reports which represents 10% of the net income, after campers days are subtracted. While this number is accurate based on the report submitted, there is a discrepancy in one of the numbers being used as an "allowable expense", specifically income taxes.

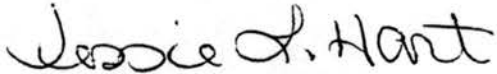
The Crystal City Ordinance, Section 1102.13 - Contributions to City state that the 10% is to be based on "net profits" which is defined as "profits" less "allowable expenses" as outlined in the Minnesota Statutes, Chapter 349 and the rules and regulations promulgated thereunder. At no point in these sources does it indicate income taxes as "allowable expenses."

With the elimination of the income tax deduction on the reports, it is estimated that Minnesota Therapeutic Camp, Inc. would have an additional liability to the City of Crystal in the amount of \$2,189.09.

It is being recommended to the Crystal City Council that the premise permit should be approved at the November 19, 1991 regular council meeting, pending the receipt of a check in the amount of \$2,189.09.

If you have any questions, please feel free to contact me at 612-537-8421. Thank you for all of your cooperation.

Sincerely,  
CITY OF CRYSTAL

A handwritten signature in cursive script that reads "Jessie L. Hart".

Jessie L. Hart  
Assistant Finance Director

cc: Larry Hennig, Gambling Manager  
Bruce Johnson, CPA  
Jerry Dulgar, Crystal City Manager  
David Kennedy, Crystal City Attorney

M E M O R A N D U M

DATE: November 14, 1991  
TO: Jerry Dulgar, City Manager  
FROM: Bill Barber, Building Official *(BIB)*  
SUBJECT: Proposed Change to Side Street Side Yard Setback  
in R-1 & R-2 Districts

DEPARTMENT HEAD REVIEW: *alu - 11/15/91*

BACKGROUND

The proposal you see before you is an issue that has been discussed at great length for the last 2 or 3 years. We have talked about doing something with the side street side yard in the residential districts. Our current ordinance allows a 10' side street side yard setback with a 60' lot and the longest dimension of the principal building paralleling the lot frontage. It currently goes on to require that for each foot over 60 the setback must increase by 1 foot up to a maximum of 30'. This proposal is to have a 10' setback for all corner lots whether they are 60' or 80'.

In the case of the corner lot where the shortest dimension of the principal building parallels the shortest dimension of the lot the ordinance now requires a side street side yard setback of 30'. This requirement is not being proposed to be changed. My feeling is that when the front of the house faces a side street the additional frontage in front of the house is a must.

After surveying some of our neighboring Cities, I found a great array of setbacks. I proposed to the Planning Commission that the setbacks be tied to the street classification based on the Comprehensive Plan. I have included street classifications for your review.

I am proposing that a 10' setback be used for all local streets and a minimum of 15' for all collector and minor designated streets. This proposal requires a greater setback along some of the more heavily used streets.

Mr. Kennedy has suggested that the definition of local, collector, and minor alternate streets be included in the Zoning Ordinance. The definitions as used by the Metro Council has been included for your information.

PLANNING COMMISSION ACTION:

On August 12, 1991, the Planning Commission recommended approval of the ordinance as proposed. They, however, wanted to see the proposed wording before going to the Council. That was before them at the October 14, 1991 meeting and they recommended that it be passed by Council and incorporated into the Zoning Ordinance.

RECOMMENDATION:

I am recommending that the City Council have the first reading of the ordinance with the second and final reading to be when complete code language is presented by the City Attorney's office.

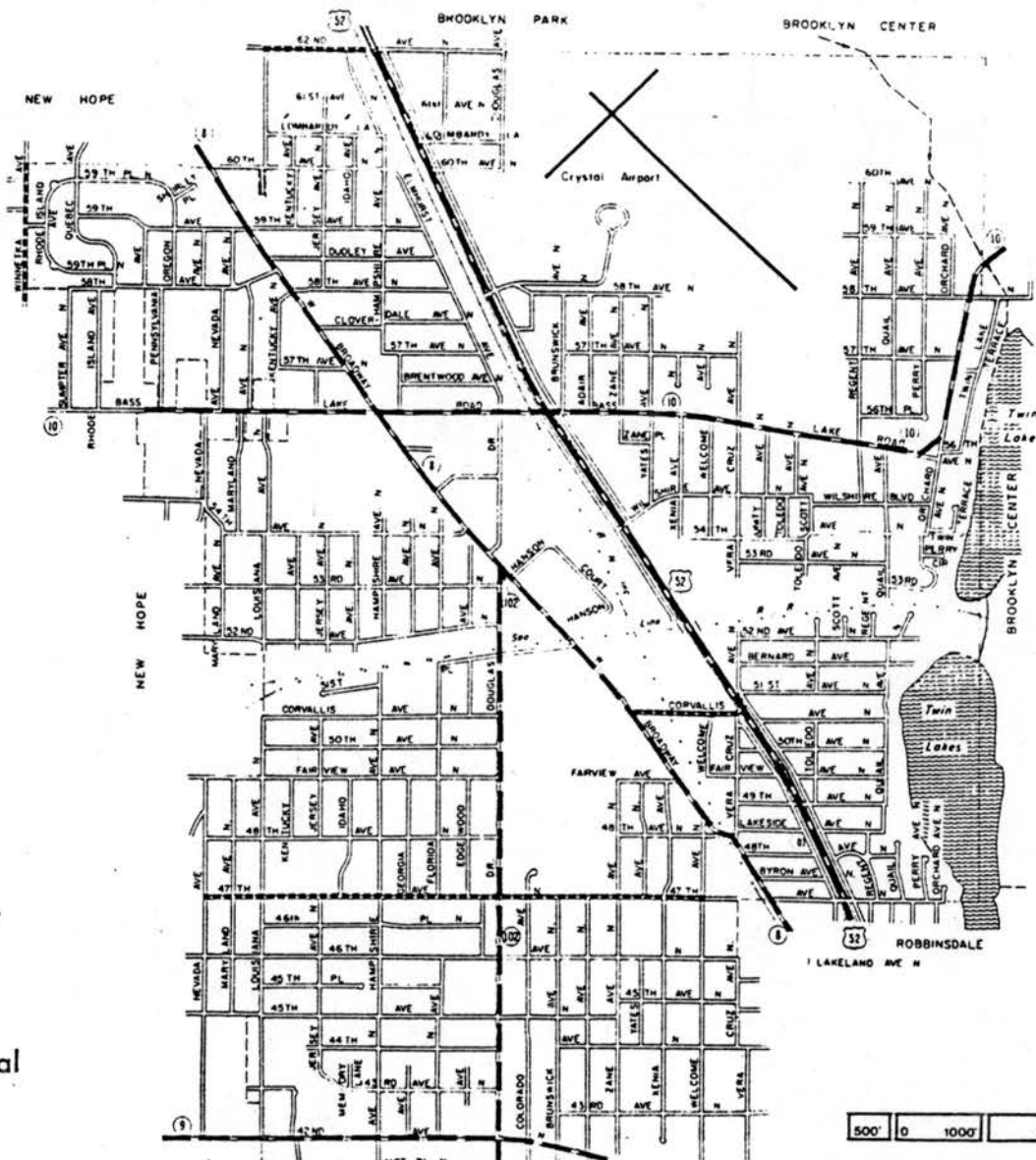
ko



Table C-1  
FUNCTIONAL CLASSIFICATION SYSTEM CRITERIA FOR ROADWAYS

	Interstate Freeway	Major Arterial	Minor Arterial	Collector	Local
Accessibility focus	Connects all urban subregions with one another; connects urban and rural service areas with metro centers; connection to outstate cities.	Connects two or more subregions; provides secondary connections outstate; complements primary arterials in high-volume corridors.	Connects adjacent subregions and activity centers within subregions.	Connects neighborhoods within and between subregions.	Connects blocks within neighborhoods and specific activities within homogeneous land-use areas.
Level of mobility	Provides high level of mobility within urban and rural service areas and to major outstate cities.	Provides high level of mobility within and between subregions.	Provides mobility within and between two subregions.	Provides mobility between neighborhoods and other land uses.	Provides mobility within neighborhoods and other homogeneous land-use areas.
System access	To other interstate freeways, major arterials, and selected minor arterials; no direct land access.	To interstate freeways, other major arterials, minor arterials and high-volume collectors; no direct land access except major traffic generators.	To interstate freeways, major arterials, other minor arterials, and collectors, restricted direct land access.	To minor arterials, other collectors, local streets, land access.	To collectors, other local streets, land access.
Trip-making service performed	Long trips at high speed within and through the Metro Area. Express transit trips.	Medium-distance to long trips at high to moderate speed within the urban area. Express transit trips.	Medium to short trips at moderate to low speeds; local transit trips.	Primarily serves collector and distribution function for the arterial system at low speeds; local transit trips.	Almost exclusively collection and distribution; short trips at low speeds.



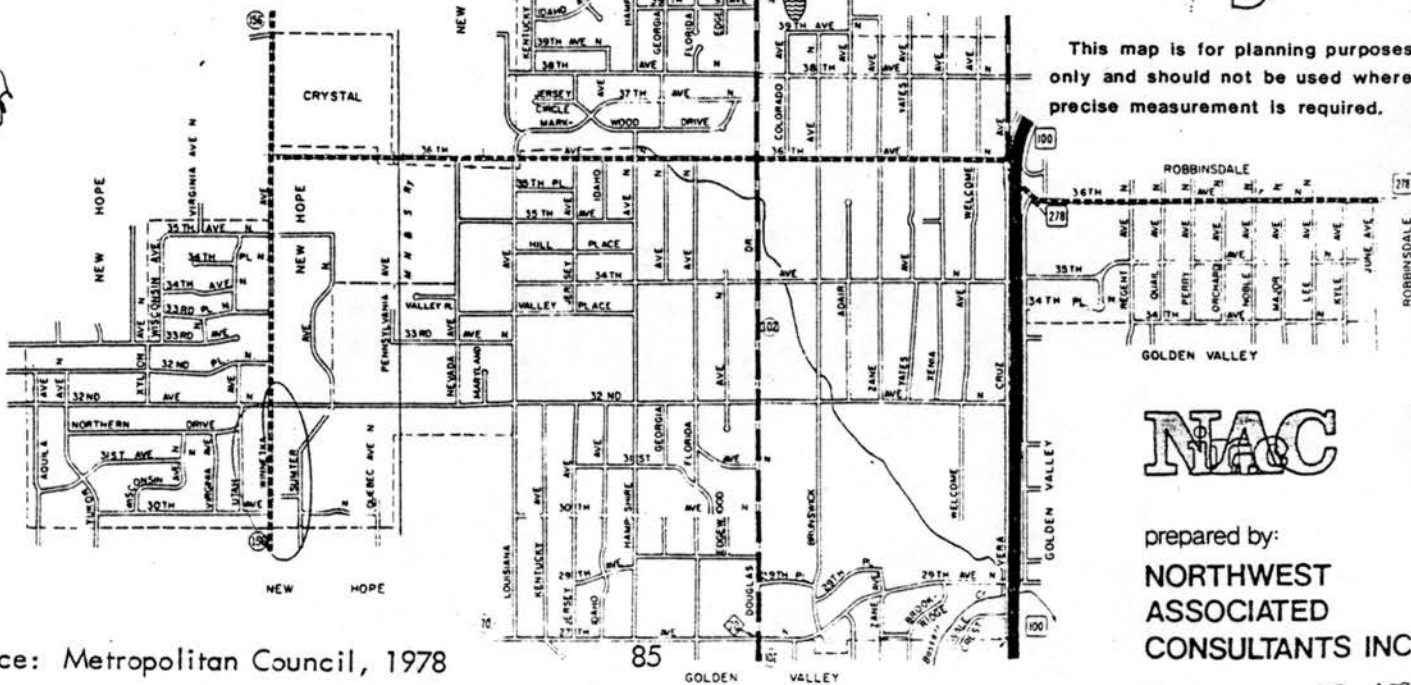


- Local street
- - - Collector street
- - - Minor arterial
- Principal arterial

streets, functional  
classification

crystal  
minnesota

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



NAC

prepared by:  
NORTHWEST  
ASSOCIATED  
CONSULTANTS INC.

source: Metropolitan Council, 1978

ORDINANCE NO. 91-\_\_\_\_\_

AN ORDINANCE RELATING TO ZONING: SIDE STREET  
SIDE YARD SETBACK: AMENDING CRYSTAL CITY CODE  
APPENDIX I - (ZONING) SUBSECTION 515.13,  
SUBDIVISION 3, CLAUSE a) SUBPARAGRAPH 1) AND  
11): AMENDING SUBSECTION 515.03 BY ADDING A  
SUBDIVISION

THE CITY OF CRYSTAL ORDAINS

Section 1. Crystal City Code, Appendix I (Zoning), Subsection  
515.13, Subdivision 3, clause a), Subparagraphs 1) and 11) are  
amended to read:

1) In the case of a corner lot in the R-1 District  
having a frontage of 60 feet and having the longest dimension  
of the principal building paralleling the 60-foot frontage lot  
front, the side yard or the street shall have a width of not  
less than ten feet and in no case shall any dwelling or  
attachment thereto be constructed less than 40 feet from the  
curb line of the side street adjacent to a local street as  
designated in the comprehensive plan, the side yard on the  
street must have a width of at least ten feet.

11) In the case of a corner lot in the R-1 District and  
having the longest dimension of the principal building  
paralleling the shortest dimension of the lot, the side yard  
on the street shall have a width of ten feet plus one foot for  
each additional one foot of lot frontage over 60 feet. The  
required side yard in such cases shall not have to exceed 30  
feet the lot front adjacent to a collector or minor arterial  
street as designated in the comprehensive plan, the side yard  
on the side street must have a width of at least 15 feet.

Sec. 2. Crystal City Code, Subsection 515.03 is amended by  
adding a subdivision to read:

Subd. 168. Street: local, collector, arterial

a) a collector street, as defined and specified in  
the comprehensive planned, is designed to perform the  
function of collecting traffic from local streets and  
distributing it to thoroughfares and arterials.

b) an arterial street, as defined and specified in the comprehensive plan, is designed to carry higher capacities than collector streets and to accommodate medium to short trips within subregional centers and between districts.

c) a local street is a street other than a collector street or an arterial street.

Sec. 3. This ordinance is effective in accordance with Crystal City Code, Subsection 110.11.


\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_

City Clerk

DATE: November 13, 1991  
TO: Jerry Dulgar, City Manager  
FROM: William Monk, City Engineer  
SUBJECT: Site Improvements @ St. Raphael's Church

Site improvements required as part of the St. Raphael's expansion project, noted in the attached agreement, are complete. It is recommended the improvements be accepted and the financial surety in the amount of \$35,000 guaranteeing said work be released.



WM:mb

Encl



EXHIBIT "A"

A G R E E M E N T

THIS AGREEMENT made by and between the City of Crystal, a municipal corporation in the State of Minnesota, hereinafter called the City, the first party, and CHURCH OF ST. RAPHAEL IN CRYSTAL, MN. hereinafter called the second party,

WHEREAS, second party has requested that the City Council approve the issuance of a building permit for expansion of St. Raphael's Church.

WHEREAS, as a prerequisite to the approval of said permit, the City Council requires the construction of certain improvements for the orderly development of property located at 7301 56th Avenue.

NOW THEREFORE, in consideration of the granting of said permit, said second party agrees and covenants as follows:

- Close 2 driveway openings in curb and repair street adjacent. Acquire Hennepin County permit for same.
- Reconstruct 1 curb opening at driveway and repair street adjacent. Acquire Hennepin County permit for same. → ANNEX
- Abandon sanitary sewer and water services to ~~rectory~~ and disconnect water service at main in street.
- Construct concrete driveway apron across boulevard.
- Construct V6 cast-in-place or B-612 concrete barrier curb around a portion of the bituminous parking area and a segment of Nevada Avenue.
- Reconstruct parking area, access aisles and drives with a minimum of 6" Class 5 base and 2" bituminous surface.
- Stripe parking stalls with white paint.
- Erect handicap parking stall sign(s) as required by Code.
- Construct storm sewer and appurtenances to collect and dispose of all surface water on the site.
- Erect stop sign at exits from parking area.
- Designate and sign fire lanes.
- Note how area lighting if proposed will conform to Section 515.07, Subd. 10, of the Crystal City Code.
- Landscape all open and disturbed areas.

That the second party warrants and guarantees all work done under the agreement against any defect in workmanship, materials, or otherwise that may occur within one year from the date of final acceptance by the City of all said work and other requirements.

That construction work be completed prior to issuance of the occupancy permit but not later than one year from issuance of building permit.

To hold the City harmless from any and all claims which may arise from third parties for any loss or damage sustained resulting from pursuance of the above-described work.

That all just claims incurred in the completion of aforementioned work requirements shall be paid in full by said second party to all persons doing work or furnishing skill, tools, machinery, services, materials, equipment, supplies or insurance.

All work pursuant hereto shall be in compliance with existing laws, ordinances, pertinent regulations, standards, specifications of the City of Crystal, and subject to approval of the City Engineer.

In the event that said second party has not completed any or all of the aforementioned work and requirements on the completion date as set forth herein, then in that event said second party shall be considered in default. Should said second party be in default, then said second party authorizes said City, its officers, its employees or its authorized agents to enter upon said second party's property and to complete any or all such uncompleted or improperly performed work or other requirements in conformity with this agreement.

That surety be deposited with the City in the amount of \$35,000 to insure the faithful performance of the above construction work and requirements, said surety to be in the form and manner as prescribed by law.

IN WITNESS WHEREOF we have hereunto set our hands this 19th day of March, 1991.

SEAL

CITY OF CRYSTAL

ATTEST:

Jan Schmidt  
Deputy CITY CLERK

Betty Heiber  
MAYOR  
J. R. Dwyer  
CITY MANAGER

IN THE PRESENCE OF:

Mary Ann Sheek

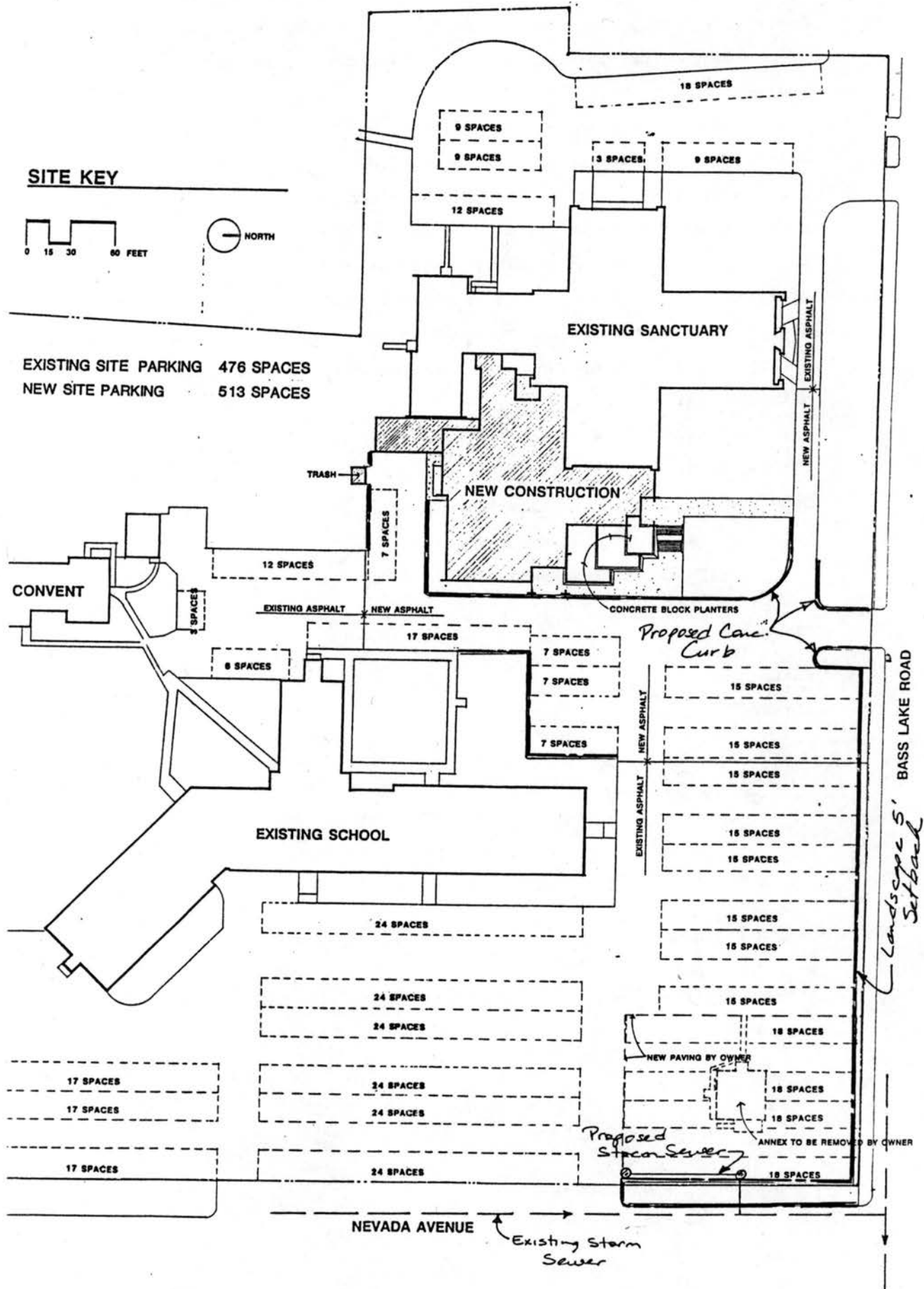
Stanley S. Irwin  
SECOND PARTY  
Thomas L. Fuzsman  
SECOND PARTY

# SITE KEY

0 15 30 60 FEET



EXISTING SITE PARKING 476 SPACES  
NEW SITE PARKING 513 SPACES



DATE: November 8, 1991  
TO: Jerry Dulgar, City Manager  
FROM: William Monk, City Engineer  
SUBJECT: Upgrade of West Broadway  
South of Fairview Avenue

On October 30, an informational meeting was held with area property owners to review Hennepin County's plans for the upgrade of West Broadway (CR8) between 42nd and Fairview Avenues. Approximately 60 notices were mailed and 12 individuals attended the meeting. Comments of note were as follows:

- . Numerous drainage problems of varying severity exist along the entire length of the project and need to be addressed in the final design phase.
- . Only one driveway access is noted for the liquor store at 4920 West Broadway. The widening of the street will impact this parking lot so the access situation needs to be reviewed more carefully during the design phase.
- . The requirement for no on-street parking was discussed and noted as a problem by one property owner. This item will be pursued through the County.
- . While the street is already close to full width and will require little widening as upgraded, the sidewalk will impact adjacent properties where lawn exists within the County's right-of-way. Some grade problems were identified where temporary construction easements will be needed.
- . Some questioned the need for four traffic lanes, but everyone agreed the improvements would enhance the area.
- . Several business owners indicated that minimizing the number of traffic disruptions (detours) was important. They recommended staged construction over a number of years be discouraged.
- . The timing of the project in reference to the bridge reconstruction at TH100 was noted. Most individuals stated a preference to have the projects constructed at the same time to eliminate traffic problems related to merging lanes.
- . The continuity of the sidewalk along the south side of realigned Welcome Avenue was discussed. The existing sidewalk adjacent to the US West building needs to be extended to connect with the proposed West Broadway sidewalk.

