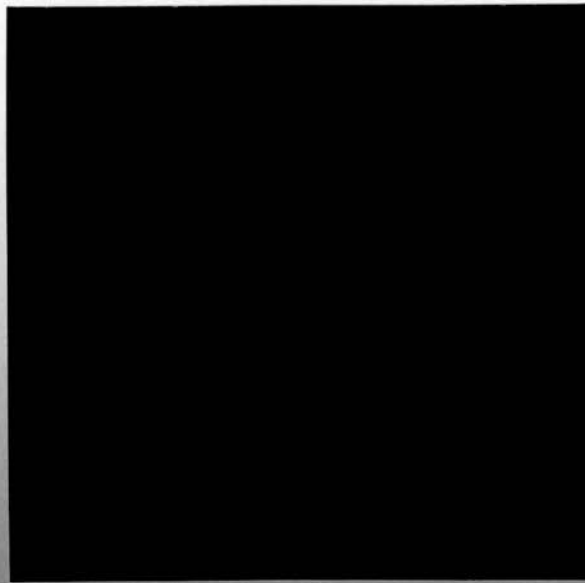




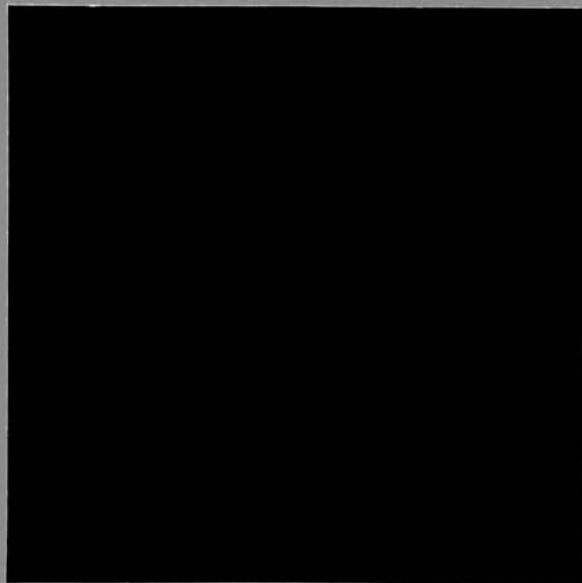
[Crystal \(Minn.\).](#)
[City Council Minutes and Agenda Packets.](#)

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BWBR ARCHITECTS



Proposal to

**CITY OF
CRYSTAL**

For Architectural/
Engineering Services



Renovation and Expansion
of City Hall

23 October 1991



BWBR ARCHITECTS

400 Sibley Street
St. Paul, Minnesota 55101
612/222-3701



BWBR ARCHITECTS

23 October 1991

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

Architecture • Interior Design

Dear Mr. Monk:

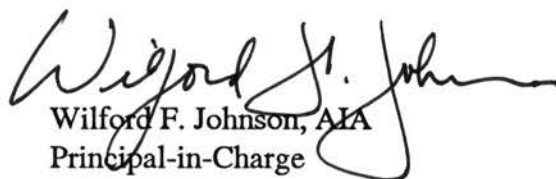
We are pleased to have the opportunity to submit this proposal for architectural services to you.

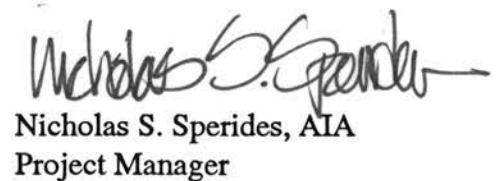
Municipal office facilities demand maximum function and durability, usually on a limited budget and schedule. We understand your requirements and have the experience to meet your program, budget and schedule needs.

We look forward to further discussing this project with you. Thank you for your consideration of BWBR Architects.

Sincerely yours,

BWBR ARCHITECTS, INC.


Wilford F. Johnson, AIA
Principal-in-Charge


Nicholas S. Sperides, AIA
Project Manager

400 Sibley Street Suite 500
St. Paul, Minnesota 55101

612 222 3701

fax 612 222 8961

Project
Team



INTRODUCTION TO BWBR ARCHITECTS

BWBR Architects was founded in 1951 and maintains offices in St. Paul. We offer a full-service architectural, interior design and space planning practice to a variety of clients.

Municipal - We have worked with a number of local communities over the years. Projects we have completed include city halls, police headquarters, fire stations, public works facilities and parks buildings. Most recently, we designed a new city hall and community center for Shoreview in Ramsey County.

County - As with municipalities, we've worked with county governments throughout our 40 years of practice. An expansion and remodeling of Wright County's Government Center, with the addition of a new jail, is under construction in Buffalo. We have also done a considerable amount of work for Washington County in the past 10 years, including the Administration Building and Law Enforcement Center.

Higher Education - Earlier this year, we completed science classroom and teaching laboratory buildings for Hamline University in St. Paul and Gustavus Adolphus College in St. Peter. We are also designing the Basic Sciences and Biomedical Engineering Building for the University of Minnesota's Minneapolis campus.

Corporate - Among the local companies for whom we have designed office facilities are Burlington Northern Railroad, Ecolab, International Multifoods, Medtronic, Minnesota Mutual and Northwestern National Life.

Financial Institutions - The design of banking facilities has been a hallmark of our practice since the beginning of our firm. We are currently designing a building for 3M Company that will be anchored by its subsidiary Eastern Heights State Bank.

Health Care Facilities - Over the past decade we have established ourselves as a regional leader in the design of health care facilities. We have established long-term relationships with several leading health care institutions, including Abbott Northwestern Hospital, Group Health, North Memorial Medical Center and St. Paul Ramsey Medical Center.

Our firm's philosophy is built upon service to our client. Planning, design, cost and schedule control as well as client relations, are all outgrowths of this philosophy. We believe special attention to our clients' needs is not "old fashioned" but is the right way to conduct business.

PROJECT TEAM

We have assembled the individuals who comprise our project team based upon our understanding of the professional skills required by the City of Crystal.

Wil Johnson will serve as principal-in-charge of the project. Wil has spent much of his career working with municipalities on a variety of projects. He brings strength in coordination of architectural and engineering design documentation while monitoring the project budget and assessing the budget impact of design options.

Nick Sperides will be project manager. Nick has substantial experience working with institutional clients, including local and state government, on a variety of projects.

Mark Poirier is a highly experienced project architect who will assist the team in detailing the project's design. Diane Marshall will work with the team on interior design. Mark and Diane will work under the direction of Nick and Wil.

We propose to use Chasney Associates for mechanical/electrical engineering and Ericksen, Roed/Johnston-Sahlman for structural engineering. We have worked with both firms on numerous previous projects and have the greatest confidence in their technical skill.

Resumes for the members of our project team follow.

WILFORD F. JOHNSON, AIA
Principal-in-Charge

As the principal-in-charge, Wil Johnson will be accountable to the City of Crystal for the success of this project. He will lead our project team throughout the design and construction process. Wil has been a member of our firm for more than 20 years. He has been involved in a diverse range of building types over the course of his career but has specialized in projects for municipalities and financial institutions. Among Wil's recent projects of note are the following:

City of Anoka, Minnesota

*Parks Department Service Center
Public Works Facility Addition
Sunny Acres Park/Recreation Building*

City of Inver Grove Heights

*City Hall and Public Safety Headquarters
Fire Station No. 3*

City of Robbinsdale, Minnesota

*Space Needs Analysis
Downtown Redevelopment Plan*

City of Shoreview, Minnesota

*Space Needs Analysis
Public Works Facility
North and South End Fire Station*

3M Company/Eastern Heights State Bank

*70,000 sq. ft., four-story office building anchored by retail
bank and drive-thru facility
Maplewood, Minnesota*

American National Bank

*120,000 sq. ft. remodeling and expansion of downtown
headquarters
St. Paul, Minnesota*

Wil Johnson earned a Bachelor of Architecture at the University of Minnesota and was a member of the U.S. Naval Civil Engineering Corps. He is a registered architect and is NCARB Certified.

NICHOLAS S. SPERIDES, AIA
Project Manager

Nick Sperides is a project manager well experienced in working with institutional clients. As manager of the Crystal City Hall expansion/renovation project, Nick will lead our team throughout the design and construction process. He will work closely with the city's representatives and ensure open communication among all team members. Among recent projects with which Nick Sperides has been associated are the following:

City of Cottage Grove, Minnesota
River Oaks Clubhouse

Northwestern National Life Insurance Company
111 Washington Avenue Building
Minneapolis, Minnesota

Washington County Parking Structure
Stillwater, Minnesota

Christ United Methodist Church
Expansion and Remodeling
Rochester, Minnesota

Minnesota Correctional Facility - Faribault
Renovation and New Construction
Faribault, Minnesota

Nick Sperides earned a Bachelor of Architecture at the University of Minnesota and is a registered architect.

MARK G. POIRIER, AIA
Project Architect

Mark Poirier is a highly skilled project architect and will be responsible for detailing the project design. He will work under the direction of the principal and project manager. Mark Poirier has successfully carried out the same assignment on a variety of projects, including the following:

Northwestern National Life Insurance Company
Corporate Headquarters Remodeling
111 Washington Avenue South Remodeling
Midland Bank Building Remodeling
Minneapolis, Minnesota

Farm Credit Bank Building
GSA Tenant Improvements
St. Paul, Minnesota

Mayo Foundation
Baldwin Building Expansion and Renovation
Rochester, Minnesota

Gustavus Adolphus College
Nobel Hall Renovation
St. Peter, Minnesota

Hamline University
Manor House Renovation
St. Paul, Minnesota

Mark Poirier earned a Master of Architecture at the University of Utah and is a registered architect.

DIANE MARSHALL
Interior Designer

Diane Marshall will work with the team as interior designer. Her expertise lies in the areas of finishes and space planning. She has been involved in a similar capacity on a variety of projects, among which are the following:

City of Shoreview, Minnesota
City Hall and Community Center

Dakota County Eastern Administration Building
Hastings, Minnesota

Farm Credit Bank Building
GSA Tenant Improvements
St. Paul, Minnesota

Burlington Northern Railroad
Northern Regional Headquarters
St. Paul, Minnesota

Group Health, Inc.
Arden Hills Medical Center
Inver Grove Heights Medical Center
Coon Rapids Clinic

CHASNEY ASSOCIATES
Mechanical and Electrical
Engineering

Chasney Associates was organized in 1976 and serves a wide variety of clients. The firm provides mechanical and electrical engineering design services for new construction as well as remodeling. We have worked with Chasney Associates on a number of projects including the Parks Department Service Center for the City of Anoka and River Oaks Clubhouse for the City of Cottage Grove. Other municipal projects completed by the firm include the Lakeville City Hall, Sleepy Eye Municipal Building and Redwood Falls Law Enforcement Center. In addition, Chasney Associates designed the Crystal City Hall's original HVAC system and is familiar with the building's requirements.

Stanley Chasney, P.E.
Mechanical Engineering

Stan Chasney has over 30 years experience in mechanical engineering. He will be responsible for the coordination of mechanical services. He obtained a Bachelor of Mechanical Engineering from North Dakota State University and is a registered professional engineer.

Wally Sharp
Electrical Engineering

Wally Sharp has over 13 years experience in the design, implementation, and project management of power distribution systems, lighting and communications for a variety of industrial, commercial and institutional projects. He obtained a technical degree in electrical design for construction.

***ERICKSEN, ROED/
JOHNSTON-DAHLMAN
Structural Engineering***

We will use Ericksen, Roed/Johnston-Sahlman (ER/JS) for structural engineering services. The firm maintains an excellent reputation for structural engineering design. We have associated with them on a variety of local government projects in recent years, including Wright County Government Center, and have complete confidence in their technical capabilities. ER/JS has 22 professional and support staff.

Members of the firm designed the structural system of the Crystal Community Center. Additional projects include the Shoreview City Hall and Community Center, Washington County Law Enforcement Center, Beltrami County Courthouse and Jail addition and public works facilities for the cities of Alexandria, Anoka and Pine City.

Thomas E. Amundson

Tom Amundson's professional background encompasses a variety of projects over the past 25 years. Previous local government projects include the Shoreview City Hall and Community Center, Beltrami County Courthouse and Jail and the Dakota County Courthouse.

Relevant
Experience



RELEVANT EXPERIENCE

We have provided architectural services to municipalities throughout the course of our 40 year practice. In recent years we have completed a variety of projects including city halls, police headquarters, fire stations, public works facilities and park buildings.