Jerry Dulgar  
November 8, 1991  
Page 2

With this public input, the Council is in a position to consider action on the preliminary plan to upgrade West Broadway south of Fairview Avenue. It should be remembered that the final design plans also require Council approval so future comments on this item are still possible.

I recommend the Council approve the preliminary design plan for West Broadway's upgrade as submitted while specifically noting the above comments.



WM:mb





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

ADMINISTRATIVE OFFICE

October 18, 1991

Dear Crystal Property Owner:

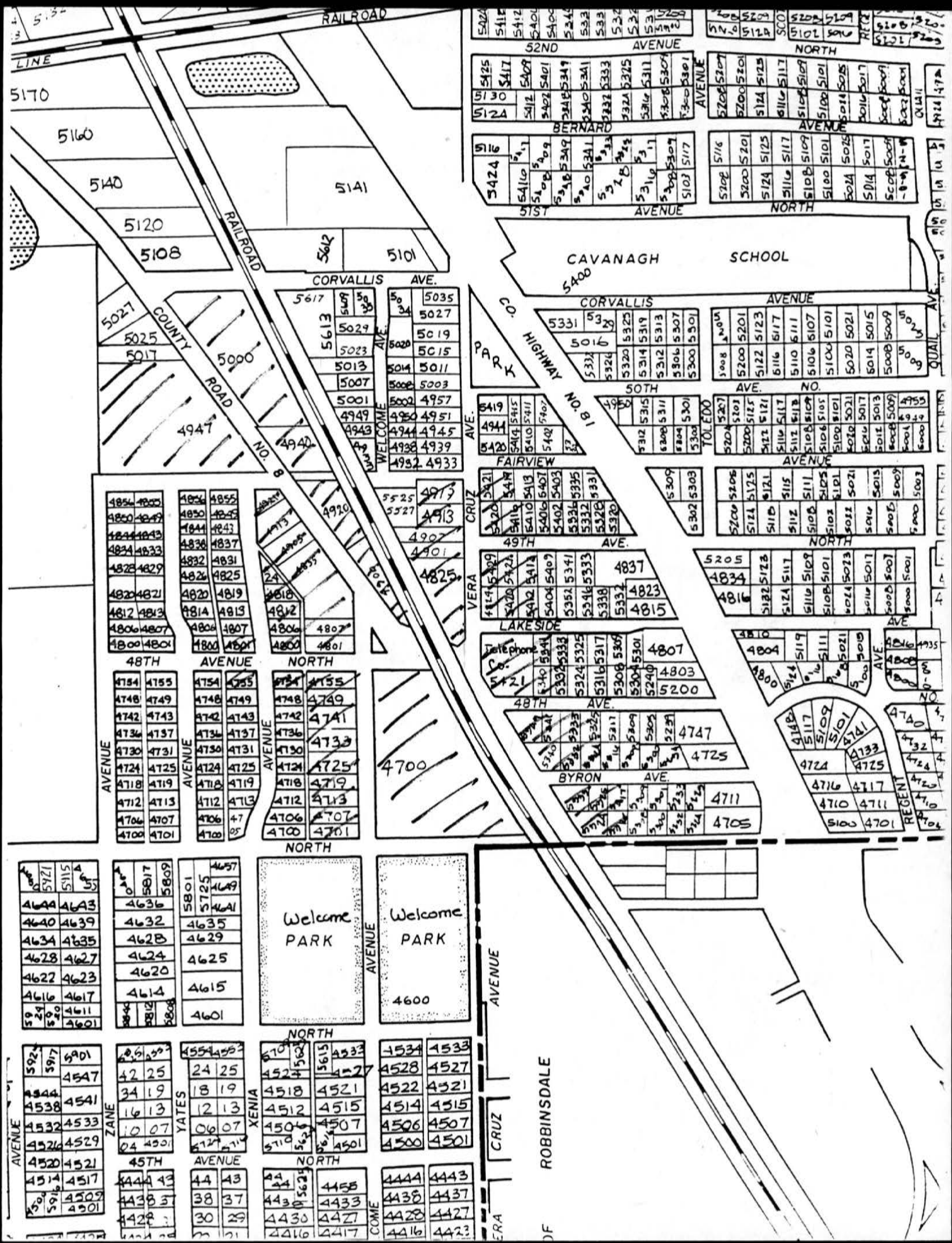
Preliminary design plans have been received from Hennepin County for the reconstruction of West Broadway (CR8) between Fairview and 42nd Avenues. The layout as submitted calls for construction of a four lane street with concrete curb & gutter and sidewalk along both sides of the street.

Before requesting comments from the City Council, staff is interested in hearing from area property owners. For that reason, an informational meeting is scheduled for Wednesday, October 30 at 7 p.m., in the lower level Community Room at City Hall. At that time the preliminary plan will be presented and available for detailed review. I look forward to seeing you there.

Sincerely,

William Monk  
City Engineer


WM:mb



DATE: October 9, 1991  
TO: Jerry Dulgar, City Manager  
FROM: William Monk, City Engineer  
SUBJECT: Preliminary Design Plan for West Broadway  
South of Fairview Avenue

As noted in the attached letter from Bruce Polaczyk of Hennepin County, preliminary design plans have been prepared for the upgrade of West Broadway (CR8) between Fairview Avenue and 42nd Avenue. The proposed project includes reconstruction of this street segment to a four lane section identical to that used by Crystal on 36th Avenue. Upgrade of the railroad crossing and storm sewer extensions also figure as important elements of this plan, but will not be detailed until final design plans are being prepared.

At this point I would like to review the large scale plan sheets with the Council before scheduling a neighborhood information meeting with impacted property owners. This item will then be placed on a future agenda for more formal consideration by the Council.



WM:mb

Encl



DEPARTMENT OF PUBLIC WORKS  
320 Washington Avenue South  
Hopkins, Minnesota 55343-8468

PHONE: (612) 930-2500  
FAX (612) 930-2513  
TDD: (612) 930-2696

October 4, 1991

Mr. Bill Monk  
City of Crystal  
4141 Douglas Drive North  
Crystal, Minnesota 55422

RECONSTRUCTION OF CSAH 8 FROM CSAH 9 TO FAIRVIEW AVENUE  
HENNEPIN COUNTY PROJECT 8435

Dear Bill:

Attached to this letter is the preliminary plan, profile and estimate for the above referenced project. With this submittal I am requesting a preliminary plan approval from your council in order that I may start the final design of the project. This project is proposed as a 1995 project in our 1992-1996 Capital Improvement Program and is consistent with the scheduling for the TH 100 reconstruction. As we previously discussed, if the TH 100 reconstruction gets further delayed, I want the flexibility to be able to go ahead with the reconstruction of CSAH 8 independent of TH 100. Furthermore, if there is a project that would fall out of our capital program in the next several years for one reason or another, I would like to use this project as a possible replacement. That is my purpose in requesting preliminary plan approval at this time.

As we discussed at our meeting on Thursday, September 19th there are a number of issues that need to be talked about or at the very least be aware of at this time. They are the typical section, parking, right of way needs, utility coordination, railroad crossing, trees, light rail and project coordination with Mn/DOT's reconstruction of TH 100.

The proposed typical section is to be a four lane 48 foot wide roadway except at the area of the railroad crossing on the north end of the project where we are proposing a 52 foot wide roadway. The right of way needs are outlined in green on the preliminary plan. We are currently in the process of applying for approval to upgrade the railroad crossing to a rubberized crossing with gates. As part of the detail design, we would coordinate drainage concerns and any other required utility coordination with you and your staff. We will coordinate any necessary relocation with the utility companies such as NSP, NWB, Minnegasco and Cable TV. The Hennepin County Regional Railroad Authority has been contacted and we will be meeting with them for coordination needs. At this time we are assuming, based upon your comments at our September 19th meeting, that tree replacement is State Aid eligible. As the project progresses we can get a final determination from the State Aid office.

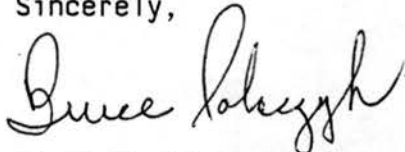
**HENNEPIN COUNTY**

an equal opportunity employer

Since this project is proposed to be funded with State Aid monies, it must be designed in accordance with State Aid Standards. Those standards also require that parking is prohibited at all times. I will, therefore, need a council resolution that would prohibit parking.

If you have questions that need to be further clarified, please call me at 930-2523. I will call you next week to discuss a project schedule based upon this letter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bruce Polaczyk".

Bruce M. Polaczyk, P.E.  
Design Administrative Engineer

ST:mak  
Attachment



COST ESTIMATES FOR CSAH NO. 8; PROJECT NO. 8435  
 LAYOUT 1  
 FROM FAIRVIEW AVE. TO CSAH NO. 9  
 DATE OF ESTIMATE 9/27/91

ITEM	UNIT	UNIT COST	LAYOUT 1 QUANTITIES	TOTAL COST LAYOUT 1	CRYSTAL COST LAYOUT 1	ROBBINSDALE COST LAYOUT 1	HENN. CO. COST LAYOUT 1
MOBILIZATION	LUMP SUM	\$66,000.00	1	\$66,000			\$66,000
REMOVALS	LUMP SUM	\$50,000.00	1	\$50,000			\$50,000
BITUMINOUS ROADWAY	TON	\$16.00	19,919	\$318,704			\$318,704
BITUMINOUS MATERIAL FOR MIX	TON	\$200.00	1,096	\$219,200			\$219,200
CONCRETE SIDEWALK(25% COUNTY) *	SQ. FT.	\$3.00	56,397	\$169,191	\$45,682	\$81,212	\$42,298
CONC. DRIVEWAY PAVEMENT	SQ. YD.	\$30.00	728	\$21,840			\$21,840
CONC. CURB & GUTTER(50% COUNTY)	LIN. FT.	\$7.50	10,474	\$78,555	\$14,140	\$25,138	\$39,278
R R CROSSING	LUMP SUM	\$130,000.00	1	\$130,000			\$130,000
COMMON EXCAVATION	CU. YD.	\$5.00	18,085	\$90,425			\$90,425
EMBANKMENT	CU. YD.	\$5.00	3,086	\$15,430			\$15,430
S.G. EXCAVATION *	CU. YD.	\$5.00	11,075	\$55,375			\$55,375
RELOCATE UTILITIES(AS PER CITY)	LUMP SUM	\$0.00	0	\$0			\$0
6" AGG. BASE *	CU. YD.	\$7.00	121	\$847			\$847
SOD *	SQ. YD.	\$1.75	16,250	\$28,438			\$28,438
TRAFFIC CONTROL	LUMP SUM	\$20,000.00	1	\$20,000			\$20,000
DRAINAGE **	LUMP SUM	\$120,000.00	1	\$120,000			\$120,000

TOTAL ESTIMATED COST

\$1,384,005 \$59,821 \$106,349 \$1,097,834

R/W ESTIMATE

\$150,000 \$20,000 \$55,000 \$75,000

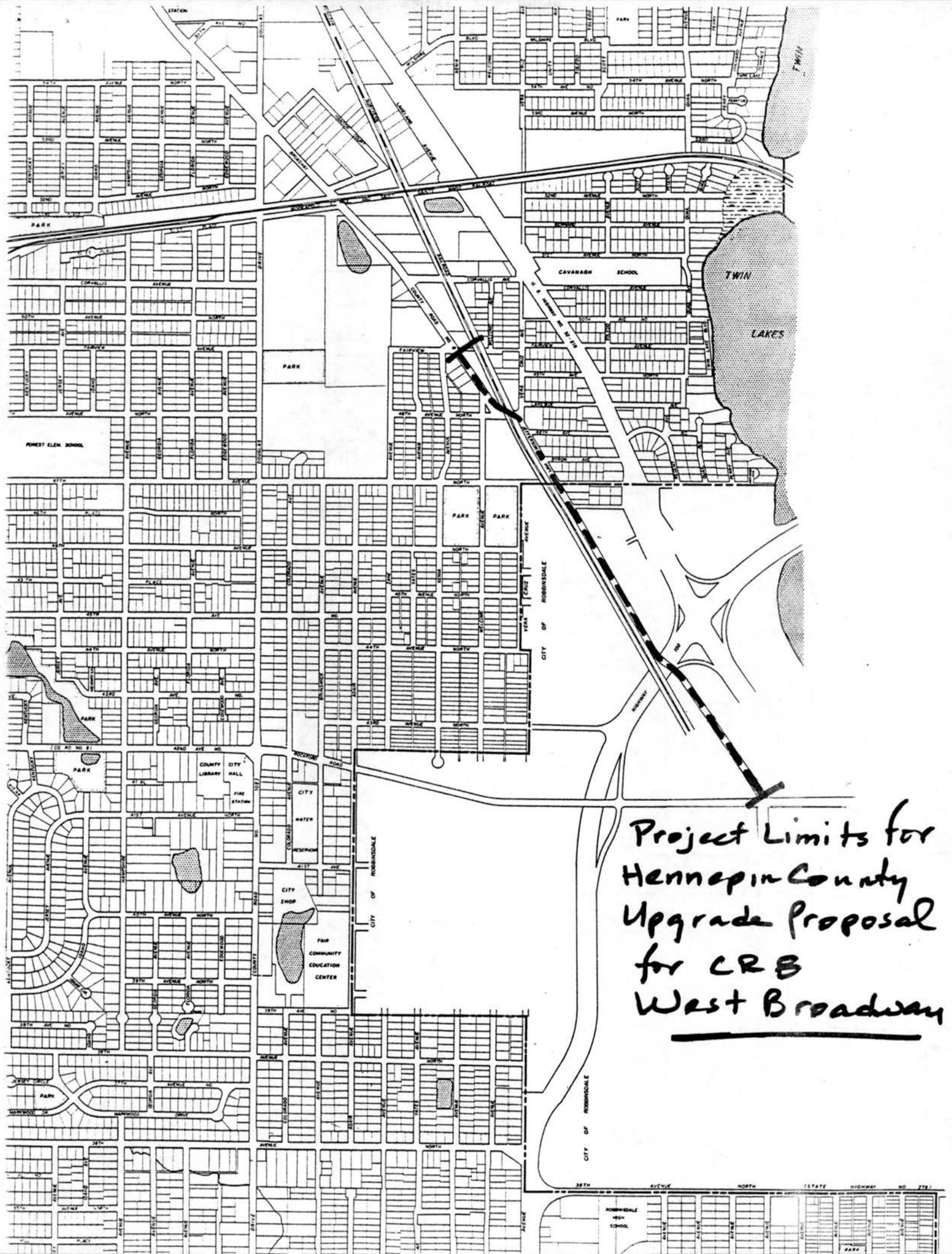
\* SEE COLUMN 'A' FOR SPECIAL NOTES.

\*\* DRAINAGE COST ARE BASED ON A % OF PROJECT AND MAY CHANGE. COSTS TO THE CITIES HAVE NOT BEEN DETERMINED.

CL18435

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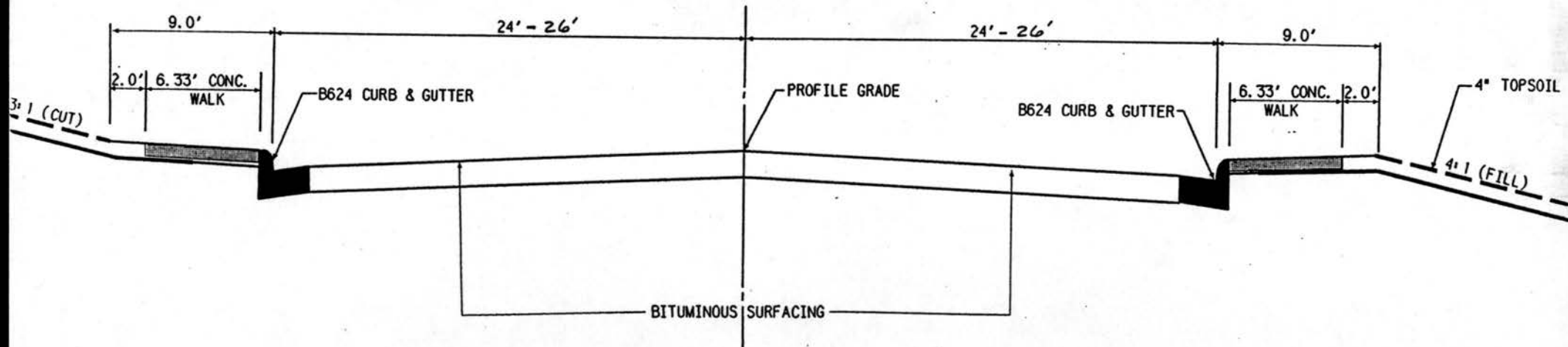
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Project Limits for  
Hennepin County  
Upgrade Proposal  
for CRB  
West Broadway



**TYPICAL SECTION  
FOUR LANE UNDIVIDED**





DATE: November 5, 1991  
TO: Jerry Dulgar, City Manager  
FROM: William Monk, City Engineer  
SUBJECT: Architectural Service Proposals for City Hall  
Renovation

Consistent with Council authorization of August 20, architectural service proposals have been solicited from a number of firms for the City Hall Renovation Project. The initial 'short list' of firms was produced based on staff knowledge of other projects or recommendations of others (primarily staff members of other Cities) who have conducted similar projects.

Proposals from the following five architects are attached for Council review:

- ... The Alliance
- ... BWBR Architects
- ... Setter, Leach & Lindstrom, Inc.
- ... Bernard Herman Architects, Inc. - *Smallest*
- ... Anderson Dale Architects

The firms range in size from small to large, but all are capable of handling the proposed City Hall Project. Representatives of all five firms attended a meeting in which the project was described in terms of translating the layout work that has been done to date into a comprehensive set of construction plans and specifications. These documents would cover all structural, mechanical and electrical components of the project from bidding through construction inspection and coordination.

Specifically, the proposals were to include the firm's approach to the project, identify key personnel, list similar projects and establish a compensation criteria. These items form a basis for comparison and will provide a format for selection.

I propose to review the proposals with the Council on November 19. If additional information is required, or individual interviews desired, these items will be scheduled on a December agenda.

  
WM:mb

Encls



DATE: August 13, 1991  
TO: Jerry Dulgar, City Manager  
FROM: William Monk, City Engineer  
SUBJECT: City Hall Renovation

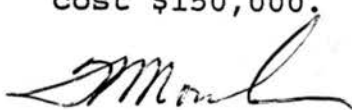
The 1991 budget discussions included a lengthy session on capital improvements related to the protection of Crystal's investment in its building and grounds. It was shown how the PIR Fund had evolved into the primary financing tool for this type of capital expenditure and how this pattern would need to continue given the current strain on the City's general fund budget. Further, the PIR Recap (attached) was included to detail past and future expenditures from this funding source and thereby establish its economic health.

This detailed review was provided because of the capital improvement project staff foresees for City Hall. At a minimum this building needs work involving renovation/replacement of the mechanical, plumbing and electrical systems, upgrade of accessibility to meet handicap requirements, installation of a lower level sprinkling system and asbestos abatement. Additionally, work is needed to provide for the space needs associated with the administrative operation of the City as outlined in the report prepared by a staff committee in 1990.

With this in mind, the Council authorized a contract with Workplace Environments back on February 5, 1991. One of the major work items included in this contract was development of a functional layout plan for City Hall employees/operations. This layout has been completed and includes a single level, 16 foot extension along the south side of the building and a 26 foot by 60 foot, 2 story addition on the north side. A detailed layout plan is attached for Council review.

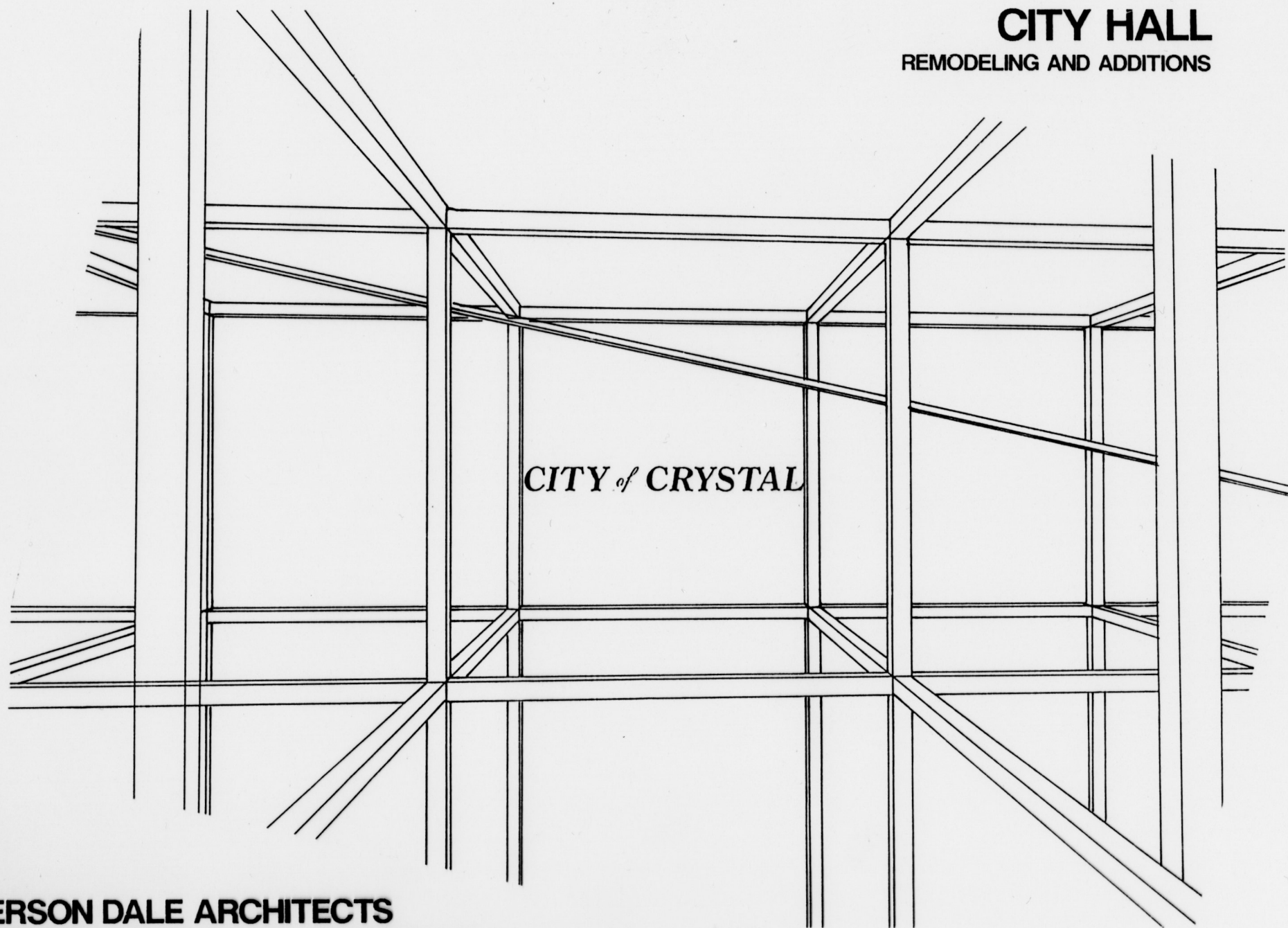
Consistent with the preliminary proposal, funding for this \$1.65 million capital project is still proposed to be provided by the PIR Fund over a three year period (1991-93). By financing the project over three years and handling construction/rehab in stages, the project will not impact the principal balance of the PIR Fund although it does commit almost 100% of the interest income.

In order to adhere to the tentative schedule, I am recommending staff be authorized to solicit proposals for design services from 4 to 6 architectural firms for review by the City Council. With designation of an architect, final design parameters and staging would be worked out this winter with construction/rehab scheduled in 1992/1993. It is anticipated that architectural design will cost \$150,000.



WM:mb  
Encls

**CITY HALL**  
REMODELING AND ADDITIONS



**ANDERSON DALE ARCHITECTS**

2675 UNIVERSITY AVENUE ST. PAUL, MINNESOTA 55114

CONTACT: KURTIS DALE







Anderson Dale Architects, Inc.

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

Kurtis A. Dale - Vice President

October 23, 1991

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

Dear Mr. Monk and Members of the Selection Committee:

We appreciate the opportunity to submit our qualifications for the renovation of Crystal City Hall. We have worked closely with the City during the past four years, on the community center, the fire station and other miscellaneous projects. During this time, we have developed relationships with many of the City leaders and have built a level of confidence and trust, that forms a solid basis for this new venture.

Two of our current projects closely parallel the remodeling of Crystal City Hall. The **University of Minnesota Department of Physiology** and the **Minnesota Department of Health Laboratories** both require un-interrupted operation throughout construction. By carefully planning the remodeling sequences and the temporary relocation of the departments, we completed the construction process with minimal inconvenience to the users.

Our mechanical and electrical engineers, **Ericksen Ellison & Associates** have complete many mechanical remodelings that required continuous facility operation. They are currently are replacing the entire mechanical systems in the **Minnesota Education Association** building in St. Paul, the **Southdale Library** and **Amundson Hall** (Chemical Engineering) at the **University of Minnesota.** These are situations where the daily operations must be maintained.

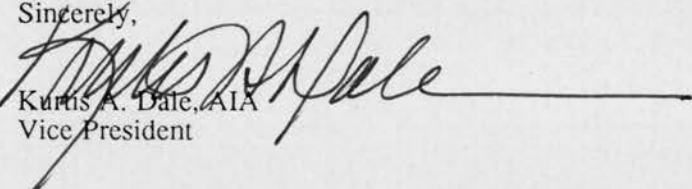
It is our understanding that the Crystal City Hall must remain in full operation throughout the project, with as little disruption as possible.

Thorough pre-planning and good communication are the keys to this objective. We will review the schematic design concept by Workplace Environments, develop a project schedule and a personnel relocation plan. Well defined construction documents will promote accurate bidding. Aggressive construction administration will insure a successful completion.

A critical part of this project will be the construction administration. This project will require more "hands on" field representation than usual, to be sure of a smooth project flow. Our team will provide daily, "on-site" representation to insure a successful project.

We look forward to this most important challenge and to continuing our relationship with the City of Crystal.

Sincerely,

  
Kurtis A. Dale, AIA  
Vice President

## PROJECT TEAM

Anderson Dale Architects, Inc. is a mid-sized firm that provides comprehensive planning, architecture, and interior design services. Our staff includes registered architects, planners, interior designers and an in-house construction administrator.

The team will be augmented by Klein McCarthy Co, who specialized in law enforcement facilities. They will be available if questions arise regarding compliance with Minnesota Department of Corrections requirements.

In addition, Ericksen Ellison & Associates will be providing mechanical and electrical design.

Structural design will be provided by Ericksen / Roed - Johnston / Sahlman.

## PROJECT APPROACH

In October of 1987, Anderson Dale Architects together with Klein McCarthy Co. completed a Space Needs Study for the City of Crystal. During that effort, we gathered a considerable amount of information on the existing City Hall building and its associated systems.

As a result of this work, there will be no "learning period" for our team. We already know the condition and capacities of the mechanical and electrical systems in the building. We are familiar with the condition of the roof and single glazed windows and have some ideas as to other issues that may be uncovered during the renovation. We can readily integrate this information with the schematic design studies completed by Workplace Environments. We are familiar with working with the City and know the procedures to follow for the various reviews and approvals. We're ready to begin.



The process to be followed is very important. It must be developed to maximize the effectiveness of the time available. We have carefully developed similar processes for many other projects and feel that the following will address the important issues in an efficient manner. In approaching this project we feel that the following steps are essential:

Review the design, prepared by **Workplace Environments** to be sure of their design intent.

Verify compliance with building and fire codes, handicapped access compliance with the Americans with Disabilities Act (ADA), and other regulatory requirements to identify areas that need additional attention.

Review and verify the condition existing mechanical and electrical systems and determine potential reuse value.

Develop a list of recommendations, relating to the building systems, exterior envelope and proposed plan combined with a review of the preliminary cost information.

Review the potential extent of asbestos work and the required abatement procedures in reference to the Pace Laboratory report.

Photograph the majority of the spaces and surfaces that are to be remodeled.

These photos will be incorporated into the construction documents to facilitate the contractor's bidding and to eliminate "guessing." This is a system that we developed during the renovation of the **University of Minnesota - Department of Physiology**, and was very helpful in providing the bidders with a clear "picture" of existing conditions.

Form a committee with the City for project administration.

We will meet regularly with this committee to discuss progress and respond to questions and comments. This has shown to be a very effective process, where the committee and the designers are a single team, working together toward a common goal.

Following this initial review, we will develop a project schedule, identifying the major project phases, and important mileposts that must be met. We will also be developing a temporary relocation plan for personnel, equipment and communications systems.

This is one of the most critical factors in the success of the project.

We have successfully planned the temporary relocation for several major corporations, **State of Minnesota** and **University of Minnesota** departments as well as individual office areas and retail shops.

The success of any relocation plan depends upon a thorough understanding of how the people work in relation to the space available. It must incorporate the individual and departmental needs, availability of communication systems, access/egress, lighting and environmental controls. The plan must be able to respond to the schedule of the Owner and the Contractor. It must provide the flexibility needed at critical times.

Once construction has begun, we will have representation "on-site" on a daily basis. It is critical to provide a coordinated inspection process, with timely interpretations of the construction documents and the design intent.

At Anderson Dale Architects, Inc. construction observation is handled jointly by the project architect and by our construction administrator. We feel that it is important that the project architect is involved as he or she has the most intimate knowledge of every detail of the project. Our construction administrator, Louis Krippner, brings a wealth of "hands-on" construction experience to the project, efficiently solving problems and answering questions that might arise.

#### **Construction Administration**

Anderson Dale Architects, Inc. provides more comprehensive construction observation than is typically offered by architectural firms. Construction administration begins during the early design / planning phases. Through the use of value engineering, quality control, budgeting, review of details and construction techniques, construction techniques and scheduling, The costs and progress will be monitored throughout the entire construction process. Briefly stated:

Louie will be in contact with the contractor's representative on a daily basis. He will verify that construction is consistent with contract documents, address concerns, and review these concerns with the project architect and City representative. You will receive daily reports reviewing job progress.

A priority for our construction administrator is to ensure that your time is used efficiently. Louie will respond to questions that arise and will present major concerns related to cost effectiveness, and relieving you from dealing with questions from the Contractor.

Louie is responsible for reviewing specified products and documenting that the correct products are provided and properly installed. This process will ensure that your completed project will correctly represent contract documents.

## PROJECT EXPERIENCE

Anderson Dale Architects, Inc. has extensive experience in the design, documentation and administration of complex remodeling projects. We pride ourselves on our ability to design and administer remodeling projects with a minimal disruption to the user.

Representative examples of our relevant projects include:

### **UNIVERSITY OF MINNESOTA**

*Physiology Department - Replanning/Remodeling for Vision Research*

This project involved replanning of high technology laboratories and administrative offices for Vision Research. The continued operation of these facilities were critical during remodeling.

Relocation plans were developed and the project was phased in accordance with available space.

CONTACT: **Dr. Richard Purple, Associate Director Physiology**  
**University of Minnesota**  
**(612) 625-5902**

**Ms. Linda McCracken-Hunt, Assistant Director of Building Design**  
**University of Minnesota**  
**(612) 625-3404**

### **MINNESOTA DEPARTMENT OF HEALTH**

*Laboratory Remodeling*

The Minnesota Department of Health required planning and remodeling of two laboratory/office floors of their facility. By carefully determining the schedules and needs of the various laboratory groups we were able to keep them in full operation throughout the process.

CONTACT: **Mr. Alan Tupy, Section Chief of Laboratory Services**  
**Minnesota Department of Health**  
**(612) 623-5680**

**Mr. George Iwan, Contracts Officer**  
**State of Minnesota**  
**(612)296-4656**

***H.B. FULLER CO***

*Willow Lake Research Center  
Corporate Headquarters  
Lexington Offices  
Technology Center / Pilot Production Facility*

Over the past 10 years, we have completed many projects for H.B. Fuller. In addition to two major new building projects, we have remodeled portions of many of their existing buildings, including their Corporate Headquarters, Research Center and several of their office buildings. As in most corporations, pre-planning is essential and "hands-on" participation during the process is required. In these projects we were responsible for the space planning, interior design, furniture selection/ordering and move-in coordination.

CONTACT: **Mr. Lars Carlson, Vice President - Specialty Divisions**  
H.B. Fuller Co.  
(612) 481-3727

**Mr. James Dommel, Director - Fixed Assets and Risk Management**  
H.B. Fuller Co.  
(612) 481-4635

***STILLWATER SCHOOL DISTRICT***

*Lily Lake Elementary School  
Central Services Boardroom/Administrative Offices*

Lily Lake Elementary School involved both a large addition and major remodeling. By necessity, the project was begun during the school year and was completed the following summer. A plan was developed to minimize the disruption of the educational program while maximizing the effectiveness of the construction process. The project was completed "on time and within budget" and was ready for the start of the school year the following fall.

CONTACT: **Mr. Dan Parker, Business Administrator**  
Stillwater School District  
(612) 430-8201

**DIVERSIFIED ENERGIES INC (DEI)**

**MINNEGASCO**

*Corporate Administration Offices-Floors 2,6,8  
Main Floor Public Spaces*

A major renovation of three office floors of the corporate headquarters building (approximately 45,000 sq. ft) and the main floor public spaces required careful planning and phasing to ensure continuing operation.

**E.F. JOHNSON CO.**

*Advanced Technology Center  
Corporate Training Center*

As a subsidiary of DEI, E.F. Johnson Co. wished to move the majority of their "high technology" personnel from their facility in Waseca to the Twin Cities. We were asked to plan a space for scientists involved in the development of ultra-sophisticated electronics/communications equipment. The resulting space accommodated approximately 100 computerized/CAD workstations together with the offices, conference rooms etc.

CONTACT: Mr. Al Pooler, Director of Corporate Projects  
(612) 342-5380

**HUBBARD BROADCASTING CO:**

*KSTP Television Newsroom - Original Design and Remodeling  
KSTP-FM Studios and Offices  
KSTP-AM Studios and Offices  
KSTP Weather Center  
KSTP-TV "Good Company" Offices  
Purchasing Department  
Accounting Department/Computer Facilities*

Any remodeling of a broadcasting facility means a potential interruption of their 24 hour per day operation. Space is critical and timing is essential. In the many projects that we have completed under these conditions we have developed methods for temporary relocations that allow the services to continue uninterrupted.

CONTACT: Bruce Hagerty, Director of Purchasing  
Hubbard Broadcasting Co.  
(612) 642-4400



**HENNEPIN COUNTY MEDICAL CENTER**

*Perinatal Unit Remodeling  
Newborn ICU*

The Hennepin County Medical Center required replanning and remodeling of the Perinatal and Newborn areas of the facility. Obviously this isn't an area that can be shut-down, so plans are being developed to temporarily relocate medical procedures and to have the construction completed as quickly as possible.

**IBM-ROCHESTER**

*Machine Room Expansion - Software Development Division*

In Rochester, 16,000 sq ft of office space was renovated to double the size of an adjacent machine room (computer room). The staff was relocated and climatic conditions were maintained throughout the construction.

**MINNESOTA BUREAU OF CRIMINAL APPREHENSION**

*Laboratories, Offices*

**THE BUSH FOUNDATION**

*Administrative Offices*

**CONUS COMMUNICATIONS, INC**

*Corporate Offices*

**LIFECORE BIOMEDICAL, INC.**

*Administrative Offices, Production Facilities, R & D Laboratories*

**UNITED STATES SATELLITE BROADCASTING CO.**

*Corporate Headquarters*

**MINNETONKA, INC (FMG-MINNETONKA)**

*Corporate Offices  
Production Facilities*

## QUALIFICATIONS OF TEAM MEMBERS

### Kurtis A. Dale:

Principal, Project Management/Technical Design - Team Leader

Twenty-two years of experience and the ability to manage projects that are completed on time and within budget demonstrate Kurt's commitment to excellence. Beginning with the initial meetings with the Owner and continuing throughout the project, Kurt works closely with the entire project team to insure correct, cost effective, solutions.

Kurt's experience in major renovation projects include:

*University of Minnesota - Department of Physiology  
Hubbard Broadcasting Co  
Hennepin County Medical Center  
Pan American Hotel  
Minnesota Bureau of Criminal Apprehension Laboratories  
H.B. Fuller Co.  
IBM - Machine Room Expansion  
Minnetonka Inc.*

Other projects that he has directed are:

*Crystal Community Center  
Crystal Fire Station Remodeling  
Crystal Space Needs Study  
North Hennepin Community College - Physical Education Expansion  
Thief River Falls Technical College - Aviation Addition  
Mn/DOT Office of Aeronautics - Downtown St. Paul Airport Study*

Kurt's architectural degree is from Iowa State University, where he specialized in project management and technical design.

## William E. Anderson

Principal, Design

Bill Anderson brings an established reputation for design excellence to our team. He has over 25 years of architectural, interiors, and planning experience and has won design awards for several projects, including:

*Bush Memorial Library\**  
*Giddens Alumni Learning Center\**  
*Hamline University Law School (and Library)\**  
*Myles Reif Performing Arts Center\**

His designs have been featured in periodicals such as *Architecture Minnesota*, *Metropolitan Review* (a Chicago-based design magazine), *The Star Tribune*, *The Pioneer Press*, *Corporate Report Minnesota* and a variety of other publications. In fact, *Metropolitan Review* selected The Como Park Clubhouse as a prime example architectural design excellence in the Twin Cities Area.

Bill Anderson will lead the design effort for your project. He will meet regularly with the building committee and will be responsible for reviewing the program and developing the final design for the Crystal City Hall. Bill has had the design responsibility for many relevant remodeling projects, including:

*E.F. Johnson Co.*  
*Advanced Technology Center*  
*Training Center*  
*Minnesota Department of Health*  
*Bush Foundation Offices*  
*Minnegasco Corporate Offices*  
*Stillwater School District*  
*Lily Lake Elementary School*  
*Minnetonka Inc.*  
*Hubbard Broadcasting Co.*  
*KSTP-TV Newsroom, KSTP-FM, KSTP-AM, Corporate Offices*  
*Pan American Hotel*  
*H.B. Fuller*  
*Research Center, Pilot Production Facility, Corporate Headquarters*

## Louis Krippner

### Construction Administration

In addition to earning a bachelor of science degree from the St. Cloud State University School of Business, Louie Krippner has nearly 20 years of firsthand construction experience. He understands construction procedures and methods used in Minnesota, viewing them from every level by working as a laborer, carpenter, foreman, and subcontractor as well as a project supervisor and construction administrator.

Louie has provided construction administration services for the following Projects:

*Crystal Community Center  
Lily Lake Elementary School  
Lakewood Community Center  
H.B. Fuller Technology Center / Pilot Production Facility  
Minnesota Department of Health  
Minnesota Department of Criminal Apprehension Laboratories  
University of Minnesota - Physiology Department Remodeling  
Thief River Falls Technical College - Aviation Addition  
KSTP-TV Newsroom Remodeling  
St. Paul Salvation Army - Booth Brown House Remodeling*

## FEES

We feel that the fees for this project should be determined as a percentage of the construction budget. However, because of the increased participation required during the construction phase, it would be appropriate to develop fees separately for this phase based on an hourly rate.

## SUMMARY

We feel that our team is uniquely qualified for this project. We have considerable experience in planning and administering complicated remodeling projects, and have built a relationship with the City of Crystal. We are already very familiar with the City Hall building and its systems through information gathered in the Crystal Space Needs Study. We will begin immediately to meet the challenge without a "learning period."

We have shown many times that our projects are typically on time and on budget. We are confident that with proper planning, this project can be completed with minimal interruption to the daily activities of the City. We are fortunate that **Workplace Environments** has produced a thorough set of schematic drawings. These will be extremely beneficial in verifying the requirements of the various codes and regulatory agencies. We look forward to their continued involvement in the furniture selection and lighting design, and as an information source during development.

This project is important to the long range operation and continued growth of the City. It will take particular talents to make it successful. Talents of organization and management; talents dealing with people; talents in design and documentation and a great deal of care.

We stand ready to apply our talent and caring to this challenge. We trust that this information is helpful in making a decision. We value our relationship with the City of Crystal and look forward it to continue.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kurtis A. Dale", followed by a long horizontal line extending to the right.