Our current and recent municipal clients include the following:

City of Anoka, Minnesota

Public Works Addition and Master Plan

Parks Department Service Center

Sunny Acres Park Shelter

City of Cottage Grove, Minnesota

River Oaks Municipal Clubhouse

City of Inver Grove Heights, Minnesota

City Hall and Police Headquarters

Fire Station #3

City of New Brighton, Minnesota

Community Center (schematic design)

City of Plymouth, Minnesota

Community Center (schematic design)

Fire Station #2

City of Rochester, Minnesota

Fire Station One Replacement Study

City of Shoreview, Minnesota

City Hall and Community Center

Public Works Facility Addition

North End Fire Station

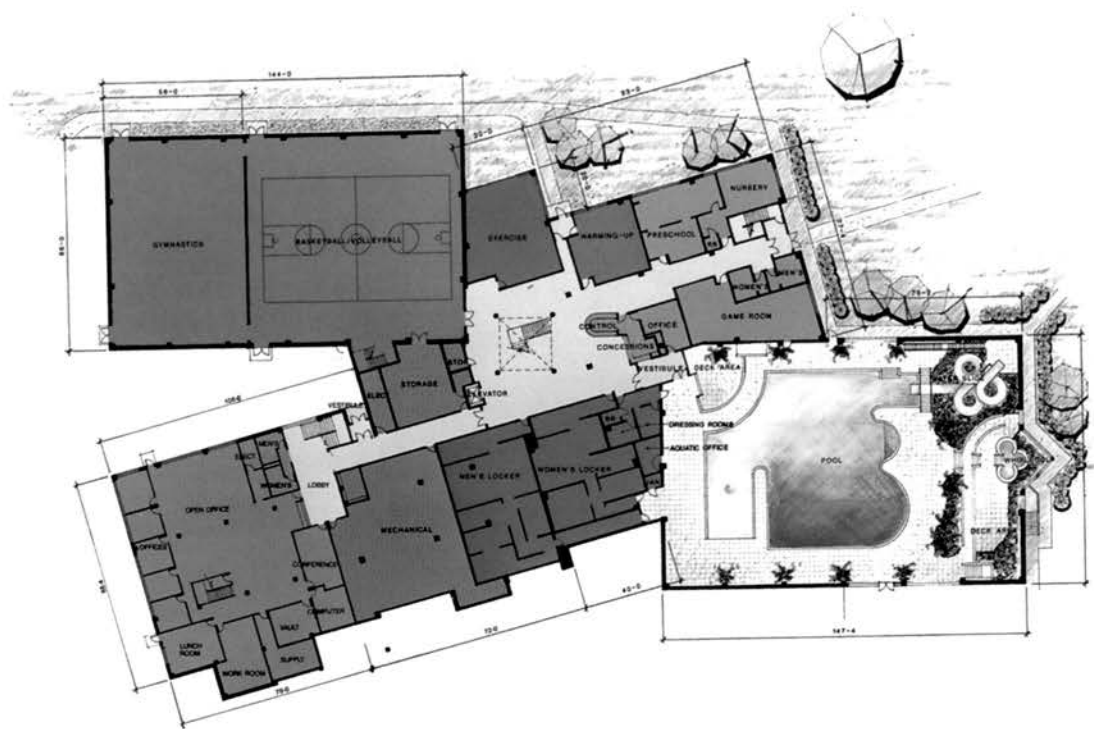
South End Fire Station

SHOREVIEW CITY HALL
SHOREVIEW, MINNESOTA

Our initial involvement consisted of a space needs analysis for the existing city hall. We were subsequently engaged to study the feasibility of a new city hall being constructed in conjunction with the community center. The study found that several economies of scale would be realized by combining the two projects in a single complex. Design of the new city hall was completed in conjunction with the community center. Construction of the 20,000 sq. ft. building was completed last year at a cost of \$1.5 million.

SHOREVIEW COMMUNITY CENTER
SHOREVIEW, MINNESOTA

The 68,000 sq. ft. facility includes a swimming pool, fitness center, large and small meeting rooms as well as park and recreation offices. The pool has a six-lane, 25-yard lap pool which is connected to other areas of the pool, including a zero-depth beach area/shallow play area with bubblers and fountains. The building's exterior is designed to be compatible with surrounding residential neighborhoods and features brick and a sloped cedar shake roof.



LOWER LEVEL PLAN

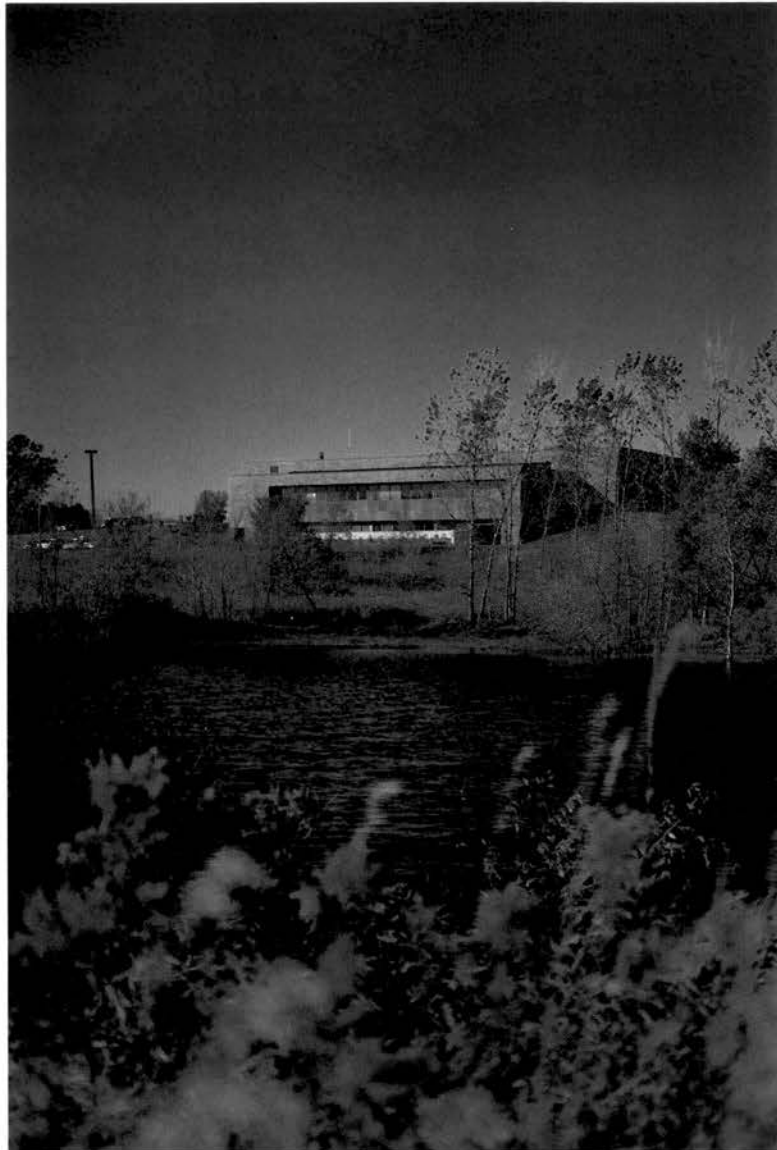


SHOREVIEW COMMUNITY CENTER
AND CITY HALL
SHOREVIEW, MINNESOTA



INVER GROVE HEIGHTS
CITY OFFICES
INVER GROVE HEIGHTS, MINNESOTA

Following the development of a master plan for a nearly 21 acre campus, we provided complete design and observation services for the new city office facilities. The 41,000 sq. ft. building contains all municipal administrative functions as well as a law enforcement center. Special attention was paid to public access, internal efficiency, energy conservation and future expansion, in the design of the facility.

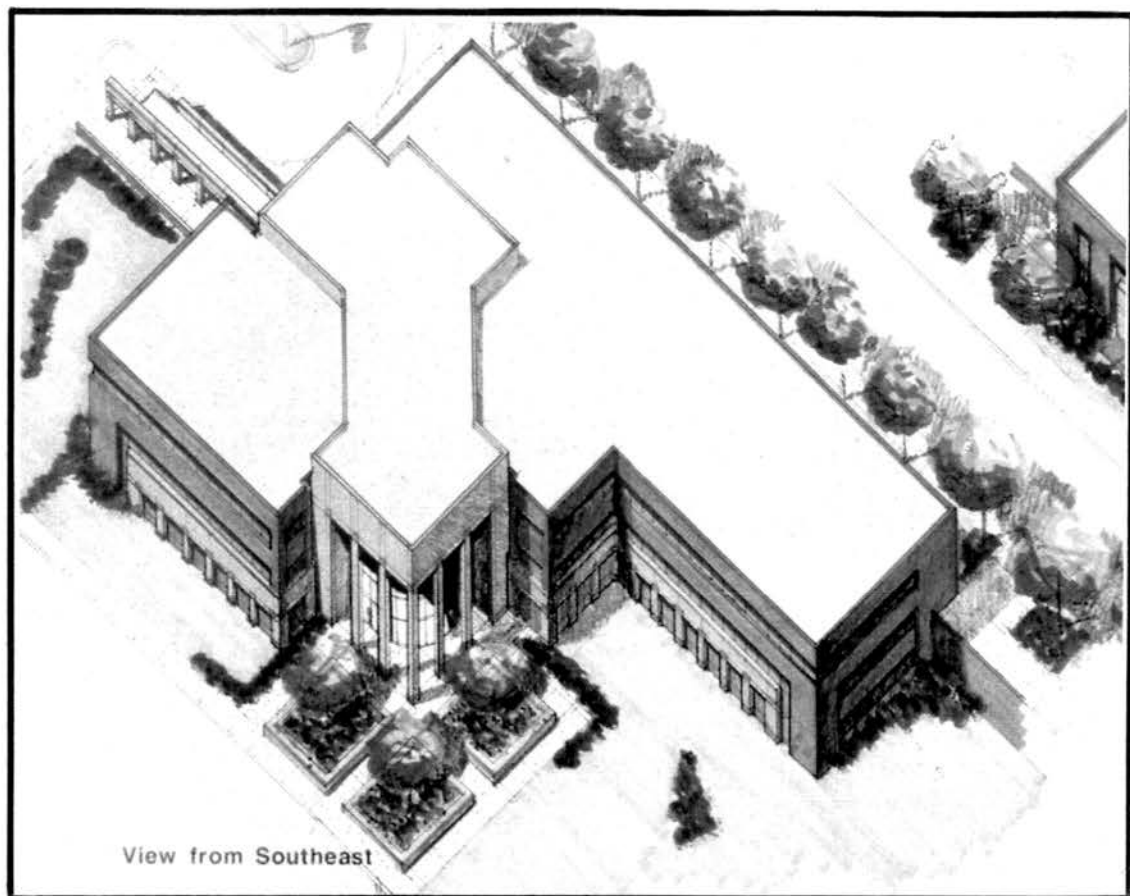


INVER GROVE HEIGHTS CITY OFFICES
INVER GROVE HEIGHTS, MINNESOTA



DAKOTA COUNTY EASTERN
ADMINISTRATION BUILDING
HASTINGS, MINNESOTA

Construction of the three story, 68,500 sq. ft. building was completed last year. The building serves as the cornerstone of the Government Center campus design. As a solution, the design does not dilute the image of the adjacent courts addition but does stand on its own; as appropriate for the locale of the County's elected officials' offices. The commissioners' board room features state-of-the-art technology to foster communication between citizens and policy makers, while also providing a warm environment.

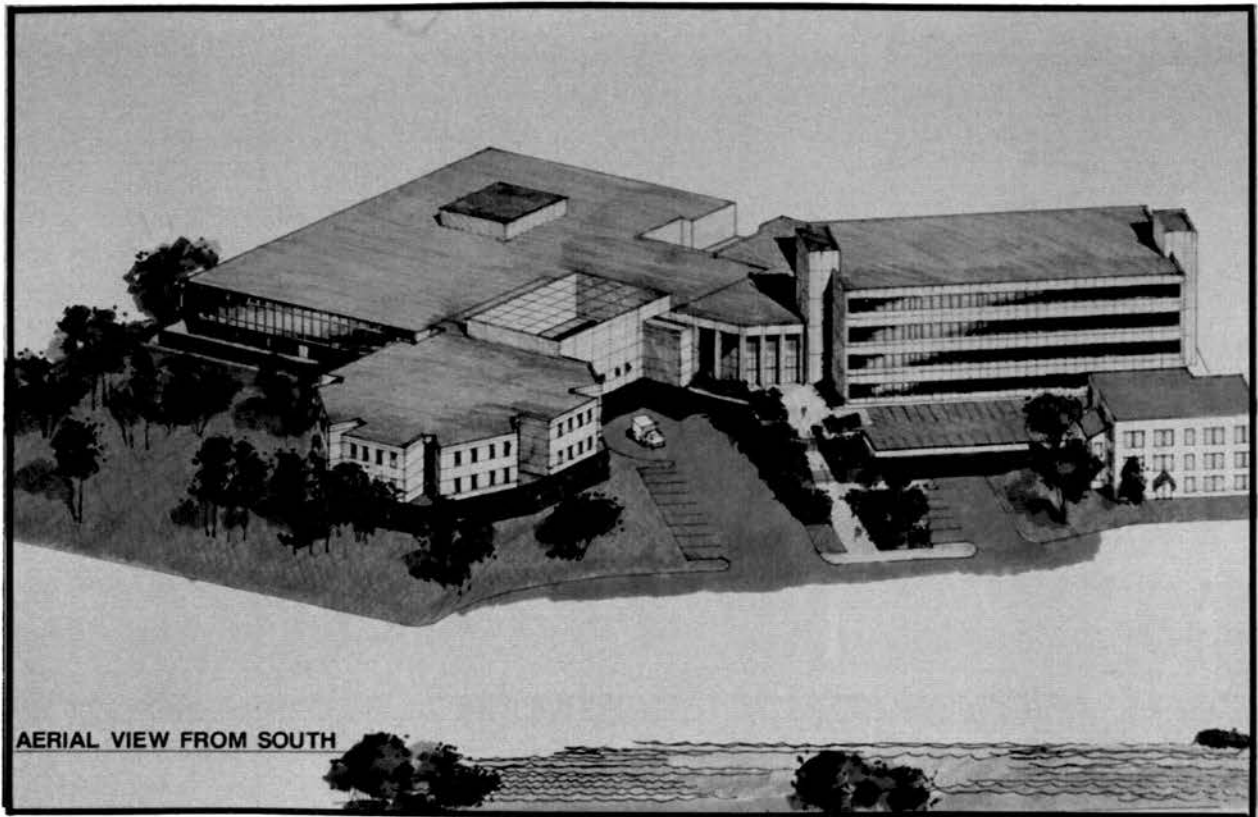


View from Southeast

DAKOTA COUNTY EASTERN
ADMINISTRATION BUILDING
HASTINGS, MINNESOTA

WRIGHT COUNTY
GOVERNMENT CENTER
BUFFALO, MINNESOTA

We were initially asked by the county to prepare a comprehensive master plan for development of the government center campus. Up to that point county departments had undertaken expansion projects on an ad-hoc basis resulting in less than ideal space utilization in two separate buildings, the courthouse and annex. The county decided to undertake a study of all departmental space needs when it was clear that a major addition in the form of a new jail was required. The scope of the project we subsequently designed includes renovation of the courthouse and annex as well as construction of a new jail, sheriff's department facilities and entry atrium. The design creates a unified campus image, architecturally integrating existing structures and additions through the consistent use of scale, form and materials. The project involves 216,576 sq. ft. and a construction cost of approximately \$16 million. Construction is scheduled for completion at the end of this year.