Kurtis A. Dale, AIA  
Vice President



---

## Crystal Community Center

A key design objective for this \$3.25 million, multi-use building was that it should respond to the needs of all citizens regardless of their age or wide variety of interests. To accomplish this goal, we created identifiable spaces for specific community groups – all of whom have a strong sense of ownership for this community center.

The senior center and adjacent pool room accommodate the year-round activities sponsored by a very active senior citizen's organization. Noontime meals are served every week day in a flexible dining area (which can be converted to either meeting rooms or, with its specially designed dance floor, an exercise room for evening and weekend events). The kitchen can service both the dining area and the gymnasium for the numerous banquets that occur during the year. The large gymnasium accommodates three basketball courts and can be used as an auditorium with a stage.

A child care area responds to the needs of the city's young families, while a game room that features video games and pool tables provides a place for the city's youth to gather.

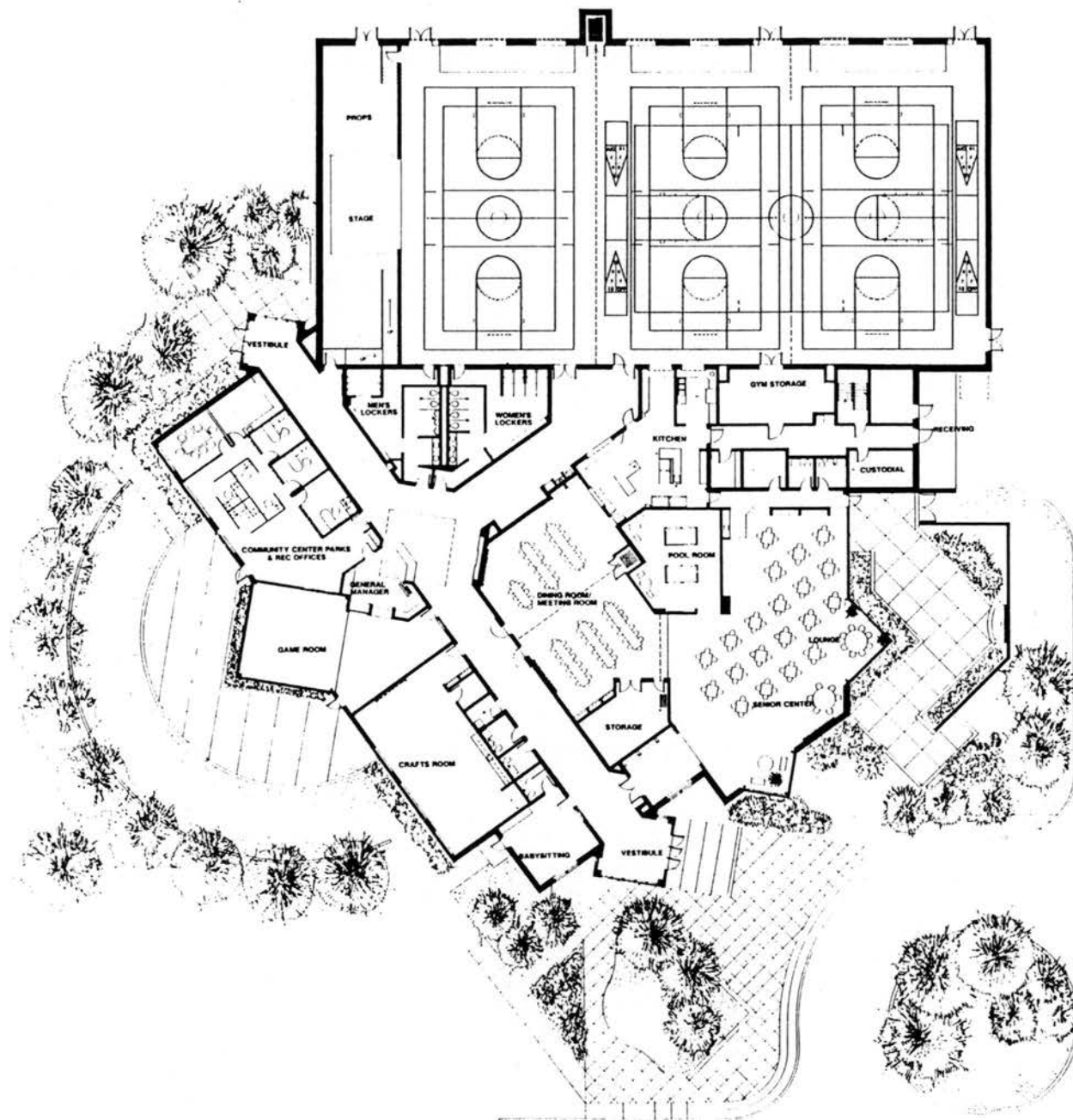




Anderson Dale Architects, Inc.

3875 University Avenue  
St. Paul, Minnesota 55114  
(612) 842-8000

Architecture Planning Interior Design



CRYSTAL  
COMMUNITY  
CENTER

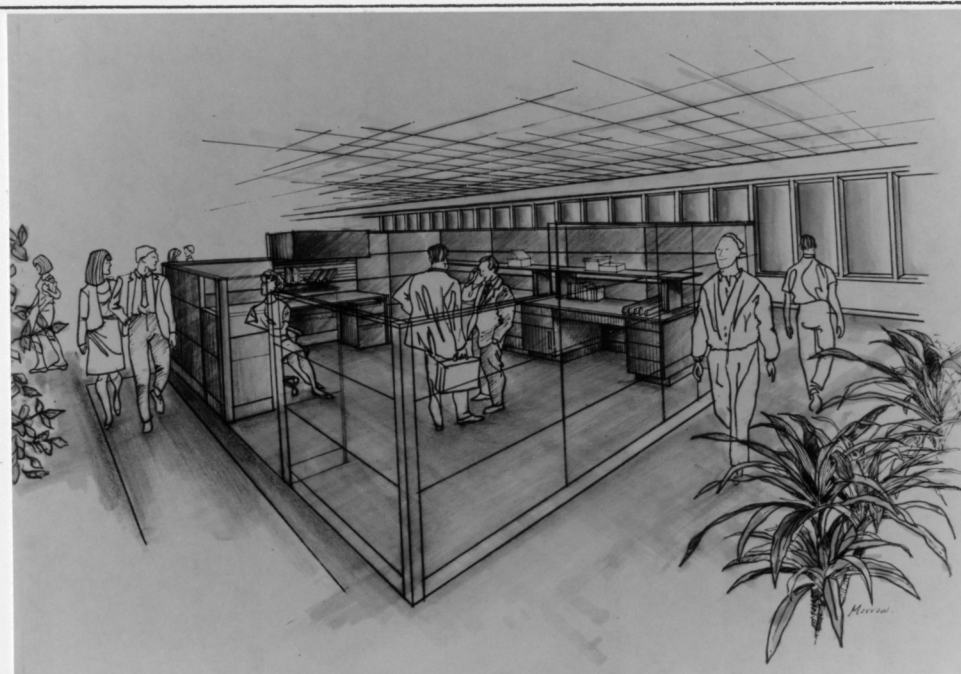


FLOOR PLAN

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## E.F. Johnson Technology Center

Our firm designed a state-of-the-art research facility for this international electronic design company. The major task was to provide an adaptable work environment for key scientists working with customers on product applications and product development. Included were flexible work stations for electrical and mechanical engineers, management offices and support spaces.





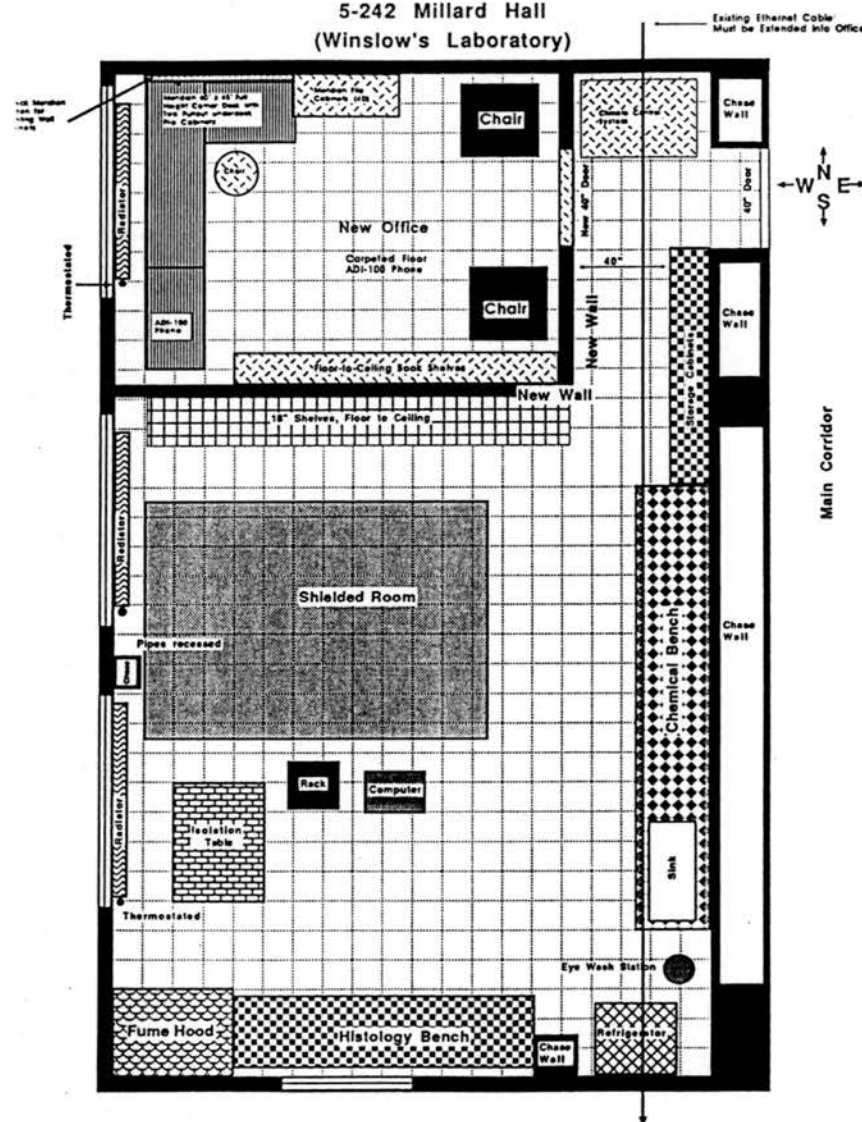
## University of Minnesota Vision Research Center

Located on the top two floors of Millard Hall, this project requires evaluating the use of current research and administrative space; creating a space program that will more efficiently organize existing facilities; and remodeling and expanding existing space to accommodate the new vision research activities of the Physiology Department.

Wet and dry laboratories, the department's administrative offices, computer rooms, and classrooms are the major areas included in this project.



Desired Layout  
5-242 Millard Hall  
(Winslow's Laboratory)



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■

## Lily Lake Elementary School Instructional Media Center

The Instructional Media Center occupies the heart of this remodeled school in Stillwater. It contains a computer center, reference area, formal and informal gathering spaces, private study carrels, and stacks. What makes this design successful is the way it blends seemingly disparate program requirements into an coherent whole. It minimizes staffing requirements while maximizing learning opportunities.







UNIVERSITY OF MINNESOTA  
TWIN CITIES

Department of Physiology  
Medical School  
6-255 Millard Hall  
435 Delaware Street S.E.  
Minneapolis, Minnesota 55455

Phone: (612) 625-5902  
Fax: (612) 625-5149

March 9, 1990

Kurt Dale, ADA  
Anderson Dale Architects, Inc.  
2675 University Avenue  
St. Paul, MN 55114

Dr. Mr. Dale,

This letter is to express my appreciation to you and your firm for the efficient, courteous, cooperative and professional manner in which you have assisted us on the 2-million dollar renovation project for the Physiology Department in Millard Hall.

After the bureaucracy of the University's Physical Plant and Physical Planning, it has been like a breath of fresh air to have your firm take charge of the renovations to our old building space. All deadlines have been met, your people, particularly you and Steve Anderson, have been willing to put up with our mid-flight changes, and we are particularly gratified that both the construction budget and the laboratory casework has come in some 25% under estimates.

It is exciting to be moving into the construction phase, and we look forward to your continuing cooperation and professional service in that area. On behalf of Dr. Miller, the Department Head, myself and the entire Physiology Department, thank you. Please note that we would be happy to volunteer a recommendation for your firm to others, if the occasion for this were to arise.

Sincerely yours,

A handwritten signature in cursive script that reads "Richard L. Purple".

Richard L. Purple, Ph.D.  
Professor and Associate Dept. Director



CITY of CRYSTAL

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

ADMINISTRATIVE OFFICE

June 19, 1990

Kurtis A. Dale, AIA  
Vice President  
Anderson, Dale Architects, Inc.  
2675 University Avenue  
St. Paul, MN 55114

Dear Kurt:

I would like to thank you for your work on the new Crystal Community Center. The design of the building is not only beautiful, but functional.

From the very beginning, this building was meant to be a facility for the residents of the City.

Your cooperation in listening to the views of the volunteer committee and various groups who now use the building, was greatly appreciated. I believe their views greatly enhanced the design of the building and made it truly a building designed by residents to be used by residents.

This facility will prove to be an asset to Crystal for many years to come.

I have had nothing but good comments about our new Community Center. Congratulations on a job well done.

Sincerely,



Betty Herbes  
Mayor  
City of Crystal

JAO:jt



E.F. JOHNSON COMPANY, 11095 VIKING DRIVE, SUITE 220, EDEN PRAIRIE, MINN 55344-7292

KARL J. WHITAKER  
President and Chief Executive Officer

Telephone (612) 942-1031

August 17, 1987

To Whom It May Concern:

This letter is intended to convey our complete satisfaction with the services of Anderson Dale Architects, Inc., as we established our executive offices in Eden Prairie, Minnesota, early in 1987.

Mr. Bill Anderson and members of his staff were involved with the selection of the property, design of leasehold improvements and furnishings, and integration of office equipment.

ADA conducted very thorough research of available choices and provided excellent guidance and perspective for each aspect of the design project. Special attention was paid to timeliness of availability, cost, and impact on corporate image. ADA personnel willingly made themselves available for all transactions with building representatives, contractors, and suppliers of furnishings. The firm maintained precise records and readily conducted all appropriate follow-up actions on behalf of our Company. Even after completion of the project, the firm's president visited the site to inquire about client satisfaction.

All activities on our behalf were conducted very professionally. It was a distinctive pleasure to have been affiliated with Anderson Dale Architects.

Sincerely yours,

*Karl J. Whitaker*  
Karl J. Whitaker

lmc

# City of Crystal

City Hall Renovation/Expansion

October 23, 1991

The Alliance

400 Clifton Avenue South

Minneapolis, MN 55403

(612) 871-5703

# The Alliance

ARCHITECTURE

PLANNING

INTERIORS

October 23, 1991

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

Re: City Hall Renovation/Expansion  
Proposal for Architectural/Engineering Design Services

Dear Mr. Monk and Members of the City Council:

We are pleased to have this opportunity to respond to your request for proposal for the renovation and expansion of the Crystal City Hall complex.

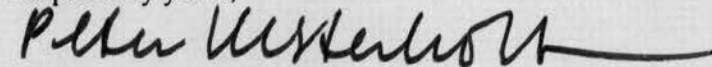
Having attended your briefing and tour of City Hall on September 17, 1991, having studied materials received from you, and having met with Bill Baxter of Workplace Environments, Inc., we believe we have a thorough understanding of the goals you want to realize with this project.

We are prepared to work with you, to listen to, interpret and act upon your needs in order to deliver a successful project on budget and on time.

With our consultants, Michaud Cooley Erickson, Meyer Borgman Johnson, CPMI, and Jamieson & Associates, we bring extensive experience with municipal design work to your project. You will find our project approach to be especially sensitive to your desire of building a prudent, fiscally responsible solution to your program, a solution that will improve the quality of your spaces and enhance the way the citizens are served at City Hall.

We would very much enjoy providing our services to this project for you and would welcome the opportunity to present our qualifications further during a personal interview.

Respectfully yours,



PETER VESTERHOLT, AIA  
Principal



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Letter of Interest

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## INTRODUCTION TO FIRMS

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### Firm History

The Alliance, Inc. founded in 1970 by John W. Lackens, Jr. and Herbert A. Ketcham, Jr., is a local, multi-disciplinary firm of over 60 architects, planners, interior designers, and support staff providing architectural, planning, interior design, and construction observation services. The Alliance has worked with many client groups from the pre-planning stages to final construction and has gained an excellent reputation for providing personalized and thorough services for the Owner. The Alliance has received numerous national and regional design awards.

In its twenty-one year history, The Alliance has designed many municipal, corporate, educational, commercial, governmental, institutional, and airport projects. Projects have included new facilities, renovations and additions to existing facilities, and restorations of ruined or historic structures.

### Scope of Services

As the firm name is intended to imply, The Alliance *allies* itself with the best and most appropriate outside consultants for each project to provide a complete range of design services including programming; master planning; space planning; environmental evaluations, architectural design, structural, mechanical, electrical, civil, traffic and acoustical engineering; lighting; food service; cost estimating; landscape architecture; construction administration; and research.

The Alliance in-house architectural and interior design staff work closely together creating and producing quality projects in both renovated and new construction.

### Firm Management

Strong project management, headed by Alliance principals, assures that projects are completed on time and within the budget. The Alliance has demonstrated the ability to provide a high level of personal service which has resulted in numerous repeat clients extending over many years. It is competent management that ensures that all members will function as a team, and work together toward a common design solution. The firm principal who manages a project stays with it from the proposal and initial interview right through construction completion and occupancy. It is the consistency of the design and management efforts, combined with the loyalty of The Alliance team members, that ensures the client a facility that meets aesthetic, functional, and economic objectives.

*Introduction to Firms - continued*

**CADD Capability**

During the past several years, The Alliance has developed the capability to produce projects utilizing computer aided drafting and design (CADD). Our ability to meet time schedules has been considerably enhanced with the employment of CADD.

**Budget Control**

We are proud of our ability to combine high design standards with an excellent record of completing projects on time and within our clients' budgets. We believe cost awareness is an integral part of design and that meeting schedules increases the potential of meeting budgets.

**Consultants**

The Alliance has assembled a team of consultants with whom we have worked successfully in the past on projects of similar nature.

Mechanical/Electrical Engineers

Michaud, Cooley, Erickson and Associates, Inc. (MCE) is the largest engineering organization in Minnesota. In business for over 40 years, MCE's practice includes mechanical, electrical and special systems engineering for municipal, commercial, institutional, and industrial projects. The Alliance and MCE have successfully worked together on municipal projects previously.

Structural Engineer

Meyer, Borgman, Johnson Engineers (MBJ) have provided structural engineering services for virtually every type of project for which an architect is engaged. Their history of structural engineering experience gives them expertise within the firm in the design of structural steel, reinforced concrete and timber materials.

Cost Estimating

Cost, Planning and Management International (CPMI), formed in 1970, is an independent consultant providing project planning and cost control for construction projects. To emphasize our commitment to cost control and help achieve fiscally responsible building decisions, we have included a cost estimator on our Design Team.

Audio Visual Consultant

In the event that you wish to address audio visual aspects of the Council Chamber remodeling, we would recommend Jamieson and Associates. We have recently completed Brooklyn Park City Hall with Jamieson and Associates and feel they are well qualified to assist the Design Team again. They have broad experience in other municipal facilities design.

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## APPROACH TO CITY OF CRYSTAL RENOVATION/EXPANSION PROJECT

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The Alliance will provide the City of Crystal with design services necessary to create an improved and expanded City Hall which will meet your needs well into the future. We are committed to stay within your budgetary guidelines. We will take a fiscally conservative yet creative approach to address your space needs. The Alliance will apply its expertise and experience with municipal projects to Crystal's specific project requirements.

### Goals

The primary goal of the city is to establish an efficient, close-knit organization where cross-training and departmental back-ups are standard.

The Alliance recognizes this goal and is also sensitive to the City's concerns about fiscal responsibility to its citizens. Therefore as a goal, we will strive to provide you with functional, aesthetically pleasing facilities that can be built with a minimum of funds.

### Base Concept

We propose improvements to the existing structure that are based on the concept of creating a consistent environment for all city employees including necessary improvement to the mechanical and electrical systems. By understanding how City Management, Public Safety, and City Council components work together, The Alliance will be able to develop an environment which enhances operations.

We understand that the City of Crystal is fully developed and that limited growth of the City Hall is foreseen. However, we will address the need for potential expansion capability in our design efforts. The newly renovated and expanded City Hall should serve the citizenship by providing a base for Crystal's community services which is readily accessible and comprehensible to every citizen.

#### *Approach - continued*

#### **Space Planning**

The Alliance recognizes the value of the space planning services which have been provided by Workplace Environments, Inc. (WEI). We have met with Bill Baxter of WEI in order to learn in general about his work for the City to date and to instigate an initial relationship. We look forward to working with WEI to complete this project.

As part of the scope of services, we would be expected to review WEI's space planning efforts. In addition to architects, The Alliance has on staff several experienced space planners who would review the existing layouts at the onset of the project. Questions we would want to consider while reviewing these plans would include the following:

1. Have fire code issues been addressed?
2. Have handicapped issues been addressed?
3. Are offices sized appropriately for the required functions?
4. Are there operational inconsistencies which must be corrected?
5. Are all city employees located in the most appropriate and efficient place for their functions?

A more thorough list of questions would be developed at the onset of the project.

#### **Council Chamber**

The Council Chamber is a vital portion of the City Hall. It is a space which can be considered on two levels.

**Functional** concerns are lighting, acoustics, audio-visual systems, and orientation. **Aesthetic** concerns relate to its primary location in the complex and its role in the operation of community decision-making. At The Alliance, we take pride in our ability to deal with the marriage of functional and aesthetic requirements such as those in this room. We have recently designed a successful Council Chamber for the City of Brooklyn Park.

#### **Construction Schedule**

The phased construction of the City Hall Renovation/Expansion project must be coordinated with minimal disruption to staff and building operations. We have completed other renovation projects of various sizes where a low level of disruption was achieved: Hennepin



#### *Approach - continued*

County Sheriff's Department Radio Computer Aided Dispatch Facility, City of Richfield Public Safety Facility Addition and Renovation, St. Paul City Hall/Ramsey County Courthouse [in progress], and others listed on page 26.

It appears reasonable from our review of the project to date to plan that the expansions be constructed first, and then move inward to improve existing structure and spaces. We understand that the City's operations are critical and would be most sympathetic to these needs.

#### **Construction Inspection**

An experienced construction project inspector will be assigned to the City Hall Renovation/Expansion from within The Alliance staff. A coordinated inspection effort is essential for the Crystal project because of the phasing approach and the use of the existing facility during construction.

#### **Optional Construction Schedule**

Should the City be interested, we would like to explore the possibility of an accelerated schedule which would reduce the need to move people between different areas during construction. An accelerated schedule would not only save money involved with starts and stops of the contractor, but would save Crystal potential construction-related workflow inefficiencies.

#### **Familiarity with Existing Facilities**

Our proposed consulting mechanical/electrical engineers for this project will be Michaud Cooley Erickson and Associates (MCE). MCE is familiar with the existing conditions of the Crystal City Hall based on their review of the proposed additions as well as the existing plans. MCE engineers have visited the building and observed first-hand the current mechanical systems. Bob Erickson, an MCE principal, has already made recommendations and preliminary cost estimates associated with the planned expansion. We consider their association with the project an integral part of the Design Team.

*Approach - continued*

**Scope of Services**

In order to develop a complete and detailed scope of services, we would desire to meet with the City of Crystal building committee and/or related staff members. The items described above suggest only the approach we would take to various aspects of the work but do not intend to describe in detail our methodology of completing soil borings, design, construction documents, cost estimating, quality control, construction observations, etc. If desired, we would discuss these aspects of our services in an interview process.

**Design Team**

The Design Team assembled for the Crystal City Hall project has unique characteristics. In particular, we have assigned individuals from The Alliance who offer a natural integration between interior design and architecture. This integration is essential for a project where interior space planning has been the major component.

---

## PERSONNEL

---

After review of the scope of work and requirements of this project described at the pre-proposal briefing in September, we have assigned personnel who are both experienced with working on similar type projects (i.e., municipal work and renovated facilities) and who are available to work on the project for the duration of the schedule.

From a total staff of 60, the following 5 Alliance personnel are assigned to the project:

### Architect

Principal-in-Charge      Peter Vesterholt, AIA

Peter has been with The Alliance for twelve years and has acted as Principal-in-Charge on many recent projects, including the Brooklyn Park City Hall and several complicated remodeling projects. Peter will manage the project from start to finish and will be the your main contact.

Design Principal      Thomas DeAngelo, AIA

Tom is also a Principal of the firm and has been one of its leading designers for over seven years. Two of his designs now under construction are the City Halls for Brooklyn Park and St. Paul. Tom will be involved on the Crystal project to ensure and oversee overall design quality.

Project Architect      Sandra Gay, AIA

Sandie will have the day-to-day responsibility of coordinating all aspects of the project including coordinating our consultants. Sandie's background in both interior design and architecture makes her particularly well-suited for incorporating WEI's space planning efforts into the project. Recently, Sandie was Project Architect for the Brooklyn Park City Hall.

Project Designer      Kenneth D. Potts

Ken would be responsible for the development and implementation of the project design. While with another architectural firm, Ken worked on the design of Crystal Community Center, and remains familiar with the City of Crystal.

*Personnel - continued*

Construction Inspector    Jack Bidwell

Jack is an experienced construction phase coordinator and construction inspector. Jack's project involvement would be toward the end of the Construction Document phase and continue through project acceptance.

**Mechanical/Electrical  
Engineers**

**Michaud Cooley Erickson (MCE)**

Principal-in-Charge/    Robert E. Erickson  
Mechanical Engineer

Principal-in-Charge/    Monty L. Talbert  
Electrical Engineer

Mechanical Designer    Craig V. Lemma

**Structural Engineers**

**Meyer Borgman Johnson (MBJ)**

Principal-in-Charge/    Jack E. Meyer  
Structural Engineer

**Cost Estimating**

**Cost, Planning and Management International (CPMI)**

Chief Cost Estimator    Peter L. Goodwin

In addition to these individuals who will have continuity throughout the project, other architects and support personnel will be assigned to assist in production and delivery when required.

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## RESUMES

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Resumes for the key Design Team individuals appear on the following pages:

The Alliance	Peter Vesterholt Tom DeAngelo Sandra Gay Ken Potts Jack Bidwell
MCE	Robert Erickson Monty Talbert Craig Lemma
MBJ	Jack Meyer
CPMI	Peter Goodwin



## THE ALLIANCE

**PETER VESTERHOLT, AIA**  
Principal-in-Charge

### Education

Master of Architecture, Royal Danish Academy, Denmark

### Professional Associations

American Institute of Architects  
Minnesota Society American Institute of Architects

### Registration

Minnesota, Denmark

### Experience

Peter Vesterholt is a Principal of the firm. He has had comprehensive experience in planning, design, production, and field supervision for various building types including municipal, corporate, airport, government, and industrial facilities. Peter has also completed planning studies for corporate offices, computer manufacturing facilities, educational facilities, and historic building remodeling projects. He has extensive experience in coordinating client and consultant teams.

Mr. Vesterholt was responsible for the following projects:

- o City of Brooklyn Park City Hall
- o City of Brooklyn Park Vehicle Maintenance Facility
- o City of Brooklyn Park Police Facility
- o City of Maplewood Public Safety and City Hall
- o Unisys Shepard Road Renovation, St. Paul, MN
- o Unisys Roseville Office Remodeling, Roseville, MN
- o Willmar Technical College Addition/Remodeling
- o Willmar Technical College Autobody Addition
- o Administrative Offices Remodeling, Minneapolis/St. Paul International Airport
- o U.S.P.S. Vehicle Maintenance Facility, Minneapolis, MN
- o U.S.P.S. Miscellaneous Projects, Southwestern Minnesota
- o YMCA Downtown, Minneapolis, MN
- o Prairie Village Mall Remodeling, Eden Prairie, MN
- o Cray Research Lone Oak Project Offices Eagan, MN
- o Cray Research 1440 Retrofit, Mendota Heights, MN
- o Metropolitan State University Administration/Student Center Program, St. Paul, MN
- o State University System Programming and Capital Budget Planning
- o Willmar and Thief River Falls Technical Colleges Facility Studies
- o Duluth Technical College Masterplan
- o Green Concourse Remodeling, Minneapolis/St. Paul International Airport
- o Long Range Development Plan, Minneapolis/St. Paul International Airport
- o Communication/Operations Center, Minneapolis/St. Paul International Airport

## THE ALLIANCE

**THOMAS J. DEANGELO, AIA**  
**Design Principal**

### Education

Master of Architecture, Columbia University  
Bachelor of Architecture, University of Minnesota

### Professional Associations

American Institute of Architects  
Minnesota Society American Institute of Architects  
Urban Land Institute  
Faculty, University of Minnesota College of Architecture

### Registration

Minnesota

### Experience

Mr. DeAngelo is a Principal and Director of Design at The Alliance. He has extensive experience in providing a broad range of architectural services including functional programming, planning and urban design, building design and project administration. He has designed award winning corporate, office, institutional, housing, and commercial buildings. In addition, Tom has completed numerous renovation and historic rehabilitation projects.

Tom has been an instructor at the University of Minnesota College of Architecture since 1985.

His experience as Design Principal includes:

- o City of Brooklyn Park City Hall
- o City of St. Paul/Ramsey County - City Hall/Courthouse Renovation and Addition, St. Paul, MN
- o City of Brooklyn Park Vehicle Maintenance Facility
- o City of Maplewood Public Safety and City Hall
- o Crown Roller Mill and Boiler House, Minneapolis, MN
- o YMCA of Metropolitan Minneapolis, MN
- o St. Paul Companies South Building Home Office Interior Architecture, St. Paul, MN
- o Cray Research Park, Eagan, MN
- o IDS Financial Corporation Operations Center, Minneapolis, MN
- o First Bank System Studies
- o Medtronic Business and Technology Center, Fridley, MN
- o Prudential Insurance Company Plymouth Operations Offices, Plymouth, MN
- o Land O' Lakes Corporate Offices and Research Laboratories, Arden Hills, MN
- o Honeywell Technology Center Master Plan, Plymouth, MN
- o Vocational Technical Education Facility, University of Minnesota, St. Paul, MN

**THE ALLIANCE**

**SANDRA GAY, ASID, AIA**  
**Project Architect**

**Education**

Master of Architecture, University of Minnesota  
Bachelor of Fine Arts/Interior Design  
University of Georgia

**Professional Associations**

American Institute of Architects  
Minnesota Society of the American Institute of Architects  
American Society of Interior Designers

**Registration**

Minnesota

**Experience**

Sandra Gay has a unique background, both as an architect and an interior designer. She has a detailing ability which is extremely beneficial to the projects in which she is involved. Her experience includes a wide variety of design projects, from commercial restaurants to hospital lounge and lunch room facilities. Prior to joining The Alliance, Sandra worked on projects ranging from the remodeling of an existing historic building to new design for major corporations. She has been involved with projects from the initial programming phases through the installation of all interior furnishings.

Projects in which Sandra Gay has been involved:

- o Brooklyn Park City Hall
- o St. Paul Companies South Building Home Office  
Interior Architecture
- o Warth Residence Remodeling
- o Prudential NCPO Atrium Vestibule, Plymouth, MN
- o Unisys Presentation Room, Eagan, MN
- o Voyager Elementary School, Alexandria, MN
- o Travelers Express Corporate Headquarters, St. Louis  
Park, MN
- o Twin Cities International Airport Remodeling
- o Normandale Community College Masterplan,  
Bloomington, MN
- o Mark Hurd Corporation
- o Breedloves Boutique, St. Paul, MN
- o IDS Operations Center, Minneapolis, MN

## THE ALLIANCE

KENNETH D. POTTS  
Project Designer

### Education

Master of Architecture, University of Minnesota  
Thesis Honors  
Krannert School of Management, Purdue University  
Bachelor of Arts, Political Science, Carleton College

### Professional Associations

American Institute of Architects  
Minnesota Society of the American Institute of Architects:  
Public Awareness Committee - Chairperson

### Experience

Ken joined The Alliance in 1991. His background includes design of many municipal, educational, and commercial projects. As a dynamic participant of a design team, Ken's strengths include schematic design and design development. Ken's interest in municipal building design originates from his undergraduate degree in Political Science.

Individually, Ken has received a number of grants and awards. In 1988, Ken received Thesis Honors from the University of Minnesota for his thesis project. He was also grant recipient from the University of Minnesota for graduate fellowships in 1986 and 1987.

Most recently, Ken was awarded the St. Paul Prize for a design competition sponsored by the St. Paul Chapter of the American Institute of Architects.

While with other local architectural firms (\*), Ken participated in the design of the following projects:

- \* City of Crystal Community Center
- \* Hillcrest Community Center
- \* Lily Lake School Addition and Remodeling
- \* Hamline University Science Center Schematic Design
- \* Thief River Falls Technical College Aviation Training Facility
- \* H.B. Fuller Company Master Plan and Scale-Up Facility
- \* Minnesota Department of Health Laboratory Remodeling
- \* Plymouth Congregational Church
- \* University of St. Thomas Remodeling Projects

Since joining The Alliance, Ken has been project designer on the following:

- o Northland Center Expansion and Remodeling, Southfield, Michigan
- o Northland Center Food Court, Southfield, Michigan

**THE ALLIANCE**

**JACK BIDWELL**  
Construction Inspector

**Education**

Bachelor of Architecture, University of Minnesota  
Bachelor of Arts, University of Minnesota

**Registration**

Minnesota

**Experience**

Jack is an experienced construction phase coordinator and construction inspector. While at The Alliance, Jack has provided bidding and construction observation services for the new downtown Minneapolis YMCA and the City of St. Paul City Hall/Ramsey County Courthouse Renovation and Addition which is currently in progress.

Most recently, Jack has been Project Architect for a site corrective project for Medtronic, Inc. in Fridley.

Jack has contributed design efforts on numerous building projects since 1968, primarily in the production of construction documents and construction administration.

While at another architectural firm (\*), Jack was Construction Administrator for many new, remodeling, and expansion projects. He administered the construction phase for more than 30 projects including the following:

- \* US WEST Crystal Building Addition, Crystal
- \* US WEST Main Office Remodeling, Minneapolis
- \* Minneapolis Public Housing Remodeling
- \* AT&T Maintenance Garage, Plymouth
- \* Minnesota Center for Arts Education, Golden Valley



**MICHAUD, COOLEY,  
ERICKSON**

**ROBERT E. ERICKSON**  
**Director of Mechanical Engineering**

**Education**

Bachelor of Mechanical Engineering, University of Minnesota, 1950

**Experience**

As president and a founder of Michaud, Cooley, Erickson and Associates, Inc., Robert Erickson has been the principal-in-charge or project manager for the vast majority of MCE's medical, educational, and government projects. He has designed innumerable computerized facility automation systems that monitor and control mechanical, electrical, fire and security systems. His experience also includes the evaluation, application, and management of fuel and power usage. He has also developed and designed alternate energy source systems.

Bob's continued interest in the areas of energy management and energy conservation has led him to design energy efficient systems for numerous buildings. These projects have ranged from new construction to retrofitting and renovation.

Bob's relevant project experience includes the following projects:

- o City of Crystal - City Hall / Police Station  
Consulting Engineering Services
- o Anoka County Courthouse
- o City of Bloomington City Hall
- o Dakota County Courthouse  
Remodeling and Administration Building
- o City of Golden Valley City Hall
- o City of Inver Grove Heights City Hall
- o Washington County Courthouse

**MICHAUD, COOLEY,  
ERICKSON**

**MONTY L. TALBERT, JR.**  
**Director of Electrical Engineering**

**Education**

University of Minnesota  
Minneapolis Technical College

**Professional Associations**

Consulting Engineers Council of Minnesota  
North Central Electrical Industry Engineering Society  
(Board of Directors)  
Illuminating Engineering Society

**Experience**

Mr. Talbert directs the work of the Electrical Engineering Division of Michaud, Cooley, Erickson and Associates. He possesses a broad range of experience in electrical consulting engineering. With 21 years of experience, his responsibilities have included most of the firm's major high-rise office and commercial projects, as well as municipal, educational, medical, and industrial facilities.

In recent years, Mr. Talbert has also managed the firm's major renovation projects, so he can better contribute his knowledge of the complexities peculiar to this type of project. In addition, he has an extensive background in energy utilization analysis and in the development and preparation of related feasibility studies.

Monty has served as lecturer on electrical theory, design and maintenance for the University of Minnesota Real Estate Department and also has served as a lecturer on electrical theory, design and maintenance for the Building Owners and Managers (BOMA) Institute, a course for real property administrators.

In over 15 years of experience, projects for which Mr. Talbert has had direct design responsibility include:

- o Fish Lake Park Recreation Center
- o City of St. Paul City Hall/Ramsey County Courthouse Remodeling project
- o City of Roseville Central Park - Sports Lighting
- o City of Shoreview Community Center
- o Washington County Jail Addition
- o City of Willmar Ice Arena
- o Landmark Center, St. Paul, MN (restoration)
- o Butler Square, Minneapolis, MN (restoration)

MICHAUD, COOLEY,  
ERICKSON

CRAIG V. LEMMA  
Mechanical Designer

**Education**

Mechanical Systems Design  
Hennepin County Vocational School  
Brooklyn Park, MN

**Experience**

Craig Lemma has 15 years of experience in the consulting engineering field. His background includes extensive design in HVAC and plumbing systems for municipal, commercial, retail, office, higher education, public school, data processing and housing projects. He has been involved in every aspect of the design process from conceptual design to written specifications.

His relevant project experience includes the following:

- o City of Brooklyn Park City Hall
- \* City of Eden Prairie Police Station
- \* City of Eden Prairie Municipal Maintenance Garage
- \* City of Lakeville Police Station
- o City of St. Paul City Hall/Ramsey County Courthouse  
Renovation and Addition
- \* City of Red Wing Police Station
- \* City of Savage City Hall
- o Sherburne County Courthouse

\* indicates projects completed while Craig was with another engineering firm.

**MEYER, BORGMAN AND  
JOHNSON**

**JACK E. MEYER, P.E.**  
**Structural Engineer**

**Education**

Bachelor of Civil Engineering, University of Minnesota

**Professional Associations**

American Society of Civil Engineers  
Consulting Engineers Council of Minnesota  
Minnesota Society of Professional Engineers (NSPE)

**Registration**

Minnesota, North Dakota, Wisconsin, Utah

**Experience**

Jack Meyer is a founding member of Meyer, Borgman and Johnson. As Principal of the firm, he is responsible for all aspects of the firm's activities, administrative affairs, and client relations. During his 43 years of experience, Jack has gained extensive experience in coordinating, scheduling and the planning of large projects. He has been responsible for a wide variety of significant projects including municipal, corporate, academic, and renovation projects.

Jack has been Principal Structural Engineer for the following projects:

- o Brooklyn Park City Hall
- o Brooklyn Park Police Facility
- o Eden Prairie City Hall
- o Coon Rapids City Hall and Addition
- o Bloomington Municipal Building Addition
- o Edina Village Hall Addition
- o Mille Lacs County Jail Addition, Milaca, MN
- o Hennepin County Home School, Glen Lake, MN
- o Minnesota Correctional Facility Warehouse Addition, Oak Park Heights, MN
- o Dakota County Library/Administration Building, Apple Valley, MN
- o Walker Library, Minneapolis, MN
- o Washburn Library and Addition, Minneapolis, MN

**CPMI**

**PETER L. GOODWIN**  
**Chief Cost Engineer**

**Education**

Bachelor of Science, Construction Engineering, Iowa State University, 1971

**Professional Associations**

American Society of Cost Engineers

**Registration**

ASCE

**Experience**

Peter Goodwin is the Vice President and Principal at CPMI. He has been involved in cost and scheduling for over 20 years and has been with CPMI for 11 years. As chief cost engineer, is responsible for supervising cost management services, cost analysis of construction management and other cost projects, feasibility studies, life cycle and value engineering, cost indexing and scheduling consultation. In addition to the development of cost projections, he is involved with CPMI's scheduling engineers, to assure good communication and accuracy of quantity and cost factors, as well as quality.

Peter's experience with projects includes:

- o City of Burnsville Municipal Facilities
- o Northern States Power Company Service Center Renovations and Additions, Monticello, MN
- o Ramsey County Office/Service Center Study
- o Iowa State Capitol Complex Renovation, Des Moines, IA
- o Iowa Memorial Union Remodeling, University of IA, Iowa City
- o Financial Information Trust, Computer Facility, Des Moines, IA
- o Four Buildings at University of Minnesota, Minneapolis, MN
- o East Bank Retrofit, University of MN, Minneapolis, MN
- o Northern States Power Company, Service Center, Renovations and Additions, Monticello, MN
- o Mary Greely Hospital Addition, Ames, IA
- o McFarland Clinic Addition, Ames, IA



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## SIMILAR PROJECTS

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### **Municipal/County Projects**

Because the proposed City of Crystal project is a municipal project renovation, we have organized our similar project experience into two sections: Municipal/County Projects, and Other Related Renovations.

The Alliance has worked with several Minnesota municipalities over the years. A list of these projects with descriptions and reference contacts at each of the municipalities is included below.

#### **CITY OF RICHFIELD**

John Erskine, Director of Public Safety  
(612) 869-7521

Space Analysis  
Public Safety Addition  
Fire Station Remodeling  
Licensing Interiors

The Alliance analyzed needs for both City Hall and Public Safety functions, and ultimately received Council and City approval for a 13,000 square foot Public Safety addition and remodeling which was completed in 1982.

Since then, The Alliance has remodeled the 5,000 square foot Penn Avenue Fire Station in 1984, and redesigned the Licensing Division in 1985. Both of these projects were completed within the proposed budget and were on schedule.

#### **HENNEPIN COUNTY SHERIFF'S DEPARTMENT RADIO COMPUTER AIDED DISPATCH FACILITY**

Golden Valley, Minnesota  
Lyle Landstrom, Project Manager  
(612) 348-4079

This project was a 10,000 square foot, two story addition to an existing 911 Emergency Dispatch Station on a suburban site in Golden Valley. The focus of the new addition is a 2,000 SF dispatch room, which is in operation 24 hours a day and houses the entire emergency dispatch team and their console/computer equipment.

The project was completed in January, 1988.