WRIGHT COUNTY
GOVERNMENT CENTER
BUFFALO, MINNESOTA

WASHINGTON COUNTY
GOVERNMENT CENTER
STILLWATER, MINNESOTA

The Administration Building addition to the Government Center was completed in 1986 and contains 80,000 sq. ft. The facility was designed to provide office space for 150 county employees as well as multi-use areas for conference, training and counseling. A new meeting room for the County Board of Commissioners is also in the building. The original design contemplated a three-floor vertical expansion, which was completed last year.



WASHINGTON COUNTY
GOVERNMENT CENTER
STILLWATER, MINNESOTA



ANOKA PARK AND
GOLF MAINTENANCE
ANOKA, MINNESOTA

This facility serves as the maintenance and operations center for all of the city's parks as well as the municipal golf course. The image of this 32,800 sq. ft. building was important because of its visibility from areas of the golf course. The design created a building that is largely buried from the street view, appearing to be a small, one story structure. Skylights in the maintenance area provide daylighting, enhancing the energy efficiency of the building. The city had a tight budget for this project. Completed at a cost of \$1.4 million, the project was ahead of schedule as well as under budget.



ANOKA PARK AND GOLF MAINTENANCE
ANOKA, MINNESOTA

SHOREVIEW FIRE STATIONS
NORTH AND SOUTH
SHOREVIEW, MINNESOTA

We conducted an analysis of several sites as well as response time studies for the city prior to design and construction administration of the North End station. The facility contains nearly 9,800 sq. ft. and was completed in 1986 for a cost of \$703,000. Our estimate of the construction cost was \$700,000.

The South End station contains a two-bay apparatus room, squad/communications room and ancillary facilities. The 4,700 sq. ft. structure was completed in 1988 for a cost of \$422,000. Our estimate of the construction cost was \$450,000.

Our involvement on both projects began during initial planning and site selection and continued through construction administration. Both stations are new buildings.



SHOREVIEW FIRE STATIONS
NORTH AND SOUTH
SHOREVIEW, MINNESOTA



Project
Approach



PROJECT APPROACH

We have found municipal administrative facilities to require maximum function as well as resiliency to endure prolonged and extensive use. Moreover, the program requirements must usually be met within a limited budget and schedule.

Our project approach relies upon the involvement of the entire team. Design will be directed by the principal-in-charge. The project manager will coordinate the work of our consultants as well as work closely with the project architect in detailing the team's decisions during the design process.

We believe that good design comes as a result of teamwork — with strong leadership of the design process, shared values among team members and the full participation of the client. Our approach is to involve you in every aspect of planning and design. We also recognize that city staff are busy people, so we respect your time.

Compensation



COMPENSATION

Our compensation goals are as follows:

- To establish professional service fees which allow us to provide the services that are required to achieve the city's goals.
- To establish fees such that both parties feel they have been treated fairly, i.e., value received for dollars spent.

Although the magnitude of this project is established the exact scope of each construction phase is not precisely defined. We propose to provide our services on an hourly basis through design development. At the completion of design development cost estimating we will have a well defined project scope, budget and construction phasing schedule. At that point we will be better able to establish a lump sum fee for the entire project. The amount billed to the city up to this point will be credited toward the total fee.

References



REFERENCES

We believe references from our clients to be one of the best means for you to judge the quality of our work as well as the responsiveness of our staff. We encourage you to contact any or all of the following individuals regarding their experience with our firm.

Mr. Mark Nagel

City of Anoka
612/421-6630

Mr. John Frederickson

City of Cottage Grove
612/458-2800

Mr. Dwight Johnson

City of Shoreview
612/490-4610

Mr. Jeff Meyer

St. Paul Ramsey Medical Center
612/221-2193

Mr. Robert Feneis

Associate Superintendent
Minnesota Correctional Facility - Faribault
507/334-0703

Mr. Richard Norman

Administrator, Wright County
612/339-6881



***SUMMARY OF
QUALIFICATIONS***

- We understand the needs of municipal government and have extensive relevant experience.
- We're committed to architecture that works for the owner as well as the user.
- Our approach is to involve our client in every aspect of planning and design. Good design is the result of teamwork.
- Organization is essential to a successful project and we offer proven management skills.
- When we assume responsibility for your project, we make a commitment to provide you with the highest level of service — and we take our commitments seriously.



BWBR ARCHITECTS

400 Sibley Street
St. Paul, Minnesota 55101
612/222-3701



City of Crystal

Renovation and Expansion of City Hall

October 23, 1991

Setter, Leach & Lindstrom, Inc.

Architects & Engineers
1100 Peavey Building
2nd Avenue at 8th Street
Minneapolis, MN 55402

Setter, Leach & Lindstrom, Inc.

Architects & Engineers

1100 Peavey Building 2nd Avenue at 8th Street
Minneapolis, Minnesota 55402-2454
Phone 612/338-8741 Fax 612/338-4840

October 23, 1991

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

Dear Mr. Monk:

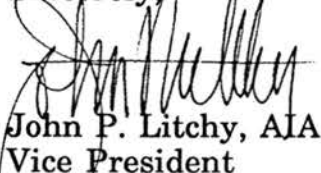
Setter, Leach & Lindstrom (SLL) is pleased to submit this proposal which describes our qualifications and confirms our interest in assisting the City of Crystal with the renovation and expansion of your City Hall.

SLL is a full-service architectural and engineering firm with a staff numbering over 120. The firm, founded in 1917, has been responsible for a wide variety of major projects for public and private clients throughout the Midwest. Our capabilities include the complete range of professional design services - architectural, engineering and construction administration.

SLL's experience includes providing services similar to the needs of the City of Crystal for such clients as Hennepin County, City of Eden Prairie, Federated Insurance, US West Communications, and the University of Minnesota. This specialized experience will enable us to deliver "state-of-the-art" design services that will meet Crystal's requirements.

Again, you may be confident of our interest and attention to your project. We look forward to meeting the selection committee and discussing this proposal in more detail.

Sincerely,



John P. Litchy, AIA
Vice President

Firm Profile

Setter, Leach & Lindstrom is a multidisciplined firm with a staff of 120 professionals. It provides a complete range of services in architectural design, mechanical, electrical, civil and structural engineering and construction administration. SLL offers design services for commercial, industrial and institutional facilities to both public and private clients.

SLL has a broad base of experience in working successfully with governmental agencies. These include Hennepin County, the State of Minnesota and many cities in the metropolitan area. The firm's design, project management and construction administration experience ranges from the Minneapolis Convention Center to the Cannon Falls Elementary School.

SLL's relevant specialized experience includes numerous evaluation and programming studies together with the design of county offices, law enforcement/detention facilities, vehicle maintenance, and storage facilities. The firm's experience also includes the renovation of such buildings as US West Communications, the Foshay Tower and 1010 Metrodome Square.

Project Team

At SLL, we think that the value of a full-service firm lies in our ability to provide better integrated design service to you, the client. Because of our full service capability, client needs are more clearly and readily translated into the projects goals through our enhanced communication and coordination.

Strong Project Management

Important to the creation of a successful project is the involvement of an experienced team of individuals. We have selected professionals who are experienced in the technical aspects of complex renovations. Central to our strategy of design excellence and commitment to strong project management, will be our Project Manager, Walter Daniels. Mr. Daniels will be responsible for the project's design, budgets, and schedule requirements.

Our Principal-in-Charge, John Litchy, will have overall responsibility for the project. He has designed several City Halls around the metropolitan area.

Lowell Anderson will serve as Project Architect and will be responsible for the design of your project. Mr. Anderson has worked on several projects of this type including Federated Insurance and City of Eden Prairie.

Our Construction Administrator, Paul Oelze will be responsible for overseeing the construction of the project. He will also prepare the detailed construction cost estimates throughout each project phase. Mr. Oelze will bring first-hand field experience to the construction of your project.

The following organizational chart *Figure 1* represents the overall structure of our team.

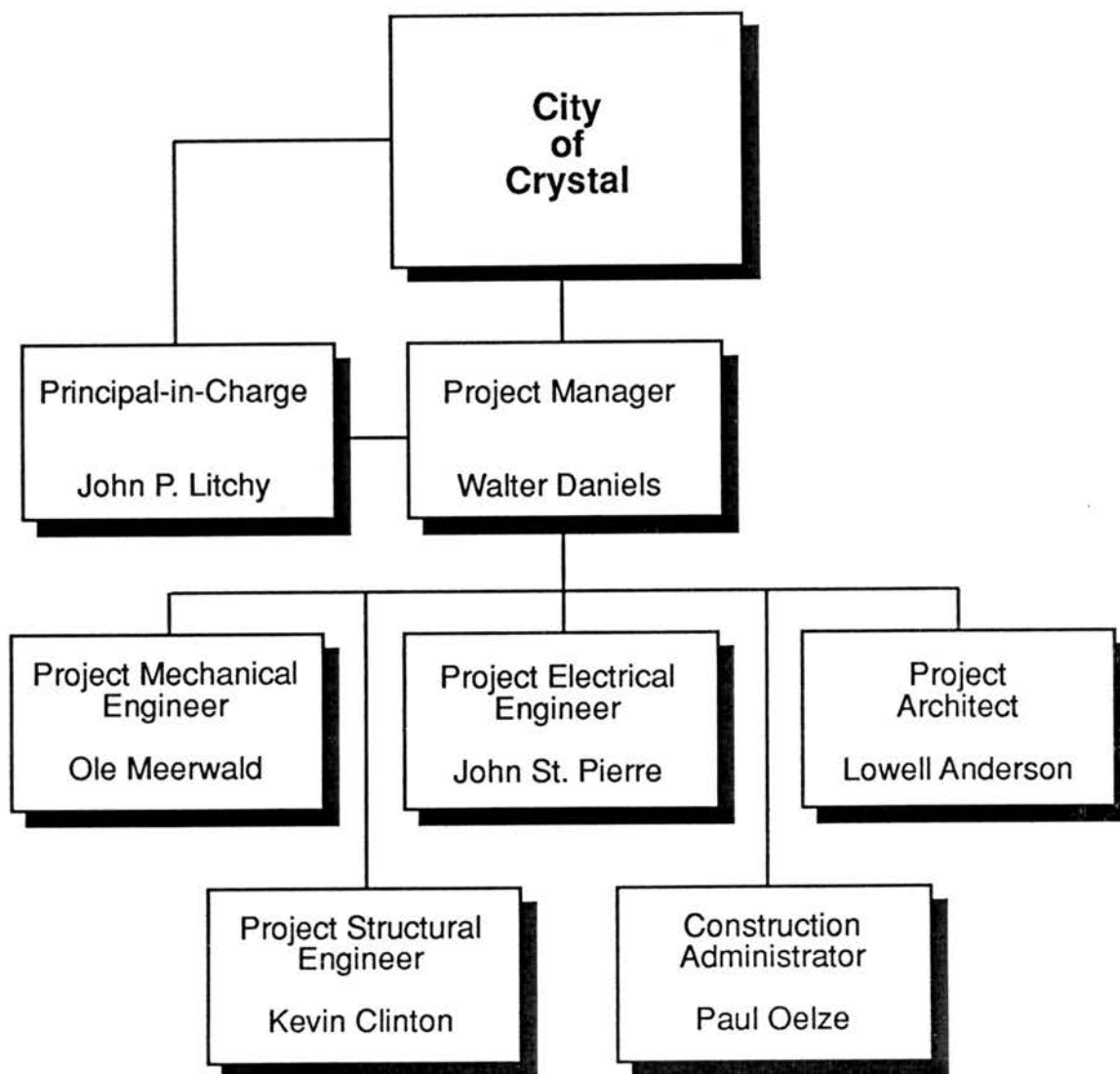
Team Commitment

Our team members have been selected based on their experience and availability and are ready to begin work immediately. The following resumes will profile each of these people in greater depth. Supporting the efforts of these key people will be the other technical resources of our 120 person firm.