*Similar Projects - continued*

**Municipal Projects**

**CITY OF BROOKLYN PARK**

Craig Rapp, City Manager

(612) 424-8000

Al Erickson, Director of Finance

(612) 424-8000

Don Davis, Chief of Police

(612) 424-8013

Gary Brown, City Engineer

(612) 424-8000

Police Facility Space (Needs/Options) Analysis

New Police Facility

New Maintenance Facility

City Hall Study

New City Hall

The Alliance first undertook a feasibility study for the Public Safety Building to determine if an addition or additions could accommodate a growing Police Department. Options (including a new free-standing facility) were outlined.

The architect was then asked to program City Hall needs (same site) to the year 2000 and to develop a Civic Complex masterplan.

The third stage was the design of a new Police Facility within context of the masterplan. Construction of a 24,000 square foot facility was completed in 1986.

The Alliance also designed a 26,000 square foot Maintenance Facility with associated office space for the City of Brooklyn Park.

In 1989, The Alliance began a study to determine the needs and options for a new 46,000 square foot City Hall. Construction of the new City Hall was completed in September 1991.

**CITY OF FRIDLEY**

James P. Hill, Public Works Director

(612) 571-3450

City Hall Addition/Police Department Study

The Alliance accomplished a Program Study of the Public Safety Division for the City of Fridley in 1984. The Program Study was conducted working closely with City staff to arrive at various alternatives and recommendations.

*Similar Projects - continued*

**Municipal Projects**

**CITY OF MAPLEWOOD**

Ken Haider, Public Works Director  
Ken Collins, Chief of Police  
(612) 770-4500

City Hall Space Analysis  
City Hall/Public Safety Facility

The Alliance performed a Program Study of the City Hall and Public Safety Building for the City of Maplewood in 1984. Several options regarding building location were analyzed following a thorough program effort in which the architect met with all intended facility occupants. Presentations were made to the public and to Council regarding both space analysis (existing) and needs projected to the year 1990 and the year 2000. The new 31,000 square foot facility was completed in 1986.

**CITY OF MONTICELLO**

Rick Wolfsteller, City Administrator  
(612) 295-2711

New City Hall

All phases of this 7,425 square foot facility, completed in 1978, were the responsibility of The Alliance.

**CITY OF MOUNDS VIEW**

Rick Minetor, Public Works Director  
(612) 784-3055

City Hall/Police Facility Space Needs Study

The Alliance was selected in May of 1990 to complete a City Hall Space Needs Study to evaluate the current use of space and to make recommendations for remodeling of and/or adding to City Hall. Tasks included interviewing all current personnel, determining the amount and use of space necessary to meet current and future needs through the year 2015, and making recommendations for remodeling the existing facilities or constructing an addition to the City Hall.

*Similar Projects - continued*

**Municipal Projects**

**CITY OF ST. PAUL**

Patrick O'Malley, Director of Property Management  
(612) 292-6360

**City Hall/County Courthouse Renovation and Addition**

In 1989, The Alliance, in association with another architectural firm, was commissioned to begin the design of the addition and renovation of the 330,000 gross square foot building located in downtown St. Paul. The building is comprised of city and county offices, courtrooms, and public, historical areas. The project includes preserving and restoring the public areas, renovating the courtrooms, and remodeling the office areas to bring them to contemporary standards. Other requirements include providing air-conditioning and new telecommunications systems for the 21-story building.

In addition, a 5-story, 44,000 square foot addition has been designed to accommodate courtroom space needs.

Of the above projects, The Alliance worked with our proposed consultants as follows:

With Michaud Cooley Erickson and Associates

City of Brooklyn Park City Hall  
City of St. Paul City Hall/County Courthouse

With Meyer Borgman Johnson

City of Richfield Fire Station Remodeling  
City of Brooklyn Park New Police Facility  
City of Brooklyn Park New Maintenance Facility  
City of Brooklyn Park New City Hall  
City of Maplewood City Hall/Public Safety Facility  
City of St. Paul City Hall/County Courthouse  
Hennepin County Sheriff's Department Radio Computer  
Aided Dispatch Facility

*Similar Projects - continued*

**Municipal Projects**

**MICHAUD, COOLEY, ERICKSON & ASSOCIATES**

MCE has designed mechanical and electrical systems for both new and remodeled municipal projects of all types. Representative projects are listed below:

**Anoka County Court House and Jail Remodeling**  
Anoka, MN

**Bloomington City Hall and Jail**  
Bloomington, MN

**City of Brooklyn Park City Hall**  
Brooklyn Park, MN

**Burnsville Public Safety Building Addition**  
Burnsville, MN

**Dakota County Courts and Administration Building**  
Hastings, MN

**Golden Valley City Hall and Jail**  
Golden Valley, MN

**Hanover City Hall**  
Hanover, MN

**Hennepin County Government Center**  
Minneapolis, MN

**Inver Grove Fire Station No. 3**  
Inver Grove, MN

**Inver Grove Heights City Hall**  
Inver Grove Heights, MN

**Minneapolis Public Safety Communications Systems  
and CAD Center**  
Minneapolis, MN

**Mower County Courthouse and Jail**  
Austin, MN

**Plymouth City Hall**  
**Plymouth Fire Stations (2)**  
Plymouth, MN

**St. Paul City Hall/Ramsey County Courthouse  
Remodeling & Addition**  
St. Paul, MN



**Municipal Projects  
continued**

*Similar Projects - continued*

**Sherburne County Courthouse & Jail**  
Elk River, MN

**Shoreview Community Center**  
Shoreview, MN

**Woodbury Police Station and Fire Station Remodeling**  
Woodbury, MN

**MEYER BORGMAN AND JOHNSON**

MBJ has provided structural engineering services on the following projects:

**Bayfield County Law Enforcement Center**  
Washburn, WI

**Bloomington Municipal Building Addition**  
Bloomington, MN

**Coon Rapids City Hall and Addition**  
Coon Rapids, MN

**Eden Prairie City Hall**  
Eden Prairie, MN

**Edina Village Hall Addition**  
Edina, MN

**Faribault City Hall Remodeling**  
Faribault, MN

**Hennepin County Sheriff's Department Radio  
Computer Aided Dispatch Facility**  
Golden Valley, MN

**Maplewood City Hall/Public Safety Facility**  
Maplewood, MN

**Minneapolis City Hall Remodeling**  
Minneapolis, MN

**Northfield City Hall**  
Northfield, MN

**Owatonna Municipal Building**  
Owatonna, MN

**Rice County Law Enforcement Building**  
Faribault, MN

*Similar Projects - continued*

**Renovation Projects**

Common to all of the following projects have been complex schedules/phasing, accommodating ongoing use of facilities, and meeting budgetary constraints. In its twenty-one year history, The Alliance has completed many many renovations to existing structures. A partial list of projects follows:

- o Minneapolis/St. Paul International Airport Lindbergh Terminal Renovations and Expansion  
St. Paul, Minnesota
- o Crown Roller Mill and Boiler House Historic Renovation  
Minneapolis, MN
- o Unisys Shepard Road Facility Renovation and Expansion  
St. Paul, MN
- o Prudential North Central Home Office Renovation,  
Minneapolis, MN
- o USPS Mankato Main Post Office Window Replacement and Emergency Exit  
Mankato, MN
- o Cray Research Mendota Heights Facility Renovation  
Mendota Heights, MN
- o Mankato State University College Classroom Addition and Remodeling  
Mankato, MN
- o Bemidji-Beltrami County Airport Addition and Remodeling  
Bemidji, MN
- o Southdale Shopping Center Renovation  
Edina, MN
- o Rosedale Shopping Center Renovation  
Roseville, MN
- o Valley Creek Mall Renovation  
Woodbury, MN
- o Prairie Village Mall Renovation  
Eden Prairie, MN

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## COMPENSATION

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1. We propose to perform professional services for the following percentages of the construction budget.

A. Architectural and Engineering Design 7.5%  
(Program Verifications, Schematic Design,  
Design Development, Construction  
Documents, Bid and Award)

B. Construction Observation 2.5%

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C. Total Architectural/Engineering 10.0%  
and Cost Estimating Services

2. Construction Observation Services  
(Hourly Rate)

Pursuant to your request we propose to charge  
\$75/hour for Construction Observation Services.

3. Audio Visual Systems Design Services

We have listed a fee range for Audio-Visual systems  
design services below. We would prefer to meet with  
you at the onset of the project to determine exact scope  
requirements in order to develop an accurate fee  
proposal.

Fee Range: \$10-25,000

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## GRAPHIC MATERIAL

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We have inserted herein a selection of photographs and drawings to emphasize our experience with municipal projects.

The graphics include the following:

### BROOKLYN PARK CITY HALL

Photograph  
4 Drawings

### BROOKLYN PARK POLICE FACILITY

Photographs  
Floor Plan  
Axonometric Drawing

### MAPLEWOOD CITY HALL/PUBLIC SAFETY FACILITY

Photographs  
Site Plan  
Floor Plan

### RICHFIELD PUBLIC SAFETY FACILITY ADDITION

Photograph  
Site Plan  
2 Floor Plans

### HENNEPIN COUNTY SHERIFF'S DEPARTMENT RADIO COMPUTER AIDED DISPATCH FACILITY

Photograph

## **BROOKLYN PARK CITY HALL**

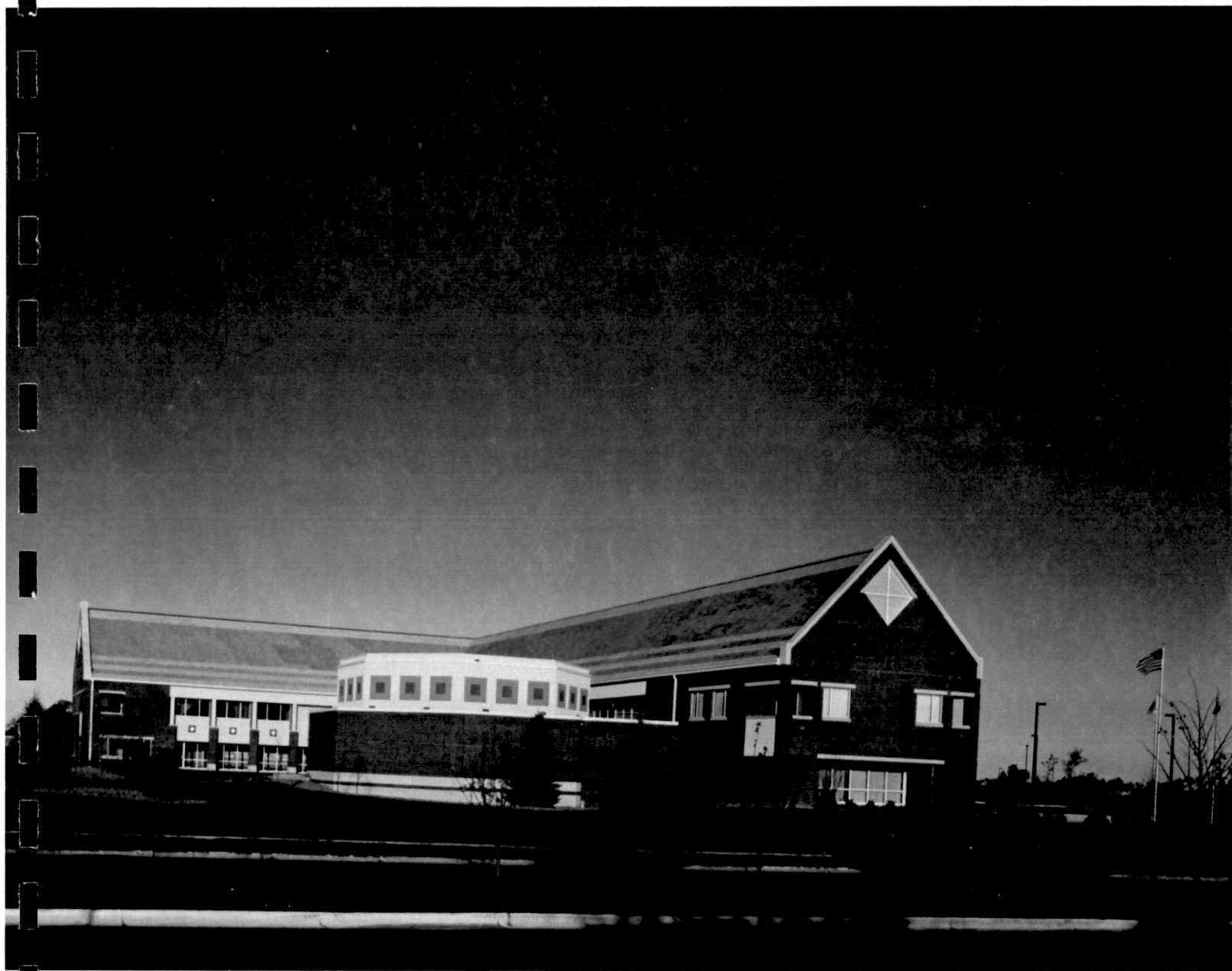
### **Brooklyn Park, Minnesota**

The new City Hall for Brooklyn Park, Minnesota is a 46,000 square foot structure situated at the northwest corner of 85th Avenue North and Regent Avenue. The building provides needed space for city offices and improved facilities for conferences, public service counter functions, and City Council functions.

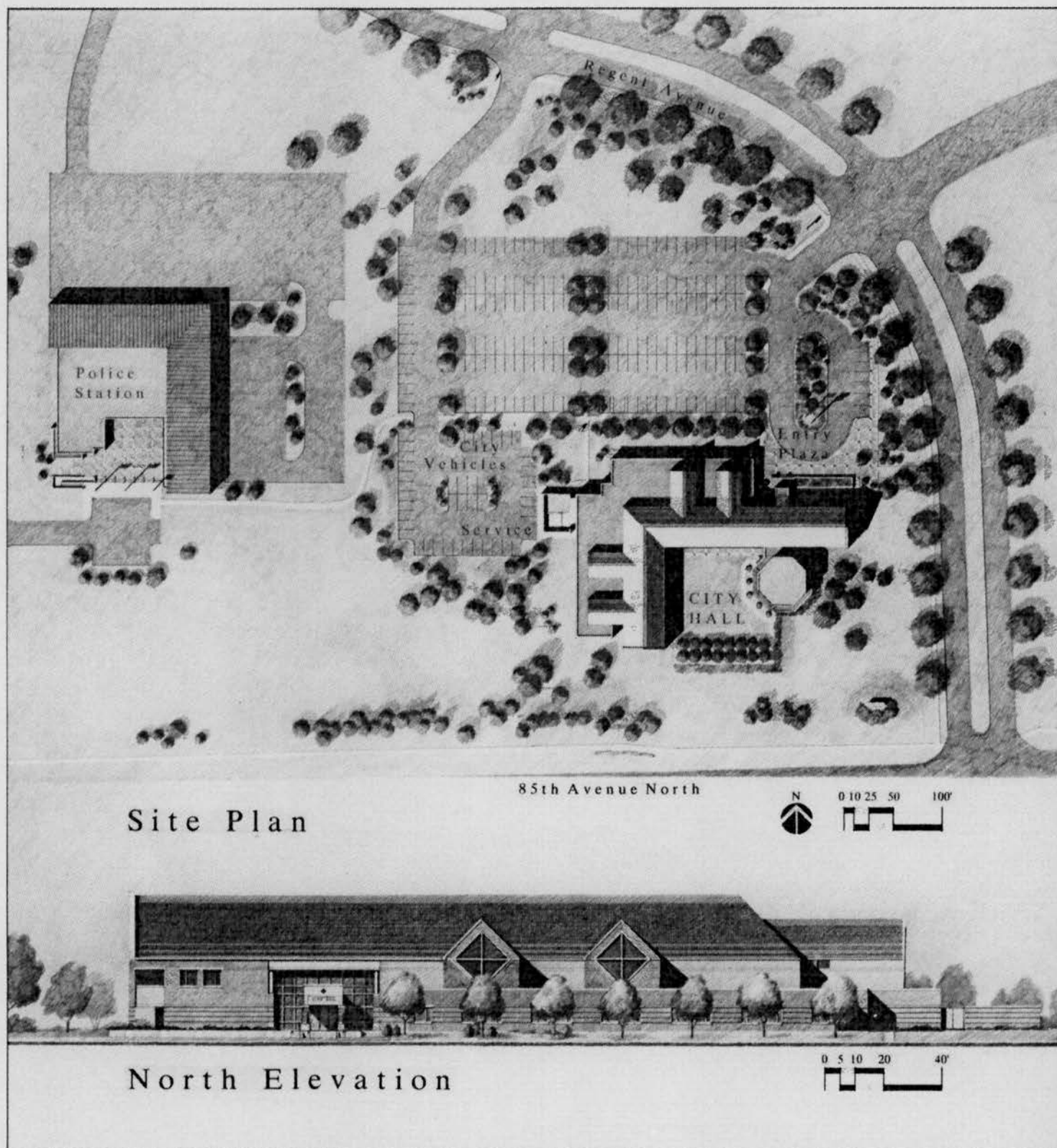
The City Hall is part of the Brooklyn Park Civic Complex, which is comprised of an existing Community Activity Center, the Central Fire Station, and a Police Facility designed by The Alliance in 1984.

The Alliance performed all programming, design, construction documents, interior design, and construction observation services on the project.