In total, we believe that we have put together the very best designers, engineers and managers to develop your project. We are committed to serving the City of Crystal's needs in a most comprehensive and responsive manner.

Figure 1

Team Organization



John P. Litchy, AIA

Principal-in-Charge

Responsibility

As Principal-in-Charge, Mr. Litchy will have overall corporate responsibility for the project. He will work with the Project Manager and the client in developing the program. With 30 years of experience, he has developed an expertise in various types of facilities.

Education

1969 University of Minnesota, Architecture
1961 St. John's University

Registration

1971 Minnesota, Architecture
NCARB Certificate

Professional Affiliation

American Institute of Architects
Minnesota Society, American Institute of Architects

Relevant Experience (Includes work with other firms)

Governmental

City of Plymouth, City Hall, Plymouth, MN
City of Minnetonka, City Hall, Minnetonka, MN
Minnesota State Capitol, St. Paul, MN
- State Capitol Building Survey
- Exterior Lighting Program and Implementation
Minnesota Historical Society, St. Paul, MN
- Historical Society Remodeling - State Capitol Complex
Hennepin County Board of Commissioners, Hennepin County
General Hospital, Minneapolis, MN

Commercial

Minneapolis Athletic Club, Renovation, Minneapolis, MN
McLane Company, Temple, TX
- Corporate Center - Computer Center
Federated Insurance, Addition & Renovation, Owatonna, MN
- Corporate Headquarters - Wellness Center

Institutional

The Blake Schools
- Northrop Campus, Addition and Remodeling,
Minneapolis, MN
- Performing Arts Center, Hopkins, MN
Wayzata Public Schools, Classroom Wing Additions, Wayzata, MN
Onamia Public Schools, Onamia High School, Onamia, MN
Minneapolis Public Schools, Minneapolis, MN
- Ramsey Junior High School Remodeling
- Franklin Junior High School
Independent School District No. 252, Cannon Falls, MN
- Elementary School
- Existing Elementary School Adaptive Reuse
Independent School District No. 255, Elementary School Addition
& Remodeling, Pine Island, MN

Walter James Daniels, AIA
Project Manager

Responsibility	The Project Manager is the central liaison between the client and the design team. Responsibilities include the coordination of all technical disciplines and daily management of budgets, schedules, and design systems. Mr. Daniels has over 22 years of professional experience.
Education	1969 Iowa State University, Bachelor of Architecture 1981 Code Compliance 1981 Fire and Life Safety 1982 Professional Liability 1983 Masonry Construction Applications
Registration	1975 Architect, Iowa 1979 Architect, Minnesota
Professional Affiliation	American Institute of Architects Minnesota Society, American Institute of Architects
Relevant Experience (Includes work with other firms)	Governmental City of Eden Prairie, Eden Prairie, MN - City Hall - Community Center Remodeling - Fire Stations, New and Remodeled - Ice Arena Remodeling Bureau of Engraving, ASRS Vault, Washington, DC Hennepin County, Minneapolis, MN - Ambulance Garage - Carpenter/Paint Shop Relocation - Adult Detention Center - Emergency Medical Service Facility - Public Safety Facility - Firearms Facility Study - Property Utilization Study Metropolitan Transit Commission, Minneapolis, MN - Vehicle Maintenance and Operating Garage - Corporate Offices Northern States Power, Prairie Island Administration Office Building, Prairie Island, MN Muscatine Power and Water, Muscatine, IA Commercial Federated Insurance, Addition & Renovation, Owatonna, MN - Corporate Headquarters - Wellness Center US West Communications, Rice Street Facility, St. Paul, MN Graco, Wirth Park Facility Master Plan, Minneapolis, MN

Lowell Anderson, RA
Project Architect

Responsibility	As the Project Architect, Mr. Anderson will be responsible for the design for your project. He will work with the Project Manager and the client closely in developing your facility.
Education	1980 University of Minnesota, Bachelor of Architecture
Registration	1989 Architect, Minnesota
Professional Affiliation	Minnesota Society, American Institute of Architects American Institute of Architects
Relevant Experience (Includes work with other firms)	Governmental City of Eden Prairie, Eden Prairie, MN - Fire Stations, New and Remodeled, - Community Center Remodeling - City Hall City of Falcon Heights, Fire Station and City Hall, Falcon Heights, MN City of Eagan, Water Treatment Facility, Eagan, MN Commercial Federated Insurance, Corporate Headquarters Remodeling, Owatonna, MN 1010 Metrodome Square, Office Remodeling, Minneapolis, MN Foshay Tower, Office Remodeling, Minneapolis, MN IDS Corporation, Roanoke Building Remodeling, Minneapolis, MN Minneapolis Athletic Club, Remodeling, Minneapolis, MN Benson Orth Associates/Towle Properties, Minneapolis, MN Leeann Chin/International Centre, Minneapolis, MN Western Union Building, Remodeling, Minneapolis, MN Prices Fine Chocolates, Multifoods Building, Minneapolis, MN Waldorf Cleaners, Piper Tower, Minneapolis, MN Texas Instruments, Regional Headquarters, Eden Prairie, MN Norwest Bank, Minneapolis, MN - Consolidated Drive-up - Office Remodeling - Drive-up, 48th & Chicago - ATM Installation, City Center First National Bank of Hutchinson, Hutchinson, MN F & M Marquette National Bank, Minneapolis, MN Baker Block, Lobby Designs, Minneapolis, MN Institutional Lebanon Hills Recreational Facility, Dakota County, MN

Ole Meerwald

Project Mechanical Engineer

Responsibility

As Project Mechanical Engineer, Mr. Meerwald will be responsible for design engineering of the mechanical systems and specifications for portions of the project. With over 10 years of experience, he has extensive knowledge of buildings of this type.

Education

1978 Bachelor of Science, Engineering Academy of Denmark,
Copenhagen, Denmark

Professional Affiliation

Danish Society of Chemical , Civil, Electrical and Mechanical
Engineers

Relevant Experience (includes work with other firms)

Governmental

Stillwater State Prison, Remodeling, Stillwater, MN
Copenhagen International Airport, Addition and Remodeling,
Copenhagen, Denmark
Police Station and Jail, Godthaab, Greenland
New Repair Hangar, Southern Greenland
Post Office, Godthaab, Greenland
City of Eden Prairie, Community Center Renovation,
Eden Prairie, MN

Commercial

Target, Store Prototype, Southern Distribution Center, Maumelle, CA
Metropolitan Transit Commission, Vehicle Maintenance Facility and
Office Building, Minneapolis, MN
Color-AD, Office Remodeling and Addition, St. Louis Park, MN
US West, Office Remodeling, Minneapolis, MN

Medical

St. Paul Ramsey Hospital, Report for Conversion to District Heating,
St. Paul, MN
St. John's Hospital, Report for Conversion to District Heating,
St. Paul, MN
St. Mary's Hospital, Addition, Boston, MA
Park Nicollet Medical Center, International Diabetes Center,
St. Louis Park, MN

John St. Pierre
Project Electrical
Engineer

Responsibility

As Project Electrical Engineer, Mr. St. Pierre will administer the evaluation of all electrical engineering work. He is experienced in the design and analysis of power, lighting, fire controls, security and communication systems. His project experience includes numerous studies, system lighting designs, energy audits, energy management designs, and low-, medium- and high voltage design for a diverse range of projects. Mr. St. Pierre has over 16 years of professional experience.

Education

1975 Hennepin Technical College, Electro Mechanical
Technology

Relevant Experience
(Includes work with
other firms).

Governmental

Metropolitan Transit Commission, Minneapolis, MN

- Vehicle Maintenance & Operating Garage
- Corporate Offices

Hennepin County, Adult Detention Center, Minneapolis, MN

City of Eden Prairie, Fire Station, New & Remodeled, Eden Prairie, MN

City of Minneapolis, Convention Center, Minneapolis, MN

Commercial

1010 Metrodome Square, Office Renovation & Parking Ramp,
Minneapolis, MN

Sperry Univac, Eagan, MN

US West Communications, Corporate Offices Renovation,
Minneapolis, MN

Institutional

University of Minnesota, Humphrey Institute School of Management
and Business, Minneapolis, MN

Industrial

Super Valu Stores, Dry Grocery/Perishable Distribution Centers

- Des Moines, IA
- Anniston, AL

J.M. Jones, Dry Grocery/Perishable Distribution Center, Urbana, IL

Super Food Services, Distribution Center, Bridgeport, MI

McLane Company, Southwest, Temple, TX

James Sokolowski, PE
Project Civil Engineer

Responsibility As Project Civil Engineer, Mr. Sokolowski, will be responsible for overseeing all of the civil and site planning issues of this project. Mr. Sokolowski has 8 years of experience in civil engineering and site planning.

Education 1983 University of Wisconsin, Civil Engineering

Registration 1988 Civil Engineering, Wisconsin

Also registered in Minnesota.

Relevant Experience
(Includes work with other firms)

Governmental

Minneapolis Convention Center, Coordination of Site Improvements,
Minneapolis, MN
State of Colorado, McIntyre Street Widening, Jefferson County, CO
City of Colorado Springs, San Sewer Relocation,
Colorado Springs, CO

Commercial

McLane Company, Corporate Center, Temple, TX
Gates Land Company
- Cheyenne Meadows South - Oak Bridge Park
- Broadmoor Bluffs Drive - Sinton Outfall Channel
- Cheyenne Mountain Center
Speer Company, Arrowswest Drive, Colorado
Carson Valley Trunk Sewer South, Colorado Springs, CO
Thomas Irvine Dodge Nature Center, Mendota Heights, MN

Institutional

Pine Island Elementary School, Addition & Remodeling,
Pine Island, MN
University of Minnesota, Electron Microscopy Laboratory,
Minneapolis, MN
Minneapolis Public School, Marcy Open Elementary School,
Minneapolis, MN

Medical

Worthington Clinic, Addition & Remodeling, Worthington, MN

Kevin D. Clinton, PE
Project Structural
Engineer

Responsibility As Project Structural Engineer, Mr. Clinton will be responsible for the design and development of all structural engineering systems related to the project. Additionally, he will direct the work of other engineers involved in developing the structural portions of this project. With 10 years of professional experience, Mr. Clinton brings technical knowledge as well as an in-depth understanding of structural issues.

Education 1981 University of Minnesota, Bachelor of Civil Engineering

Registration 1986 Structural Engineer, Minnesota

Relevant Experience **Governmental**
(Includes work with
other firms)

Tom Green County Jail, Addition, San Angelo, TX
U.S. Post Office, Southwest Station, San Angelo, TX
Good Fellow Air Force Base, San Angelo, TX
- Child Care Center
- Building Renovations

Commercial

Midwest Electric Co-Op, Addition, Sweetwater, TX
Target Stores, Prototype & Store Design, Nationwide
Target Greatland Stores
- Apple Valley, MN - Plymouth, MN
- Columbus, OH
General Telephone Co., Digital Exchange Buildings
- Texas, Oklahoma, Arkansas, New Mexico
Ethicon - Live for Life Building, San Angelo, TX
Park 2500 Shopping Center, San Angelo, TX
Maurice Shop, San Angelo, TX
Christian Village Retirement Center, Abilene, TX

Institutional

Southwest Elementary School, San Angelo, TX
Jim Ned School District, Addition, Tuscola, TX
Auditorium and Classroom Additions, Sterling City, TX
Sands School District, Addition & Renovation, Ackerly, TX
Southland Baptist Church, Addition, San Angelo, TX
College Hills Christian Church, San Angelo, TX
Classroom and Auditorium Additions, Eula, TX
Gymnasium and Band Hall Additions, Roby, TX

Paul Oelze
Construction Administrator

Responsibility

As Construction Administrator, Mr. Oelze will carry out the day-to-day field observation during construction. He will also prepare the detailed construction cost estimates throughout each of the designated project phases. Mr. Oelze has 9 years experience as a designer and construction administrator and will bring first-hand field experience to the construction of your project.

Education

1981 Southern Illinois University, Civil Engineering and Technology

Relevant Experience
(Includes work with other firms)

Governmental

City of Eden Prairie, Fire Stations, New & Remodeled,
Eden Prairie, MN
Hennepin County, Adult Detention Center Remodeling,
Minneapolis, MN
City of Minneapolis, Convention Center, Minneapolis, MN
MCDA, Grant Park Early Childhood Family Development Center,
Minneapolis, MN

Commercial

US West Communications, Lobby Remodeling, Minneapolis, MN
Shell Oil Refinery, Capitol Projects, Deerpark, TX
AT&T Communications, Remodeling
- Minneapolis, MN
- Chester, MN
- Witoka, MN
- Red Wing, MN
Minneapolis Athletic Club, Renovation, Minneapolis, MN

Industrial

PYA/Monarch, Distribution Center Remodeling, Salem, VA
Ralphs Grocery, Distribution Center, Los Angeles, CA

Relevant Experience

Eden Prairie City Hall

*Programming / Site Selection / Schematic Design
Eden Prairie, MN*

SLL was commissioned by the City of Eden Prairie to design a new City Hall which included programming, master planning, site selection, and schematic design for the building. As a part of this service the firm developed several site plan options to determine optimal access, operations and program fit within the community. Wally Daniels served as Project Manager and for this project.

Hennepin County

*Adult Detention Center
Minneapolis, MN*

This project consisted of a renovation of the existing fifth floor detention center in the Minneapolis City Hall to add 110 beds. SLL developed the design, engineering and security systems for this facility. Unique design layouts were developed and analyzed around the internal framing and systems of the surrounding building to provide maximum control and supervision of inmates. This project was implemented in two phases to permit relocation of the existing Juvenile Detention Center. Wally Daniels served as the Project Manager and John St. Pierre served as Project Electrical Engineer for this project.

US West Communications

*Headquarters and Operations Center Renovation
Minneapolis, MN*

This 825,000 sf facility is a multi-building complex housing offices and telephone switching equipment. SLL developed a long range plan to upgrade the facility to meet current building codes and to provide power and cooling for increasing telephone equipment demands. Using this study, US West is upgrading or replacing virtually every environmental system in the facility and also designing the renovation of all existing public spaces back to their original grandeur.

The importance of telephone switching functions requires that all support systems continue to function without interruption during construction. Since interruption of telephone service cannot be accepted, the system includes emergency power generators to assure uninterrupted chilled water. SLL's approach included a comparative analysis of a wide range of options including use of a steam driven chiller and the purchase of "central" chilled water from the Minneapolis Energy Center. Ole Meerwald and John St. Pierre both served as mechanical and electrical engineers, respectively, on this project.

Hennepin County
Public Service Level Ceiling Replacement
Minneapolis, MN

Now in construction, this project involved the total replacement of the ceiling and new lighting design for the Public Service level of the Hennepin County Government Center, originally designed in 1975. SLL managed to save the client over \$20,000 a year in electricity costs alone by increasing the efficiency of the lighting design. A part of this project consisted of coordination with the subcontractor for the removal of asbestos. Wally Daniels serves as the Project Manager for this project.

University of Minnesota Hospital and Clinic
Addition and Renovation
Minneapolis, MN

SLL was selected to provide architectural and engineering services for the addition and renovation of approximately 100 departments in the Hospital and Clinic. The project consists of the addition of two floors to the Hospital and extensive engineering renovation to the Clinic all to be done while the Hospital and Clinic maintain their daily operations. Mechanical engineering includes; expanding and modifying the air handling system, expanding the chilled water plant and adding new plumbing and fire protection systems. Electrical engineering includes providing for additional emergency power capacity, upgrading existing power distribution and extending the existing power distribution in the two-story addition.

City of Eden Prairie
Community Center Expansion
Eden Prairie, MN

In 1987, SLL developed a study to provide a major expansion to the Eden Prairie Community Center. This study examined all aspects of the Community Center for the addition of a gymnasium, racquetball courts, fitness training facilities, a running track, hockey and figure skating arenas and support spaces. Working with the city staff and representatives of a wide cross section of the community, we developed a Program, Master Plan, and Schematic Design for the expansion of the existing facility.

Federated Insurance Company
Addition and Renovation
Owatonna, MN

In 1984, SLL designed a 100,000 sf addition to Federated's home office. Following occupancy of this addition in 1987, SLL was asked to remodel the original 1923 building as well as other additions constructed in 1949, 1952, 1961 and 1977 (SLL was original architect of all previous additions). The updating of these buildings has taken the form of 8 projects, one of which required 6 phases. This implementation structure was necessary to provide near normal operations of the existing facility.

The primary purpose of the remodelings was to upgrade the earlier buildings to the standards and finishes provided in the building occupied in 1987. These remodelings generally upgraded all fire and life safety systems; upgraded all air conditioning to current standards; and implemented indirect lighting for the typical open office including workstations and private offices. Finally, new carpet, wall finishes and ceilings were added to these projects. Although nearly complete, one of the final projects is scheduled for completion January 1992. Both John Litchy and Wally Daniels served as the Project Manager for this project at different times.

Project Approach

After analyzing the information presented, it appears that the City has already taken significant steps in the planning process. Departmental needs have been evaluated and matched against funds and a preliminary spatial solution to those needs developed. Using this already accomplished work, we would propose the following key steps in implementing a solution to your project.

Plan and Building Review

The review of the existing building documents is important to familiarize us with the character of the existing facility and identify limitations which may exist in planning. Particular items we will study would be structure, the mechanical system and the electrical system.

Schematic Plan Review

The plan prepared by Workplace Environments Inc. will be reviewed to consider current building code limitations which might affect the plan or the costs developed to date. Further, the plan would also be reviewed for planning alternatives that may not have been considered. At this phase, we would also review the mechanical system to establish a more coherent scope of work and cost for that portion of the project. Our goal at this time would be a confirmation of scope and construction cost to reduce the potential for surprises.

Develop the Image

We will analyze the aesthetic impact of the planning decisions already made to ensure they meet the goals of the City. For instance, there has already been some concern that any expansion to the existing building will not use stucco. This decision requires consideration of different but complimentary materials. Another important aspect of the project is the opportunity created by total renovation of the interior. These opportunities should be explored and developed into a design concept which, besides giving you the required expansion, also enhances the image of the City Hall to its citizens.

Implementation/Phasing

Critical to the success of this project will be the appropriate implementation method to retain the existing facility operation with minimum disruption. Appropriately sequencing the construction operation will be very useful in limiting disruption of basic City Hall services. Alternatives to this plan would be developed with the City staff.

Quality Control

Our experience has shown that quality work is the result of good management, thoughtful decisions and careful documentation by both the Consultant and the Owner. At SLL, the responsibility for quality control begins with the individual producing the drawing or specification and ends with the Principal-in-Charge. Each member of the design team uses techniques appropriate to their expertise to perform their work in the best and most efficient manner.

Examples of quality control devices used at SLL are project checklists, project work plans, daily technical review, regular design team meetings, as well as discipline director and management review of documents before the issue at each phase. Finally, when construction documents are complete and before they are released for bid, a member of the firm not involved in the project (and usually the individual who will observe construction) reviews the documents for coordination between disciplines.

Project construction cost estimating is coordinated by the Project Manager and produced by the Construction Administration discipline. General construction costs are typically determined by construction administration personnel with input from all the technical disciplines involved. Construction costs are monitored and controlled during all phases of the project at the discipline level by the project team and discipline director to ensure conformance with the project scope and budget.

Construction Administration

SLL assigns a specific individual to observe the construction of your project. This individual, the Project Field Representative, regularly visits the work to observe the job progress; meets with the Contractor and Owner's representative to discuss the work; and monitors the flow of paperwork to ensure that any decisions, if required, are being made. We believe that careful attention to this phase of the work results in a building which meets the intent of our documents, as well as the Owner's original goals, within the limits of the Contractor's schedule. In the particular case of this work, because of the complicated phasing likely, the use of a Project Field Representative will be of particular concern to help the Owner coordinate various construction phases and moves to ensure continued occupancy of the building.

Compensation

We propose to perform the design services required on an hourly basis through the schematic design phase. After the design scope is firmly established, we would negotiate a fixed fee for the total project services with you. This fee might be dependent, besides project scope, on the extent of services desired during construction. However, we are confident the maximum fee would not exceed the \$150,000 architectural fee budget listed in your memo of August 13, 1991.

The Firm

Setter, Leach & Lindstrom

Architects & Engineers

Setter, Leach & Lindstrom is a diverse design and planning firm. Since 1917, our professional staff has delivered a comprehensive range of services to clients in commercial, industrial, medical, institutional and governmental markets nationwide.

What makes SL&L unique? Why do the great majority of our new projects come from previous clients, and why have our relationships with many leading corporations and institutions continued to thrive year after year?

The answer is in our service philosophy.

At SL&L we produce results from innovative, achievable recommendations and plans. Our approach delivers a unique balance of services and people at the "point of work", where and when resources and information are most needed and best managed. This provides clients with solutions having the depth and dependability needed in responding to today's changing environment.

SL&L does not have predetermined answers or conclusions. Nor are we locked into any single design or planning approach, or limited by the kind of internal philosophy or point of view that often dominates single-specialty firms.

Instead, we customize our solutions to the specific requirements of each problem, using the most sophisticated design and analytical systems available. A range of alternatives are explored until we find the solution that best meets our clients needs.

Experienced staff.

Recognized client needs.

Comprehensive approaches.

This combination is the key to successful design and planning at Setter, Leach & Lindstrom today.

Firm Profile

Setter, Leach & Lindstrom

Architects & Engineers

1100 Peavey Building 2nd Avenue at 8th Street
Minneapolis, Minnesota 55402-2454
612 338 8741

Established 1917

Personnel by Discipline

Architectural	33
Civil/Structural	25
Mechanical/Energy	21
Electrical	15
Construction Administration	5
Specifications	1
Administrative	24
Interior Design	1
Total	125

Geographical Distribution of Work

Upper Midwest	40%
National	60%

Market Distribution of Project Work

Commercial	35%
Industrial	38%
Institutional	18%
Planning	5%
Medical	2%
Restoration/Renovation	2%

Firm Profile

Principals

Richard Vasatka, PE

President

George Theodore, PE

Executive Vice President

Basil Filonowich, AIA

Senior Vice President

Kaare O. Faber, PE

Vice President Engineering

Howard Goltz, AIA

Vice President Architecture

Richard Erickson, AIA

Vice President

John Litchy, AIA

Vice President

Associates

Charles Ault, PE

Director of Civil/Structural Engineering

Byron Byraiah, PE

Associate Director of Electrical Engineering

Walter Daniels, AIA

Project Manager

James Fredeen, RA

Associate Director of Architecture

Wesley Grandstrand

Project Manager

Robert Kuebelbeck, AIA

Director of Architecture

Stephen Nelson, PE

Director of Electrical Engineering

Jerome Ritter, AIA

Project Manager

Richard Speers, AIA

Project Manager

Jonathan Trumbull, PE

Project Manager

Scope of Services

Architecture

Facility Programming
Code Analysis
Space Planning
Architectural Design
Interior Design
Remodeling
Adaptive Reuse
Historic Preservation
Graphic Design

Engineering

Civil
Structural
Mechanical
Electrical
Environmental
Refrigeration
Fire Protection
Energy Systems and Management
Communication
Security
Value Engineering/Life Cycle Costing

Planning

Master Planning
Land Use Planning
Site Studies and Analysis
Feasibility Studies

Construction Administration

Project Cost Control
Construction Cost Estimating
Bidding and Contract Negotiation
Contract Administration
Field Representation

Governmental Projects

Air National Guard Base Supply/Controller Facility	Minneapolis, Minnesota
City of Eden Prairie City Hall (Schematic Design) Fire Stations, New and Remodeled Community Center Remodeling Ice Arena Remodeling	Eden Prairie, Minnesota
Hennepin County Public Safety Facility Property Utilization Study Adult Detention Center Government Center Ceiling Replacement Emergency Medical Service Facility Firearms Facility Study Carpenter/Paint Shop Relocation	Minneapolis, Minnesota
City of Maplewood Public Works Facility	Maplewood, Minnesota
City of Marine-on-the-St. Croix Restoration of Marine Village Hall	Marine-on-the-St. Croix, Minnesota
Metropolitan Sports Facilities Commission Hubert H. Humphrey Metrodome	Minneapolis, Minnesota
Metropolitan Transit Commission Fred T. Heywood Vehicle Maintenance Facility Office Facility	Minneapolis, Minnesota
City of Minneapolis Feasibility Study and Site Selection Convention Center Convention Center District Skyway	Minneapolis, Minnesota
Minneapolis Public Housing Authority 314 Hennepin Ave Remodeling 2121 Minnehaha Remodeling	Minneapolis, Minnesota
Minneapolis Community Development Agency Early Childhood and Family Development Center	Minneapolis, Minnesota
Ramsey County City Hall Fire Station	Ramsey, Minnesota

Governmental Projects (con't.)