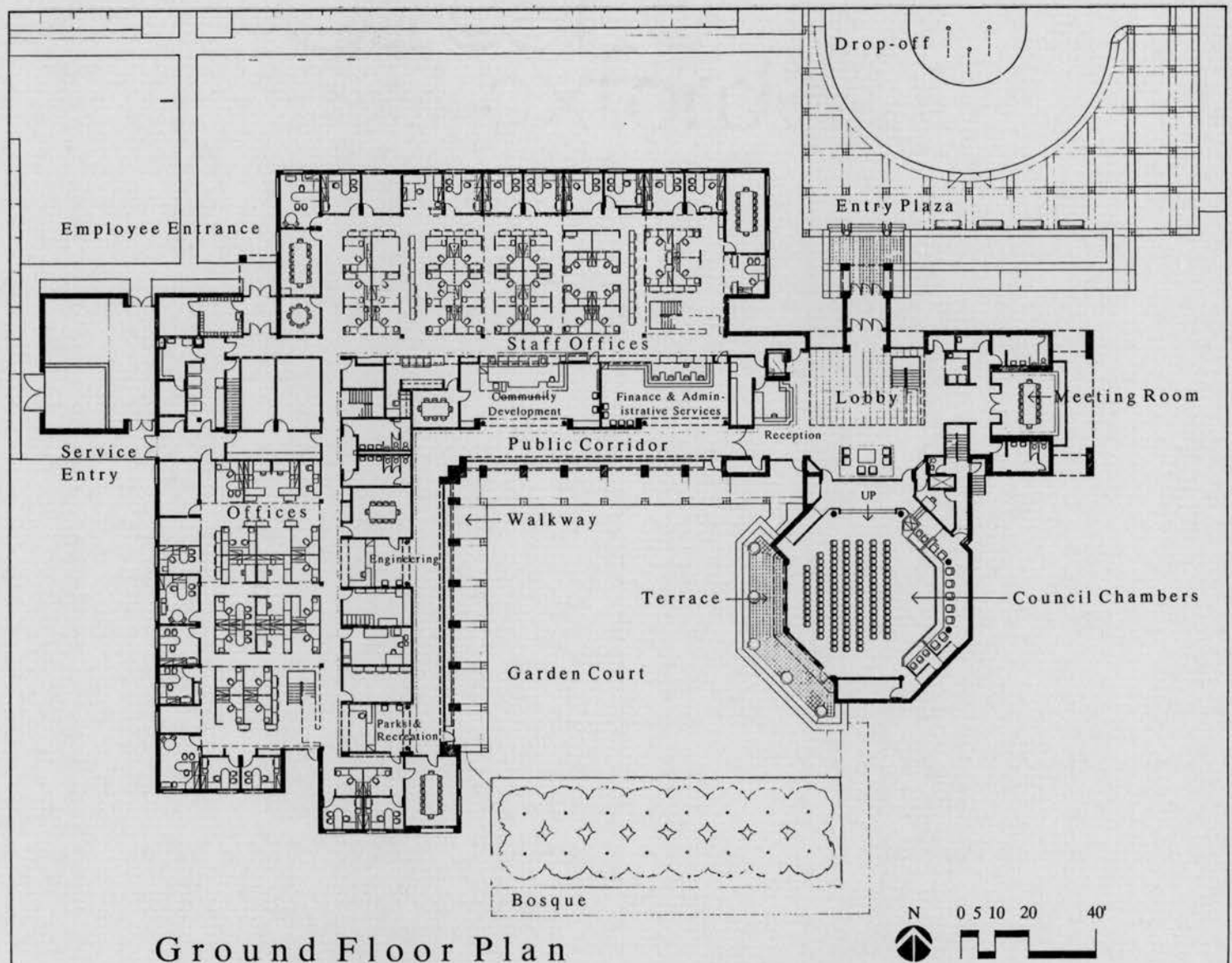


BROOKLYN PARK CITY HALL  
Brooklyn Park, Minnesota

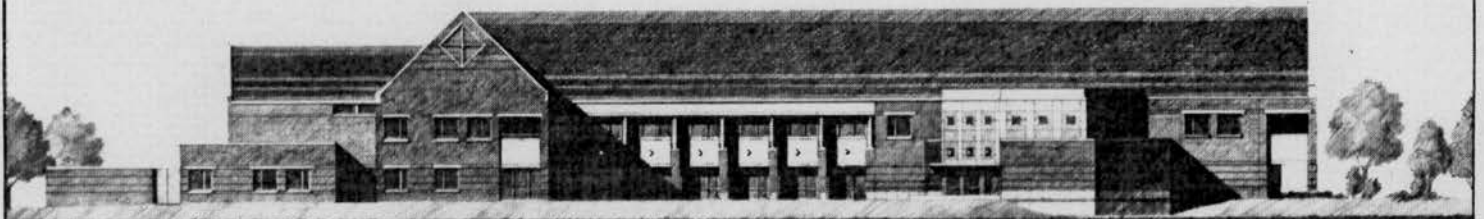


# BROOKLYN PARK CITY HALL

Brooklyn Park, Minnesota

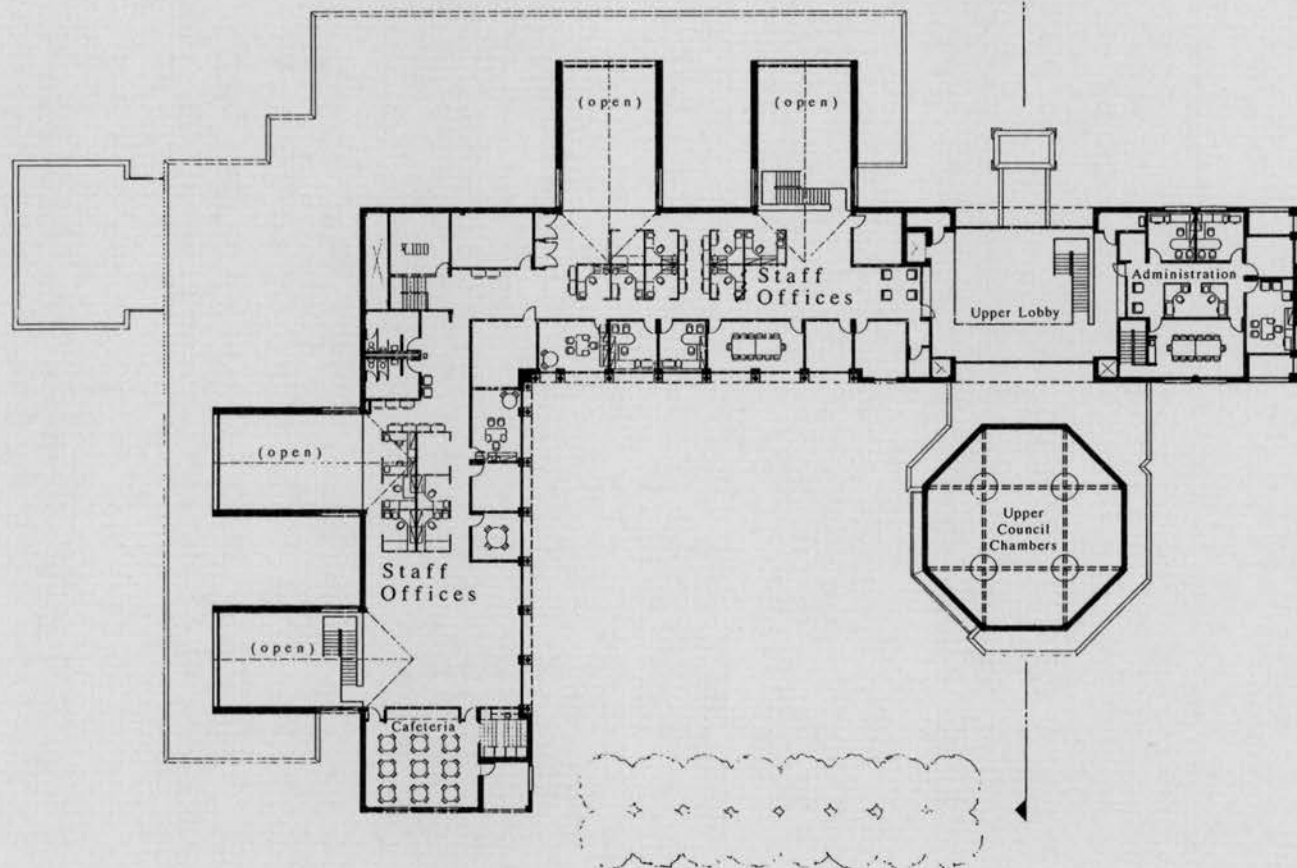


Ground Floor Plan

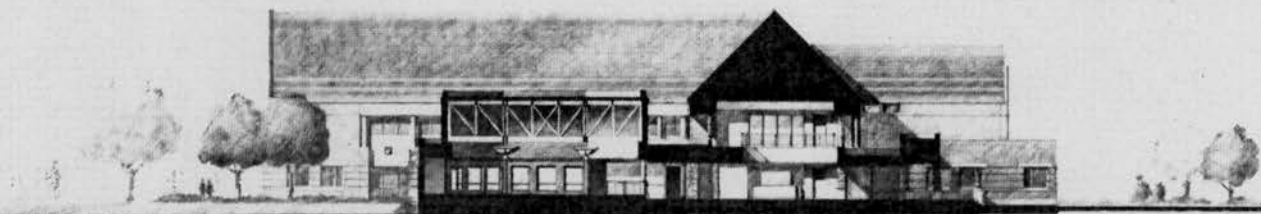
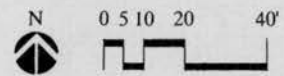


South Elevation

**BROOKLYN PARK CITY HALL**  
Brooklyn Park, Minnesota



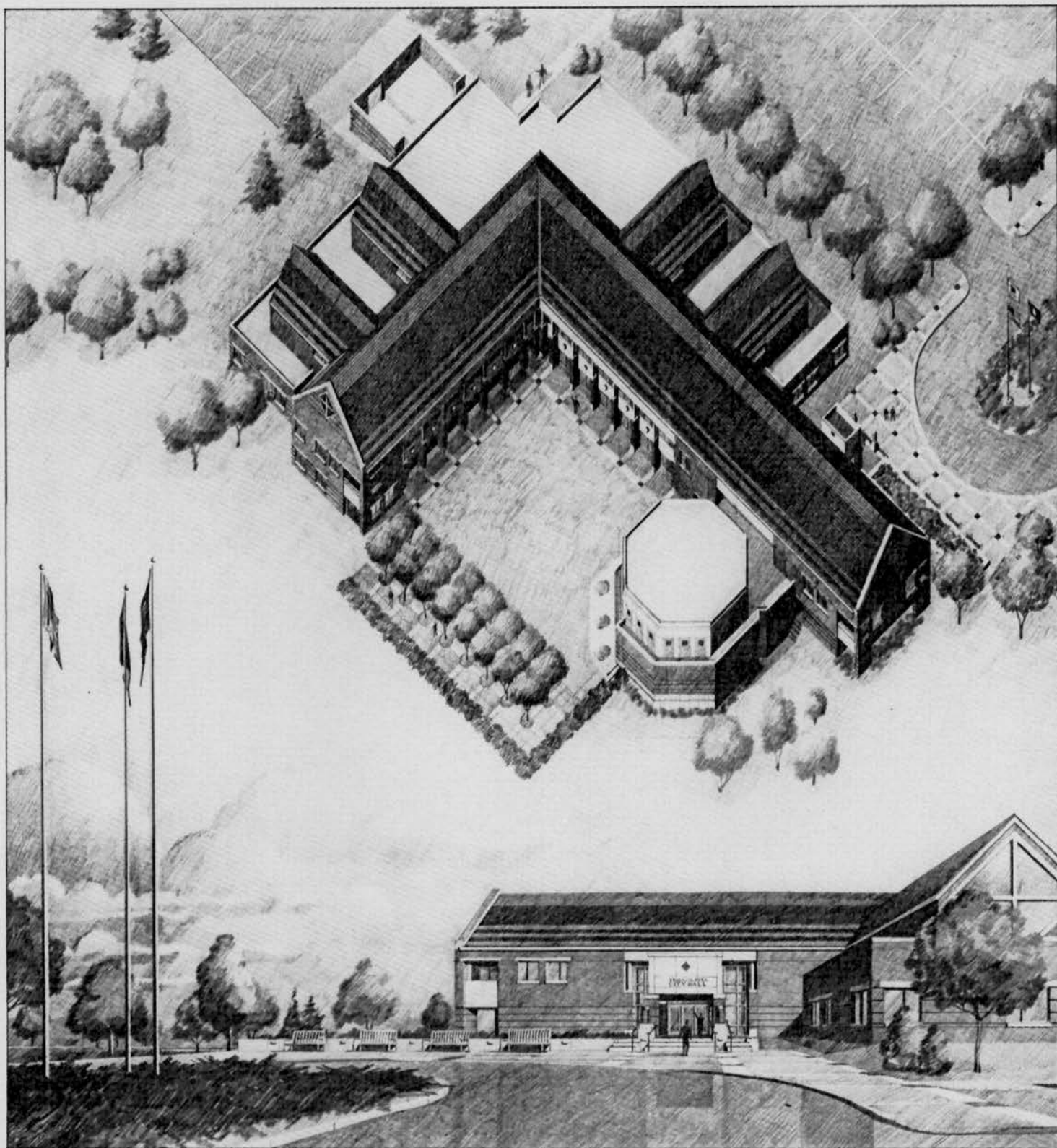
Second Floor Plan



Section/ East Elevation



**BROOKLYN PARK CITY HALL**  
Brooklyn Park, Minnesota





## **BROOKLYN PARK POLICE FACILITY**

### **Brooklyn Park, Minnesota**

Following an extensive space needs analysis of the existing police facility, a new facility was designed and constructed to meet the public safety demands of this growing suburban community. Located on a relatively flat site, the building rests on a slightly elevated portion of the landscape.

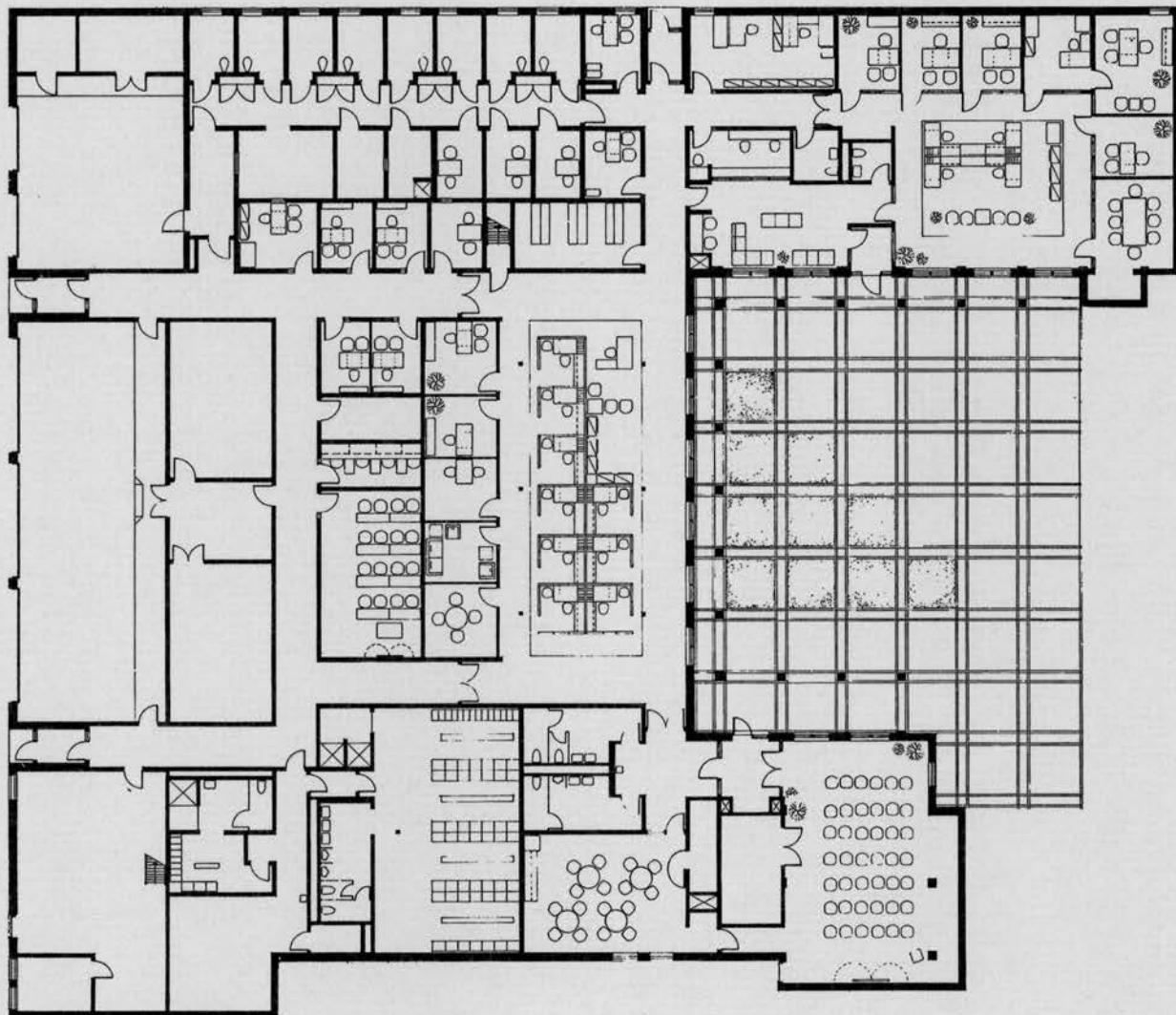
The new building incorporates state-of-the-art security, communications systems, and numerous safety features. Built as a freestanding facility near other civic buildings, it is designed to be inviting to the public, yet manifest a sense of security and solemnity.

Masonry materials used throughout offer beauty, low maintenance, durability, and lasting quality to the facility. The facility's interior finishes and furnishings were selected to reflect the other building materials.

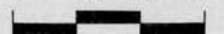




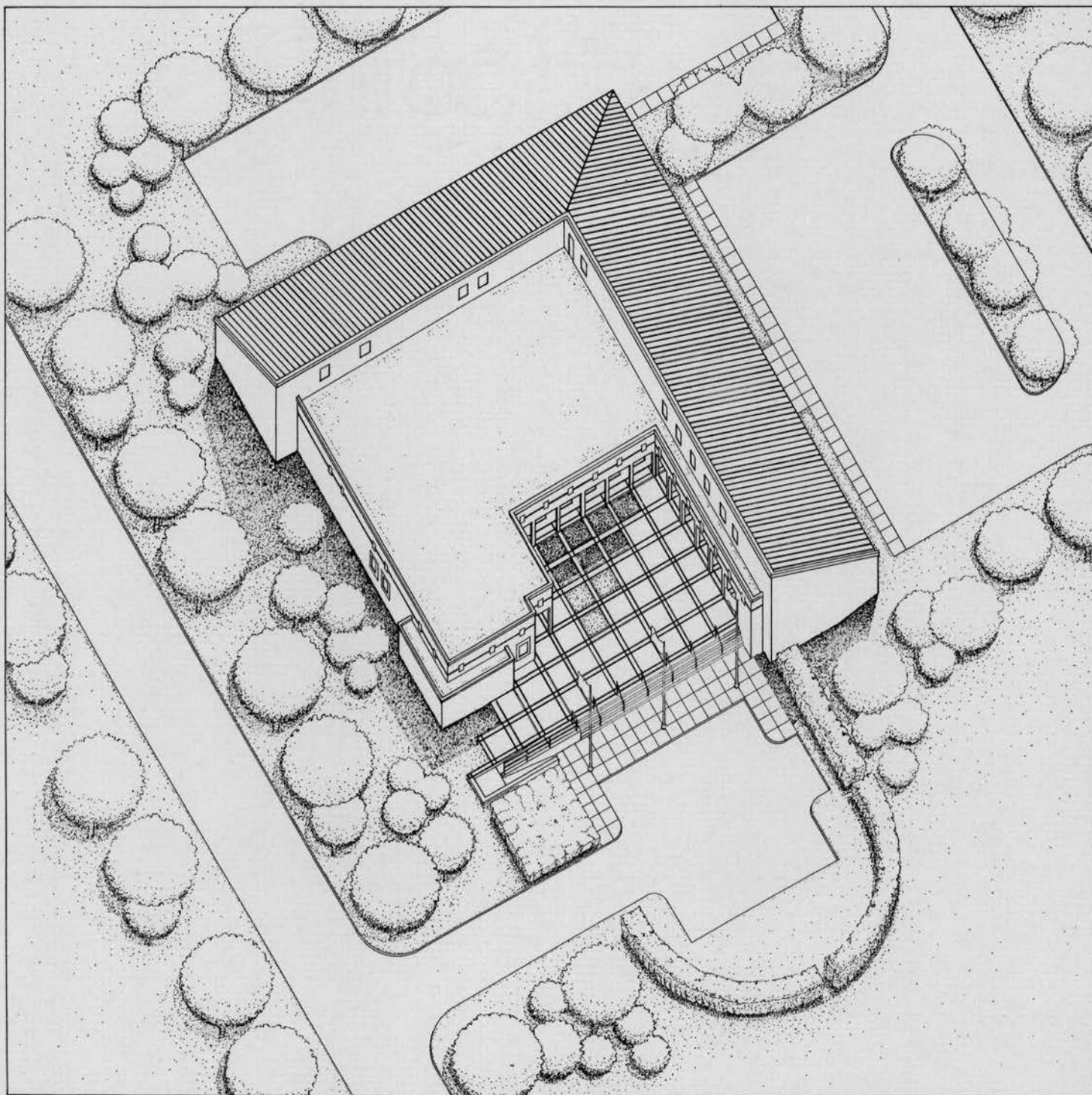
**BROOKLYN PARK POLICE FACILITY**  
Brooklyn Park, Minnesota



0 10 20 30

A horizontal scale bar with four segments, labeled 0, 10, 20, and 30, indicating distances in feet.

**BROOKLYN PARK POLICE FACILITY**  
Brooklyn Park, Minnesota





## MAPLEWOOD CITY HALL AND PUBLIC SAFETY FACILITY

Maplewood, Minnesota

A rolling, heavily wooded 26 acre site, the geographic center of the community, is the location for the new City Hall and Public Safety Facility. The site boasts natural amenities such as mature trees, good distant views, and a pond.

The growing suburban community needed to enlarge and consolidate City Hall and Public Safety functions to one location.

The community was looking for a facility reflecting the traditional, home-like nature of the community. This was interpreted by siting the building among the trees suggesting home-like qualities of shelter and protection. The use of masonry materials reflect the craftsmanship of traditional buildings and values of the community.

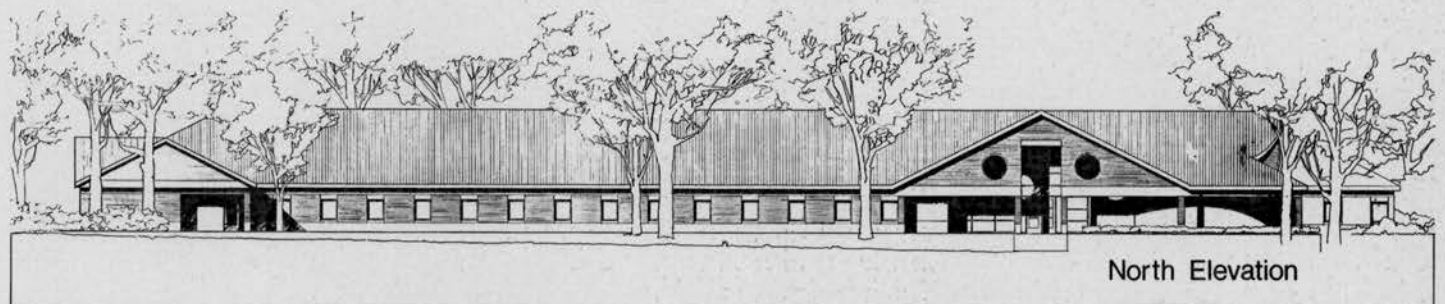
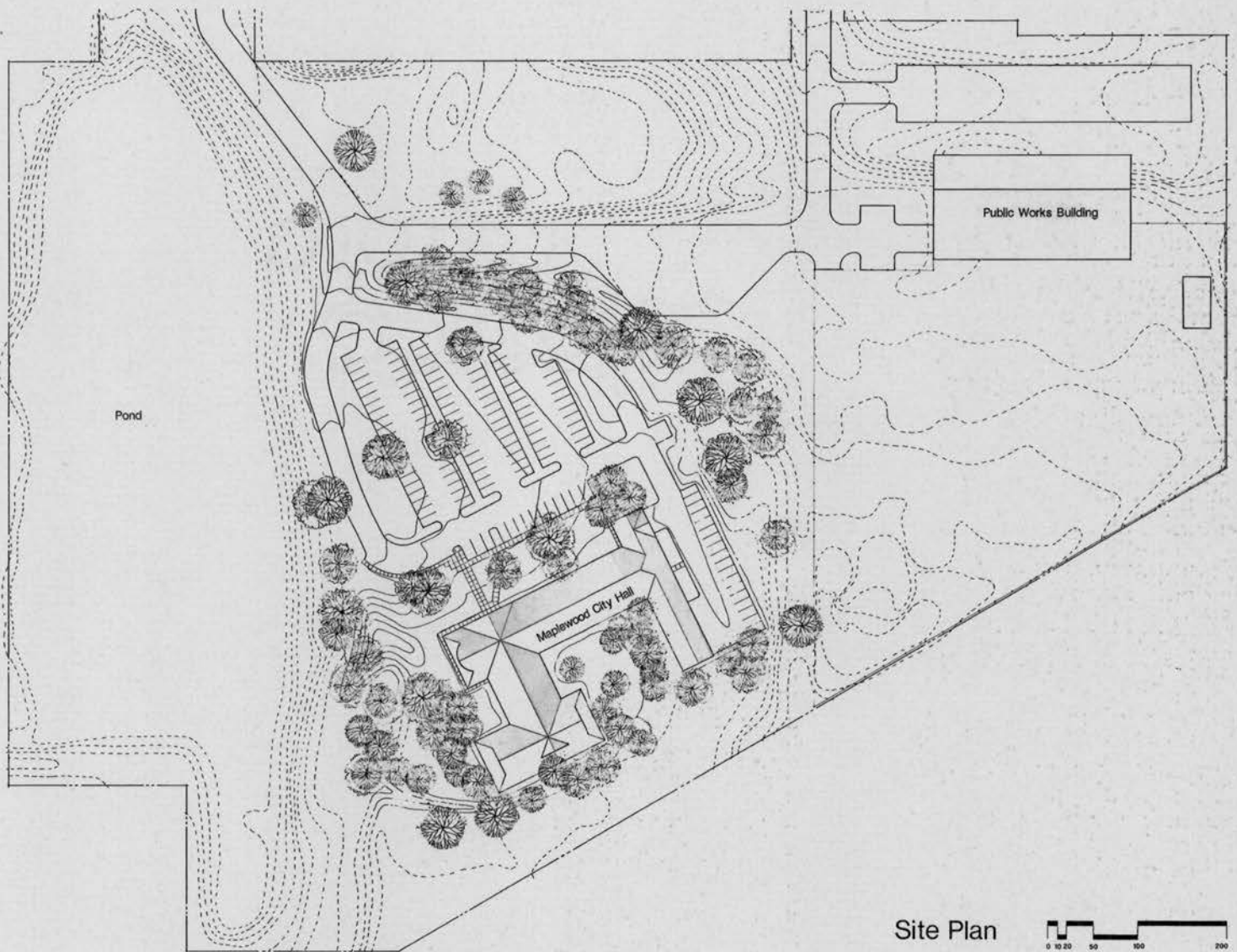
Emphasis was placed on locating all "people spaces" by exterior walls to take advantage of the beautiful site and gain as much natural light into the building as possible.





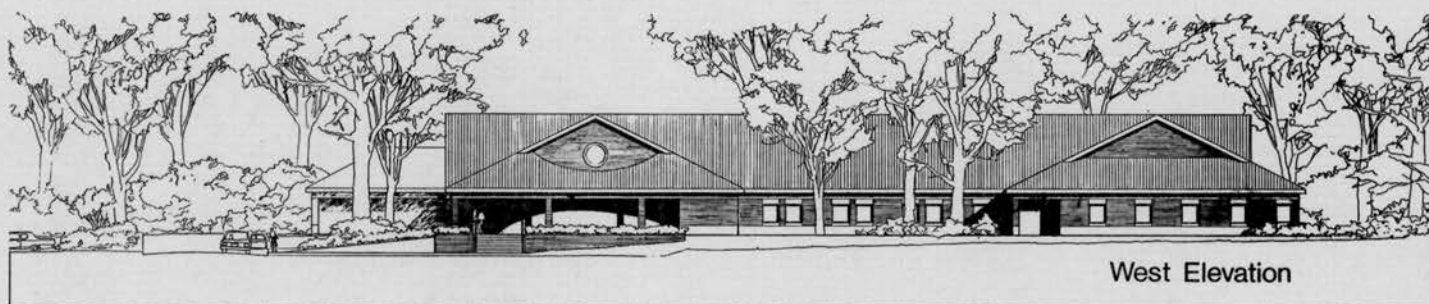
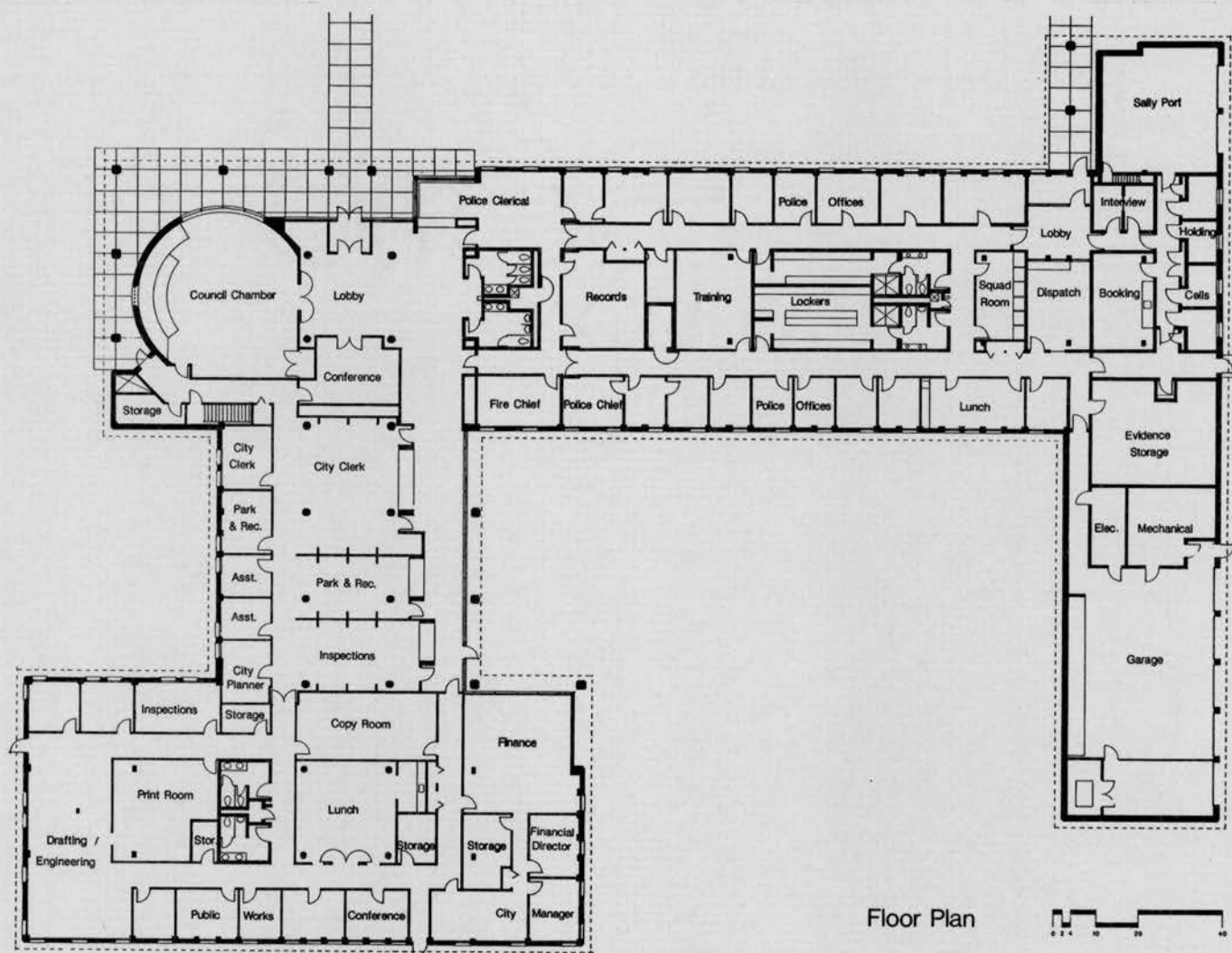


MAPLEWOOD CITY HALL AND PUBLIC SAFETY  
FACILITY  
Maplewood, Minnesota



# MAPLEWOOD CITY HALL AND PUBLIC SAFETY FACILITY

Maplewood, Minnesota





## **RICHFIELD PUBLIC SAFETY ADDITION**

### **Richfield, Minnesota**

Work was completed in 1982 for a 13,000 square foot addition to the Richfield City Hall/Public Safety Building. The two story addition brought together for the first time the police, fire, inspections, and emergency services divisions - the four units which constitute Richfield's Public Safety Department. Also included in the project was the remodeling of 5,000 square feet of existing space.

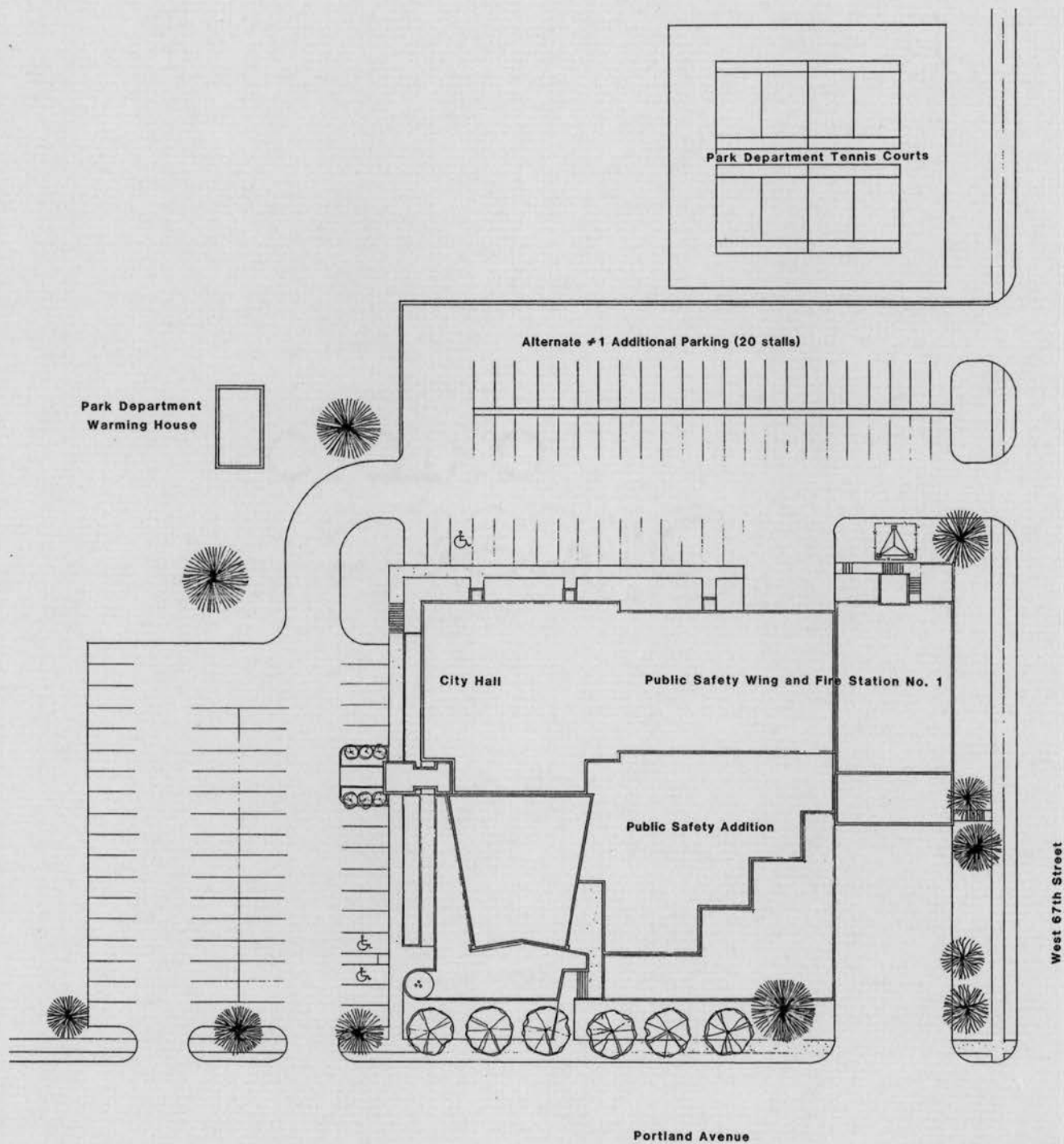
The project was preceded by a Space Utilization Study completed by The Alliance. Working with a City Task Force comprised of twelve Public Safety personnel, The Alliance commenced with an inventory/interview process which included input from many additional Public Service employees. This process led to the development of seven possible options to satisfy the City's space needs. After presentation of findings and recommendations to the City Council, approval was given to proceed with the addition to their existing facility.

Increased office space for public service employees made up much of the additional space. Also included is a communications center for use by the police and fire divisions, a three point indoor firing range, and dormitory/locker room facilities for female fire and police personnel. The project also included the modification of the existing facility to accommodate access for the handicapped to the main entry, telephone, and restroom facilities.

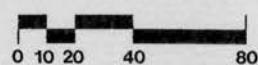


# RICHFIELD PUBLIC SAFETY ADDITION

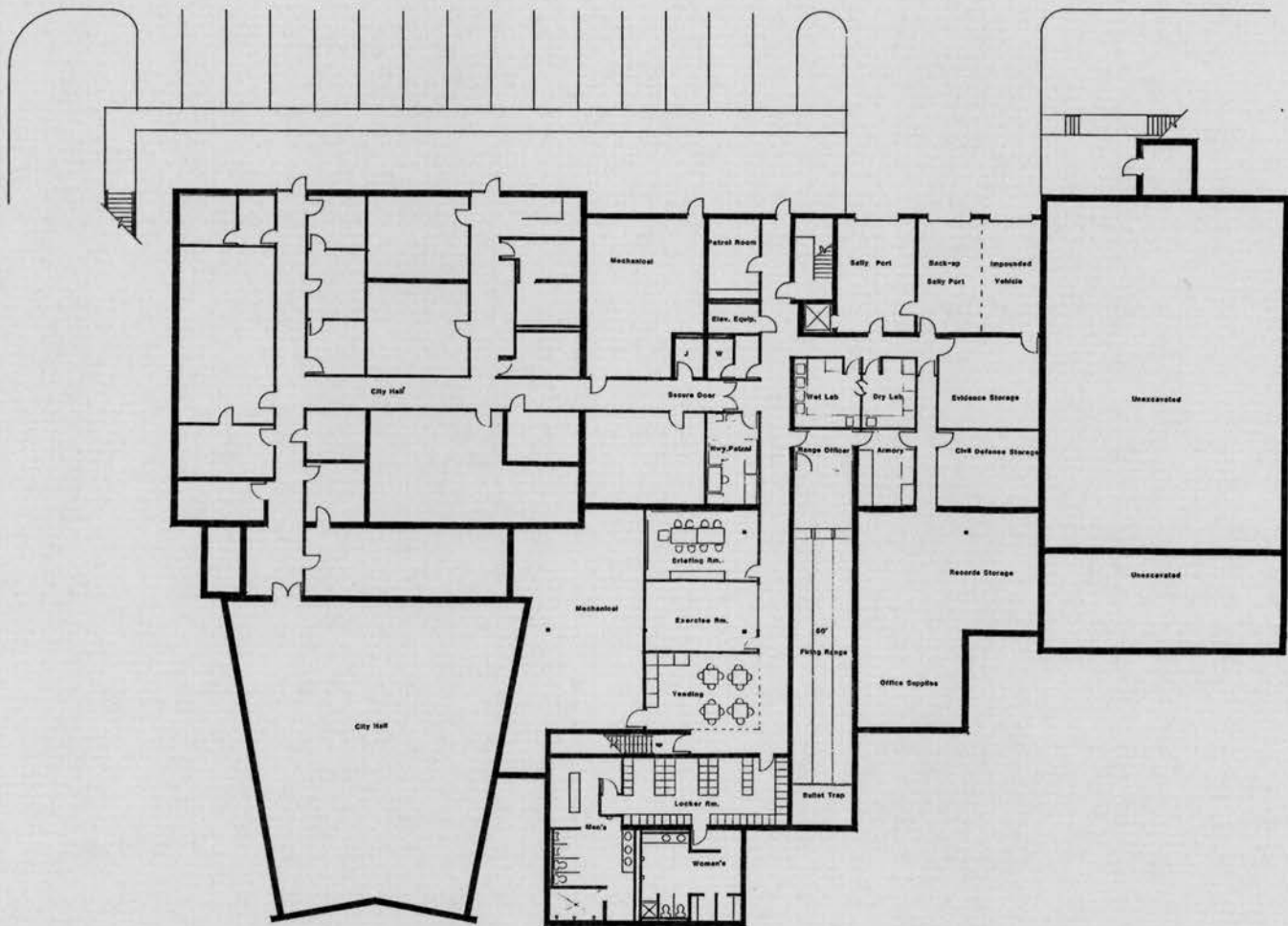
Richfield, Minnesota



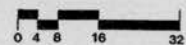
**SITE PLAN**



# **RICHFIELD PUBLIC SAFETY ADDITION** **Richfield, Minnesota**

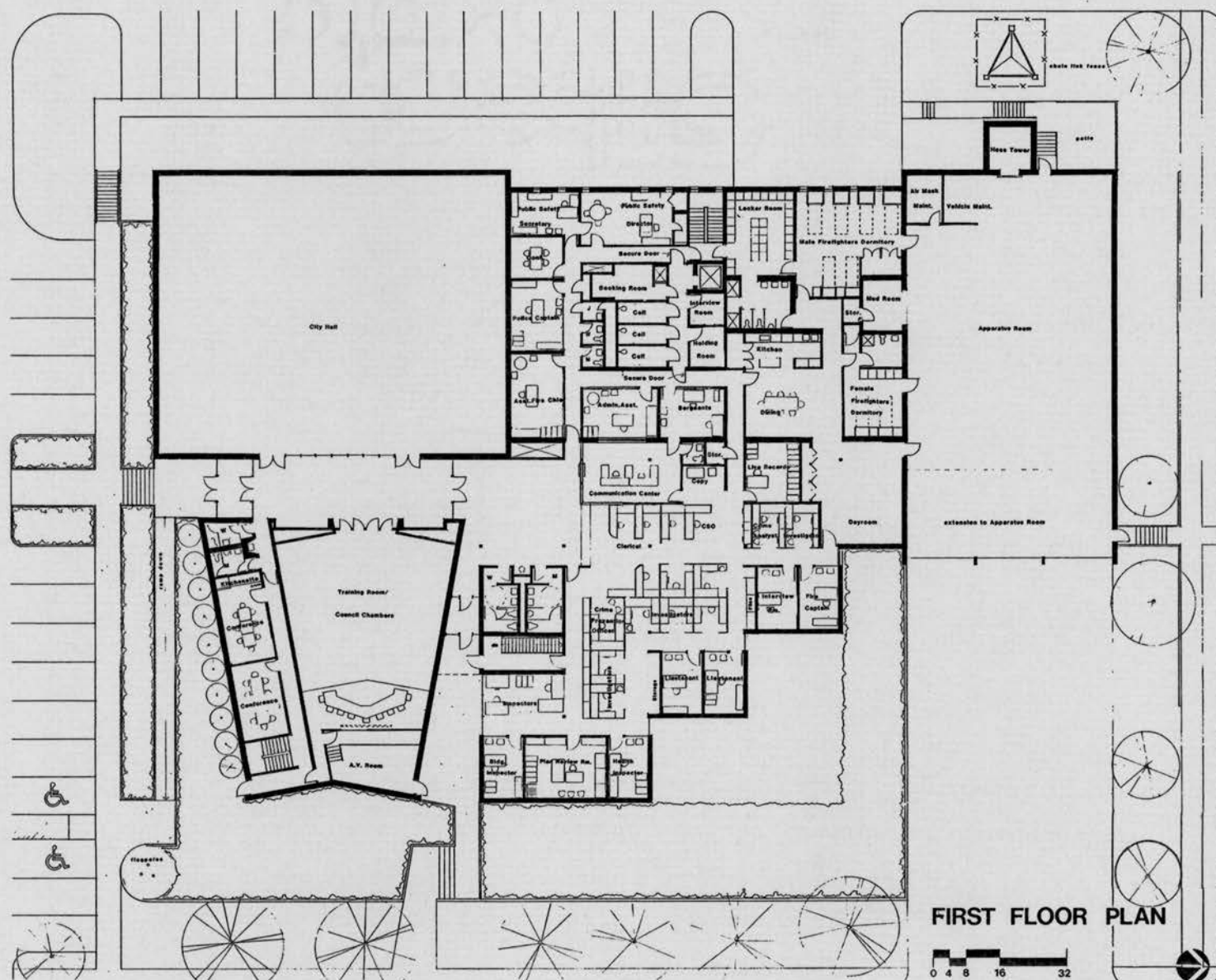


**GROUND FLOOR PLAN**



# RICHFIELD PUBLIC SAFETY ADDITION

## Richfield, Minnesota





**HENNEPIN COUNTY SHERIFF'S DEPARTMENT  
RADIO COMPUTER AIDED DISPATCH  
FACILITY**

**Golden Valley, Minnesota**

This project was a 10,000 square foot, two story addition to an existing 911 Emergency Dispatch Station on a suburban site in Golden Valley. The focus of the new addition is a 2,000 SF dispatch room, which is in operation 24 hours a day and houses the entire emergency dispatch team and their console/computer equipment.

The project was completed in January, 1988.