City of Shoreview

Shoreview, Minneosta

Vehicle Maintenance Facility
Municipal Center

City of South St. Paul

South St. Paul, Minnesota

Maintenance Garage and Service Center
Municipal Building Remodeling

United States Postal Service

St. Paul, Minnesota

Main Post Office Dock and Parking Facility

United States Navy Department

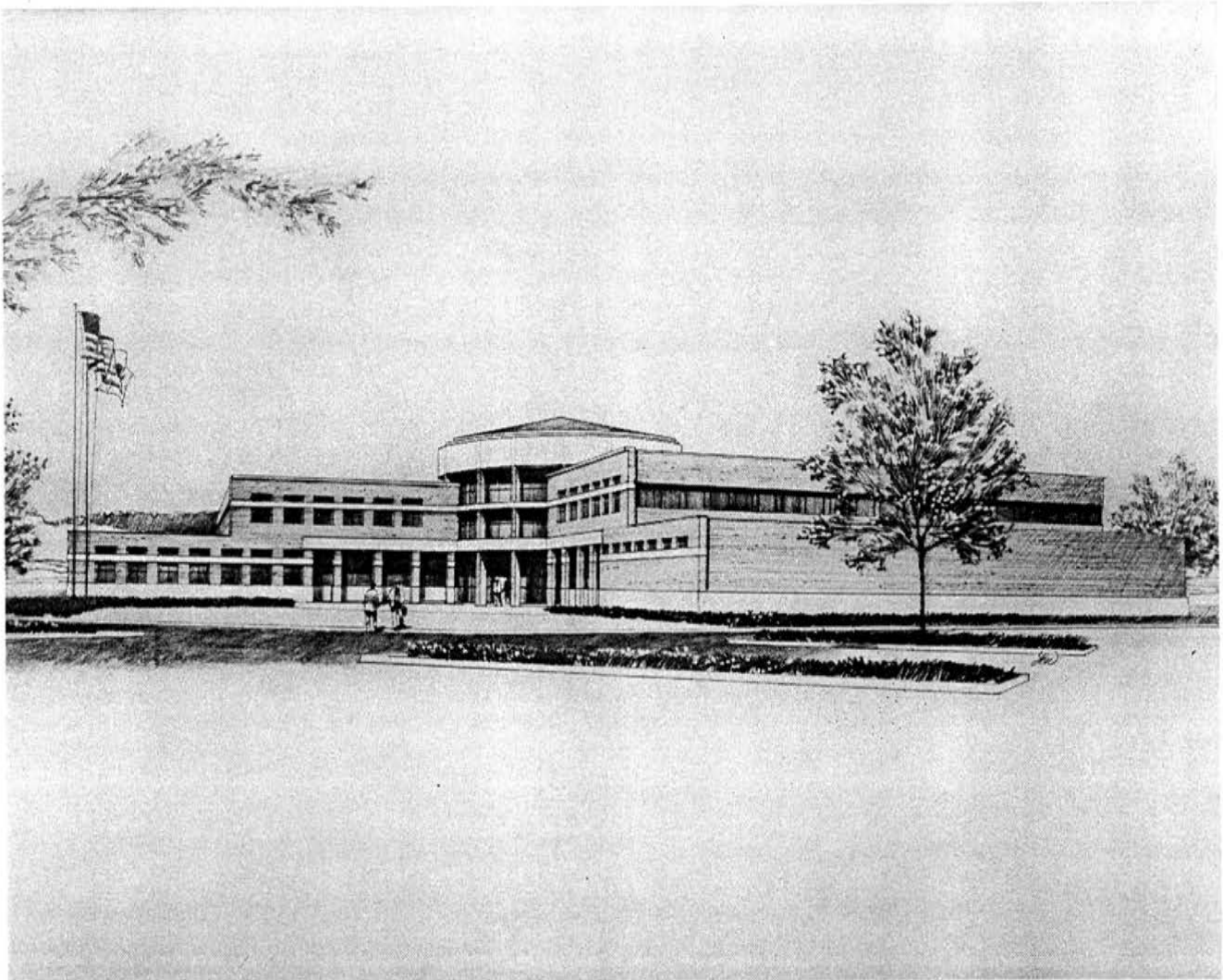
Washington D.C.

Design Manuals for Underground Buildings

Eden Prairie City Hall

Location: Eden Prairie, Minnesota

Total Size: 45,000 Square Feet



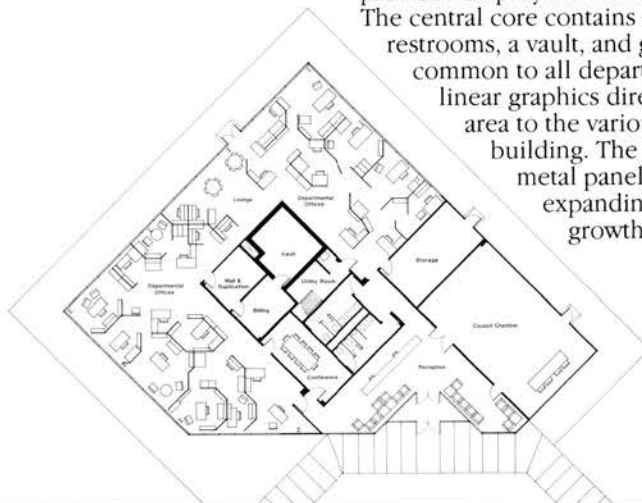
Shoreview City Hall

Location: Shoreview, Minnesota

Size: 7,600 Square Feet



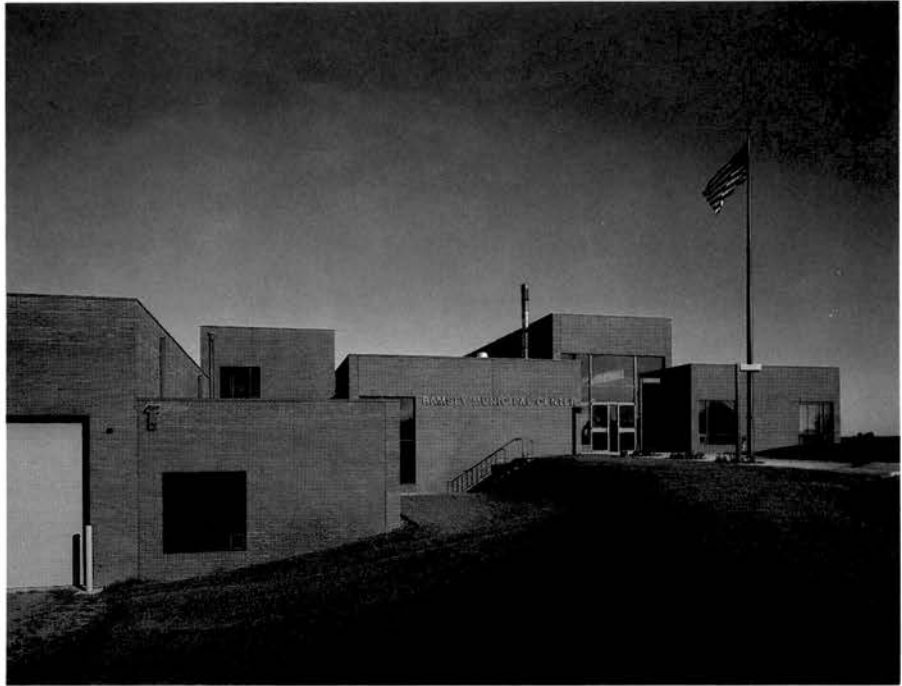
Located on the hills above Martha Lake, the Shoreview City Hall is the center of municipal government for this growing Twin Cities's suburb. The rolling site is complemented by the simplicity of the new hall which houses city council chambers and facilities for the departments of Parks and Recreation, Engineering and Public Works, Planning and Inspection, Administration, and Finance. The open plan for the departmental offices provides employees with both a view and natural light. The central core contains mechanical systems, restrooms, a vault, and general office functions common to all departments. A colorful system of linear graphics directs visitors from the reception area to the various departments throughout the building. The structural steel frame and metal panel wall system insure ease in expanding the facility for future growth.



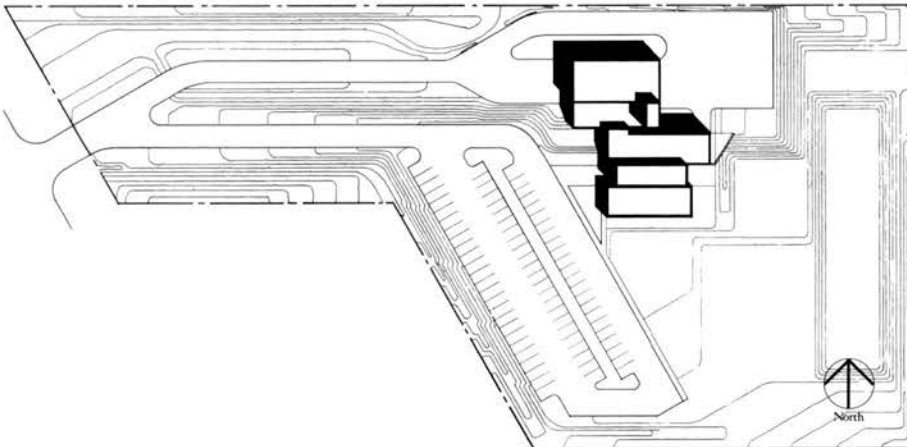
Ramsey Municipal Center

Location: Ramsey, Minnesota

Size 16,343 Square Feet



The Ramsey Municipal Center, a multifunction facility containing a city hall and a fire station for a growing suburban community, has imposing dignity with a warm, pragmatic ambiance. The design places the fire station at a lower elevation allowing the city hall with its spacious linear atrium to dominate the center visually and functionally. The atrium, which creates an atmosphere of openness and vitality, establishes a framework for present activities and for future growth. Due to the probability of higher density development in the future, a formal urban organization was developed for the site to provide a clear physical plan for expansion. Over the atrium, an inverted wood truss carrying a wood deck brings warmth and definition to this prominent space. Windows and openings allow all adjacent spaces to extend visually into the atrium. The council chambers can literally open into the atrium when public attendance demands additional



space. Exterior load-bearing walls are masonry. Steel joists are used in the fire station.

Site Plan

US West Communications Historical Renovation and Systems Integration

Location:	Minneapolis, Minnesota
Total Size:	825,000 Square Feet



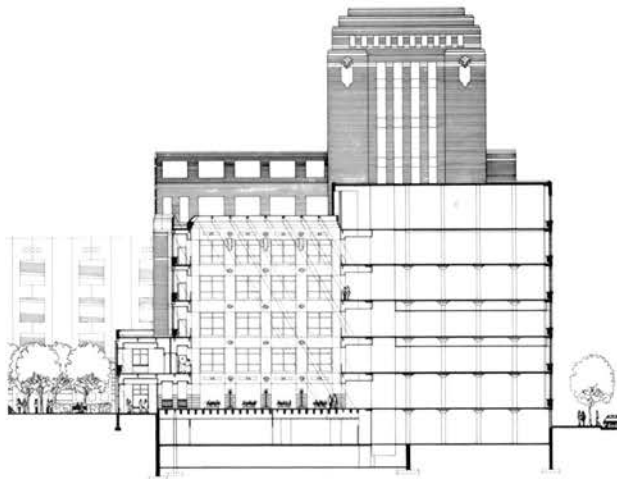
US West Communications, Main Entrance Lobby Historical Renovation and Systems Integration was recently completed. The original building was designed and constructed in 1913 and through the years the lobby had become outdated and altered by interim models. The natural beauty of the marble walls and floors were restored along with the revitalization of the existing art deco nickel steel doors. HVAC, electrical, fire protection systems were re-designed and upgraded to state-of-the-art technology while remaining cost effective and energy efficient. Interim ceiling installations were removed to expose the original high stepped structure and cornice ornamentation which was destroyed in earlier remodels. New light fixtures were designed to enhance the original decor while meeting energy efficient standards and codes. The "new" lobby captures the spirit of the original telecommunications facility while integrating the technologies of the 1990's.



1010 Metrodome Square



Location:	Minneapolis, Minnesota
Size:	250,000 Square Feet
Awards	MSAIA Honor Award MSAIA Interior Award Committee on Urban Environment Award Building Design & Construction- Reconstruction Project Award



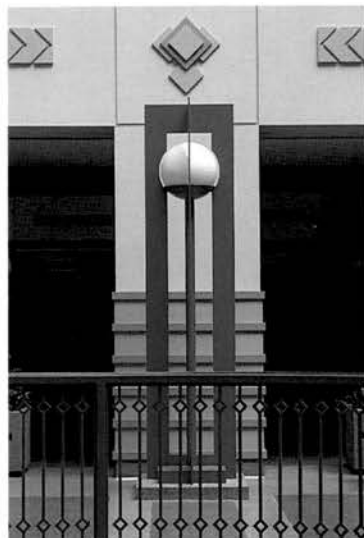
Section

The award-winning Metrodome Square Office Building was originally built as a knitting factory. Constructed in phases between 1922 and 1930, it was one of the earliest reinforced concrete structures in Minnesota. Since it is within an area now designated as a high technology corridor, the pioneering building was a strategic choice for renovation and development as prime high tech office space. Its massive column-and-slab construction, originally intended to absorb the constant vibration of knitting machines, easily supports computers and other large office equipment. The building's original Zig-Zag Moderne ornamentation—the 'high-tech' style of the '20s and '30s—inspired an elegant building identity. To achieve a sense of quiet elegance, the entire orientation of the building was reversed. A new main entrance and six-story skylighted atrium were conceived out of what had been the back, service side of the building. Inside the atrium, the Zig-Zag Moderne of the building's exterior is reinforced and re-expressed in cartouches, friezes, balcony railings, and terrazzo floor patterns. Trees and benches lend the atrium a park-like feeling which carries through to plantings outside the building. An attached 500-car parking ramp and underground service docks are carefully integrated to blend with the building's design.



1010 Metrodome Square

Custom designed
light fixtures & railings
patterned after exterior
Deco detailing.



Atrium

Federated Insurance Company

Location: Owatonna, Minnesota

Total Size: 107,000 Square Feet



The home offices of Federated Insurance Companies stand directly across the street from Louis Sullivan's National Farmers' Bank, a renowned example of Prairie School architecture. This bank had a strong stylistic impact on the design of Federated's new office addition. Brick surfaces with horizontal limestone banding, terra cotta ornaments, and an earth-toned color scheme—all are part of the Prairie School vocabulary. While the glass panel construction in the addition's facade is distinctly modern, it also subtly recalls Prairie School design in its curving bay of segmented windows and bold mullions. In addition to providing a new and more functional main entrance for the company, the building contains a board room/meeting room/dining room complex which has allowed the centralization of top management. The addition also contains a complete wellness center.



Federated Insurance Company



Interior Design by Goltz Associates, Inc.

Foshay Tower Renovation

Location: Minneapolis, Minnesota

Size: 6,000 Square Feet



City of Eden Prairie Eden Prairie Fire Station

Location: Eden Prairie, Minnesota

Total Size: 10,700 Square Feet

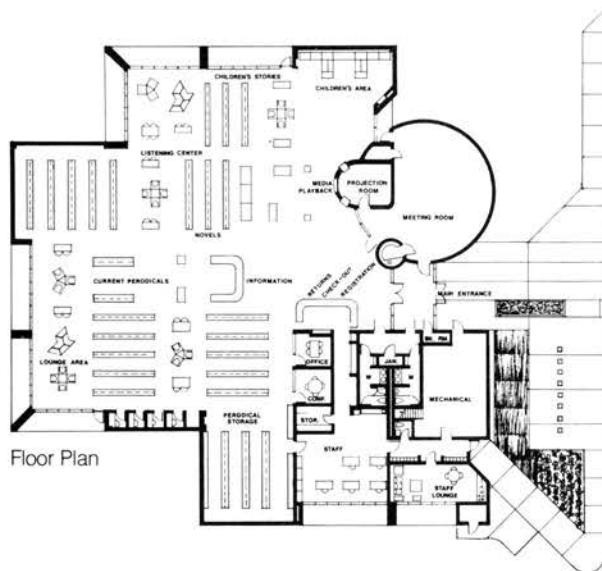
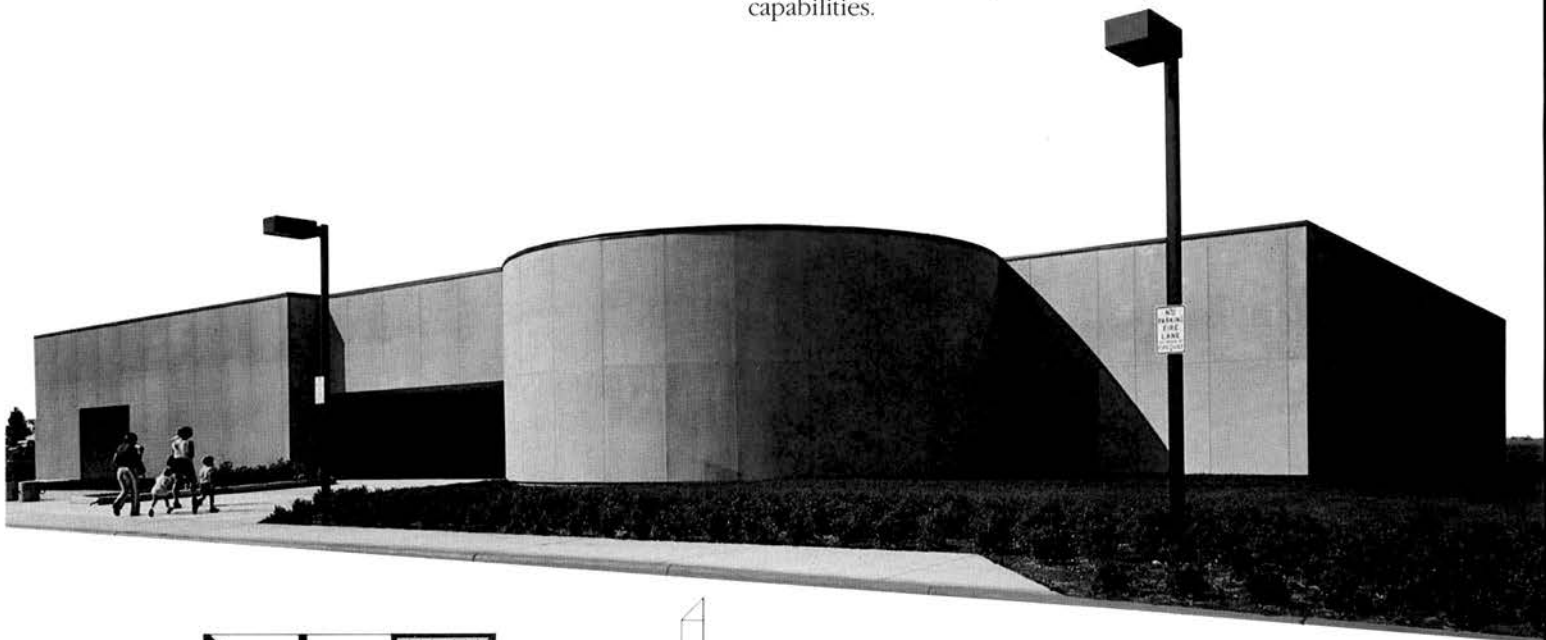


Brooklyn Park Community Library

Location: Brooklyn Park, Minnesota

Size: 15,000 Square Feet

The Brooklyn Park Community Library, in a Minneapolis suburb, encourages frequent visits by making the facility particularly accessible to an auto-oriented public. The design modifies the traditional public library image by placing the main entrance on the parking lot rather than the street. The 50,000-volume library which incorporates reading and lounge areas, a listening center and a community room for meetings and audiovisual programs is organized for the convenience of patrons. For example, parents can leave preschoolers in separate play area while they browse in the stacks. The community room can be closed off to make it accessible for use after regular library hours. Flexibility to meet the changing needs of a growing community is an integral part of the design which anticipates future adaptation of new information retrieval systems and expanded audiovisual capabilities.



Audiovisual Center

PROPOSAL



Renovation and Expansion of City Hall Complex



**BERNARD HERMAN
ARCHITECTS, INC.**
4825 OLSON MEMORIAL
HIGHWAY, SUITE 230
MINNEAPOLIS, MN 55422

October 18, 1991

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

Dear Mr. Monk:

We are pleased to submit this proposal for the proposed renovation and expansion of the Crystal City Hall Complex. We believe that our design and project management skills plus our prior experience is ideally suited to this task. An outline of the design issues and our experience and ability to respond to them is described in this proposal.

We believe that there are several reasons why Bernard Herman Architects, Inc. is best able to serve the needs of the City of Crystal for this project.

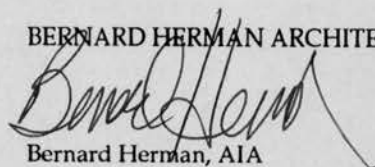
1. Bernard Herman Architects, Inc. is not a large firm and would consider this a major project that would receive the best efforts and total commitment of the entire office. It would not be one of many smaller projects that often get lost in the shuffle within larger firms.
2. The firm principal would function as the Project Manager. This would insure that the project would be managed by the head of the firm rather than delegated to a less experienced staff member which is so common in larger firms.
3. We would utilize our highly successful cost control process that insures that the bids will not exceed the final construction budget. There will be no surprises at the bid opening.
4. Bernard Herman Architects, Inc. is a local firm. Our office and place of residence of the project manager are minutes from the Crystal City Hall which would be an added convenience for all parties.
5. We have successfully completed an almost identical project to this one for the City of New Hope. We have a clear understanding of the problems and issues inherent in such a project such as flexibility of design, functional issues, and consideration of overall appearance of the building.
6. Our firm has extensive experience in the design of law enforcement facilities including a municipal police department, county jail facilities and state correctional facilities, all of which would be helpful as background for one component of this project.

We thank you for the opportunity to submit our proposal. We believe that we can do an excellent job in the design, planning and administration of the renovation and expansion of the Crystal City Hall.

Thank you for your consideration.

Sincerely,

BERNARD HERMAN ARCHITECTS, INC.


Bernard Herman, AIA

PROJECT APPROACH

Bernard Herman Architects designed its Project Approach based upon our understanding of the project elements, the objectives for this project as documented in the packet of information provided by the City Engineer and described during our tour of the existing facilities.

Management Plan

Our Team will be led by Bernard Herman, the Project Manager, who will be totally involved and directly responsible to the Owner through all phases of the project. In the design and planning phase of the project, Jon Nissen, Project Designer, and Carolyn Kingsley, Interior Design Consultant, will be charged with the following responsibilities:

- Close coordination with the Owner to conduct design and planning input meetings.
 1. Review the Facilities Program previously prepared by Workplace Environments, Inc. and meet with their project manager and the Owner to update and refine data.
 2. Meet with all designated department heads or staff who are providing input to the facility design to update the Facilities Program. The Design Team will facilitate communication and understanding of the user's needs so that they are appropriately accommodated in the final design.
 3. Meet and work closely with administrative staff to learn of their project expectations, parameters, and criteria for remodeling and expansion of the facility. We will insure that their input is incorporated through the design process and included in the completed facility.
- Close coordination with administrative staff to establish, monitor, and control the key parameters of the project including:
 1. Design Objectives and Quality Control
 2. Budget
 3. Schedule and Phasing
 4. Asbestos abatement

PROJECT APPROACH

- The design process utilized for this project will be based on a logical progression of decision making and close collaboration between all members of the Design Team, of which the Owner is an integral and functioning part.

Although the members of our Team bring a high level of experience and expertise to bear in this effort, the key to successful results will be effective involvement of the Owner. To achieve this involvement, intensive work sessions will be conducted with appropriate client/user representatives. These sessions will be structured to maximize productivity of the appropriate team member and facilitate timely decision making.

In addition, a clear system of review and approval will further assist decision making and maintain a mutual and continuous understanding of the issues being addressed. To achieve effective communication, the Design Team will issue meeting reports to all appropriate team members immediately after meetings are held. Each report will function as a decision base establishing the proper context for accomplishing remaining portions of the work. The logic of this approach is that decisions will be built upon prior decisions in an organized and logical sequence.

Based on the programming, design, and budgeting criteria set forth, the Design Team will develop a conceptual planning and design scheme that establishes the size, character, and relationships of project components.

Upon written approval of schematic design, the Team will prepare design development documents to further develop and complete the design process in sufficient detail to illustrate the size, layout, and character of the building (additions, site improvements, and materials and finishes to be used).

Upon receiving approval of schematic and design development, the Team will then complete and document in full detail the requirements for construction of the Project. Jon Nissen, Project Designer, will also be responsible for preparation and coordination of the construction documents to assure proper co-ordination and continuity in the process. Robert Slaight, Field Inspector, will be thoroughly involved in the preparation of construction documents which will increase his effectiveness in the field.

PROJECT APPROACH

Schematic Design

Program validation and a review and update of the Facility Program, completed by Workplace Environments, Inc., will provide the basis for development of design concepts. During this concept setting phase, the Design Team will establish the objectives and criteria used to define the new and remodeled facilities. Planning flexibility, functional relationships, and the exterior appearance of the project will be addressed during this process. The issues will become much more finite at this point and will include:

- Determining the special characteristics of the detail program that affect organization and form of the various building additions.
- Determining levels of planning flexibility, evaluation of existing mechanical systems for upgrade, and energy conservation targets.
- Inventory of existing building to identify problems and deficiencies.
- Definition of code compliance issues.
- Establishing image characteristics that set the tone for the design, interior and exterior.
- Searching for technologies that reinforce the image, are on target for budget parameters, and support functional demands.

As the design concept alternatives are developed, preliminary budgets will be identified so that different options can be fairly evaluated. At the conclusion of the schematic design phase, we will prepare a schematic design estimate.

Design Development

During the design development phase the design concept will be developed in greater detail; color, finish and texture selections will be made, building systems and materials will be selected, and construction methodologies will be defined. Another cost estimate will be prepared based on the quantity take-off method. This phase is critical to a successful project. All major design related decisions need to be made, documented and approved during this phase.

This phase would be the appropriate time to resolve the issue of phasing of the project and bidding procedure.

PROJECT APPROACH

Construction Document Phase

Based upon approval of the Design Development documents, the Team will complete the design process by preparing documents suitable for bidding. During this phase, the Team will be considering detail options, specification choices and methods of construction. The quantity cost estimate will be reviewed and updated.

Bidding

During this phase, plans and specifications will be issued to bidders, we will answer questions, issue clarifications and addenda, assist in evaluating bids as a consideration for award of contract, and prepare the Owner/Contractor Form of Agreement for construction.

Construction Administration

The quality and overall success of a project is keyed directly to the construction process. We will take an aggressive position throughout the construction process and will be well prepared to deal with the contractor's questions, owner's requests, and review of all submittals in a timely manner. Services will include weekly inspections and co-ordination meetings, with written reports as part of the observation of construction process, review and approval of pay requests, and preparation of change orders and field orders, as required.

The field inspector we would assign to this project is an architect with eight years experience with our firm and over 30 years experience specializing in production of construction documents and observation of construction.

Quality Assurance

Designing and constructing buildings is not a perfect process. Quality Assurance review is our effort to reduce the risks, unknowns and human errors. It is much more than checking final contract drawings for dimensional errors. It begins early in the design process with the selection of basic construction technologies appropriate to project goals, use and image. Schematic concepts are reviewed early in the stage to reduce construction conflicts and problem areas. Early engineering systems schematics are reviewed for their initial interface with structural and architectural components. In the construction documents stage, details are reviewed for performance and constructibility as well as conformance to specifications.

Excellence is difficult to define, but for this project we feel it entails successful program function, flexibility of design, budget responsiveness, creation of an appropriate aesthetic spirit, and an environment that supports the work space and reflects the mission and goals identified by the City of Crystal for its City Hall.

PROJECT APPROACH

Summary:

- Validate and build upon the program and past planning efforts
- Develop specific objectives
- Test the program with alternative design solutions
- Establish technologies that support and reinforce design concepts
- Participatory Design Team interaction
- Excellence in design, planning flexibility, and a functional solution is the target

PROJECT ISSUES

The following is a partial list of key issues to be considered in the execution of this project:

Occupancy During Construction

It will be necessary for the City Hall to remain in operation during the construction period. This necessity will create challenging conditions for the design team and City staff to resolve, particularly in combining new construction, systems upgrade, remodeling and code compliance work - all of which may be going on concurrently.

Bernard Herman Architects, Inc. has completed many remodeling and addition projects in which ongoing activities had to continue undiminished during the construction period. An identical project was the remodeling and addition to the New Hope City Hall. Other past projects that involved occupancy during construction included several projects at Bethel College, Minnesota Correctional Facility at Lino Lakes, and the Hennepin County Jail. As a result of this experience, we have learned how to administer and maximize efficiency in maintaining operations during construction.

Systems Upgrade

The existing M/E and HVAC systems will be upgraded to include modifications and additions to bring them up to an acceptable and efficient standard of service. Like the architectural and planning activities, these improvements will have to be carefully planned for a well-conceived implementation program so that they may be smoothly implemented with minimal disruption to the ongoing function of City Hall.

Bernard Herman Architects, Inc. has been involved in many past projects that involved an upgrade of, or modifications to, existing mechanical systems. The New Hope City Hall and the retrofit of Gamma Dormitory at the Minnesota Center for Arts Education were similar past projects for which Chasney Associates was our consultant engineer and would be working with us again on this project.

Code Compliance

The existing building will be evaluated and brought up to code with regard to exit requirements, fire safety and fire protection systems. This work will require special consideration since it could affect efficiency of new construction and function of the existing building.

Much of our remodeling or retrofit work has required a creative approach to code interpretation. We have learned to work with code officials to interpret code requirements in a way which will allow the most cost effective solution without violating the important life safety objectives of the code.

Building Appearance (Exterior)

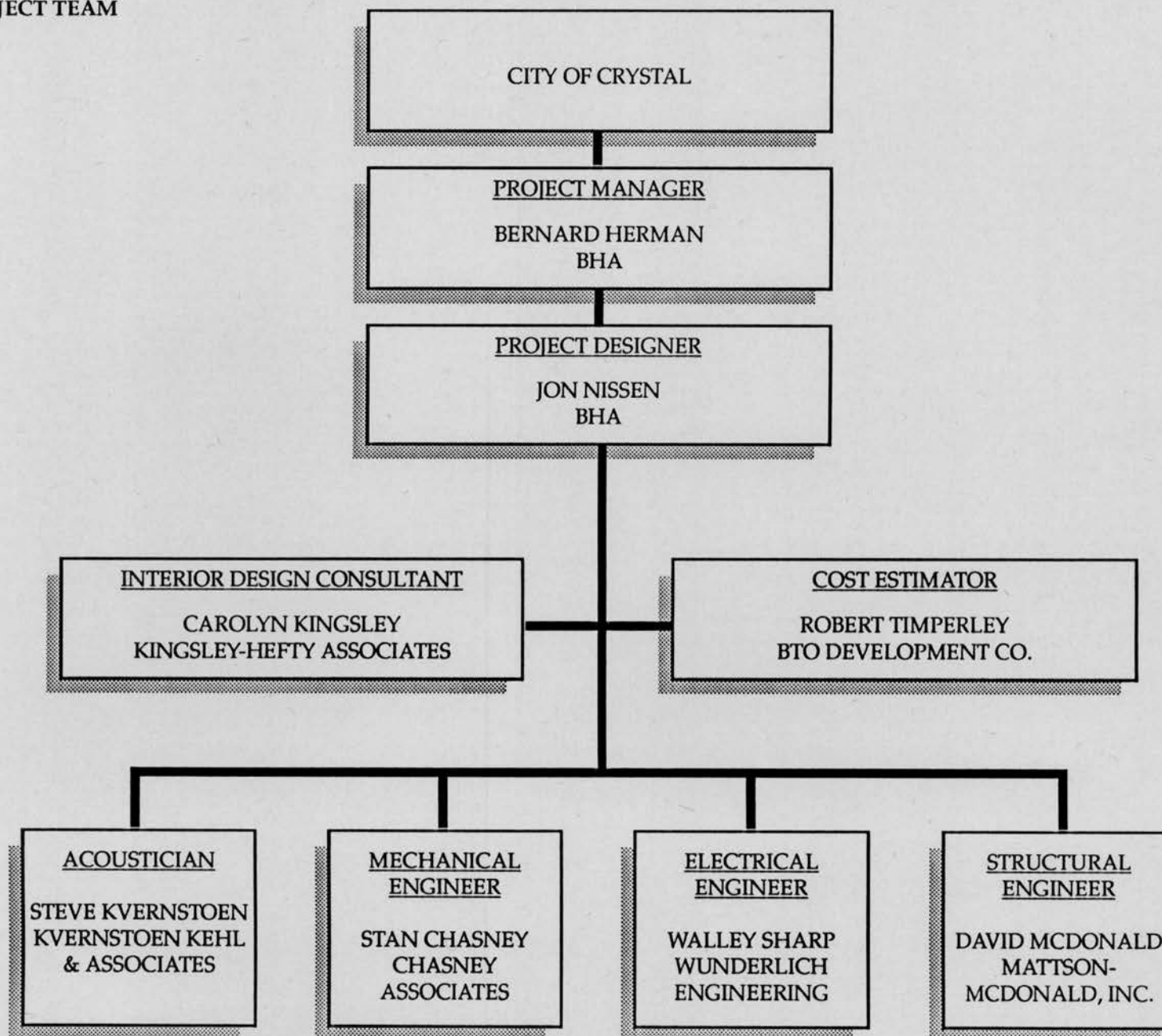
The architectural style of City Hall is somewhat dated and seems to lack a strong municipal or governmental identity. The new building additions and the main entrance should be designed with special consideration of form and materials to address this problem. Minimizing the impact of the existing stucco surfaces would be one of our objectives during the design process.

Bernard Herman Architects, Inc. is experienced with Adaptive Re-use Design, both in the incorporation of existing buildings into new functional and technical uses, and in the redesign of their appearance to suit new needs and conditions. Many of our past projects are addition and remodeling projects in which architectural transformation was a critical part of the solution.

Phasing of Construction

The decision to phase construction of this project over a two or three year period presents many problems and issues to consider. Should the entire project be bid at one time and phased with a single contractor or should each phase be bid separately? What extent or categories of work should be included in each phase? Another question is whether the improvements in the council chambers should be included in this work or be a separate contract.

PROJECT TEAM



PROJECT TEAM

The Project Team we have assembled for this Project reflects our concern for responding to its unique demands and challenges. The specific qualifications, experience and area of responsibility of each Team member are outlined below:

Bernard Herman, AIA
Project Manager

Qualifications:

BA in Architecture, University of Minnesota

Registered Architect in eight states

NCARB certification

American Institute of Architects

Minnesota Society of AIA, Minneapolis Chapter

Related Experience:

Mr. Herman has served as Project Manager or Principal-In-Charge of several past projects that are directly applicable to the Crystal City Hall project. They include the Remodeling and Addition to the New Hope City Hall, several additions and remodeling of existing buildings at Bethel College, interior remodeling and alterations of an Office Building for Crown Iron Co., ongoing remodeling projects and additions at the Minnesota Correctional Facility at Lino Lakes, and retrofit/remodeling of an existing building at the Minnesota Center for Arts Education in Golden Valley. Municipal work for the City of New Hope include a new fire station that will be featured in the October/November issue of Inland Architect Magazine, a swimming pool Bathhouse Building, an outdoor Theatre Building, and an addition to the Public Works Building.

Jon Nissen
Project Designer

Qualifications:

Bachelor of Architecture, Iowa State University

Registered Architect

NCARB Certification

American Institute of Architects

Related Experience:

Mr. Nissen would serve as Project Designer for this project and would also be responsible for co-ordination of production documents. This combination of responsibility assures continuity of design and greater efficiency in the production of construction documents. Mr. Nissen recently completed the New Hope Fire Station in that capacity and has also been involved in a variety of remodeling and renovation projects for the firm.

Carolyn Kingsley
Interior Designer

Qualifications:

Bachelor of Arts, Interior Design,
University of Minnesota

Institute of Business Designers

Robert Slaight, AIA
Field Inspector

Qualifications:

Bachelor of Architecture
University of Minnesota

Registered Architect

American Institute of Architects

Minnesota Society of AIA, Minneapolis Chapter

Steve Kvernstoen
Acoustician

Qualifications:

Bachelor of Environmental Design
University of Minnesota

Bachelor of Arts, Applied Music Major
University of Minnesota

Acoustical Society of America
Upper Midwest Chapter

Related Experience:

Ms. Kingsley is currently in private practice as Designer/Principal of Kingsley-Hefty Associates. She has served as Interior Designer for a variety of office buildings and administrative projects including new construction and remodeling. Relevant past projects include renovation and interior remodeling for Minnegasco (10,000 s.f.), Burlington Northern Railroad (30,000 s.f.), and McKay Envelope (20,000 s.f.). All of these projects involved occupancy during the remodeling and implemented special procedures to facilitate occupancy during the remodeling process.

Related Experience:

Mr. Slaight has served as Field Inspector for such projects as Calhoun Plaza Apartments, (\$7,200,000), Westin Engraving Co. (\$1,500,000), Minnesota Correctional Facility at Lino Lakes (\$4,200,000), and remodeling the Hennepin County Jail (\$250,000). He has over 30 years experience as an architect specializing in production of construction documents and administration of construction including observation of construction.

Related Experience:

Mr. Kvernstoen has been an acoustics consultant since 1982 specializing in room acoustics, sound isolation, and mechanical noise problems. Applicable past projects include the Council Chambers for the Mendota Heights City Hall, Court House Addition for the Dakota County Courthouse in Hastings, New Courtrooms for the Hennepin County Government Center, and the Shoreview Community Center.

Stan Chasney
Project Mechanical Engineer

Qualifications:

Bachelor of Mechanical Engineering
University of North Dakota

Registered Professional Engineer

President, Chasney Associates, Inc.

Related Experience:

Mr. Chasney has served as Project Mechanical Engineer for a variety of past projects designed by Bernard Herman Architects, Inc., including the Remodeling and Addition to the New Hope City Hall and the retrofit of Gamma Dormitory at the Mn. Center for Arts Education. He has been previously involved with the Crystal City Hall and a variety of other municipal projects including City Halls for Lakeville and Sleepy Eye and several county courthouse buildings.

Wally Sharp
Project Electrical Engineer

Qualifications:

Technical Degree in Electrical Design for Construction

Member and Past President - North Central Electrical
Engineering Society

Member, Illuminating Engineering Society

Related Experience:

Mr. Sharp has served as Project Electrical Engineer for several past projects designed by Bernard Herman Architects, Inc., including the retrofit of a dormitory building at the Minnesota Center for Arts Education and a medical clinic in Northfield. He has been involved with a variety of municipal projects including City Halls for Lakeville and Oakdale, fire stations in Preston and Shoreview, Mn.

Robert Timperley
Cost Estimator

Qualifications:

Attended University of Minnesota, Institute of Technology

Director of Construction Services for BTO Development Co.

Structural Design Engineer

Related Experience:

Mr. Timperley has been an estimator and project manager for seventeen years in the metropolitan area. He has provided estimating and cost consultant services to Bernard Herman Architects, Inc. for the past ten years including several projects for the City of New Hope, State of Minnesota and Bethel College.

CRYSTAL CITY HALL COMPLEX

PROJECT EXPERIENCE

TYPE OF EXPERIENCE

PROJECT	NEW HOPE CITY HALL New Hope, MN	*	*	*		*	*		*	*		*	*		*	*	*
	MN CENTER FOR ARTS EDUCATION Golden Valley, MN			*	*		*	*	*	*					*		
	FAIRVIEW CORPORATE OFFICES Bloomington, MN						*		*			*	*		*	*	
	BETHEL COLLEGE & SEMINARY Arden Hills, MN			*		*	*		*	*		*	*		*	*	*
	CAPITOL SQUARE OFFICE BLDG St. Paul, MN											*	*		*	*	
	MID-CONTINENT ENGINEERING Minneapolis, MN			*			*		*			*	*		*	*	
	HENNEPIN COUNTY JAIL Minneapolis, MN					*					*				*		*
	MN CORRECTIONAL FACILITY Lino Lakes, MN			*		*	*		*	*	*	*	*		*		*
	CROWN IRON OFFICE BLDG Roseville, MN			*	*		*		*			*	*		*	*	*
	CBM, INC. Plymouth, MN			*			*			*		*	*		*	*	
	NECO/NORTH STAR Minneapolis, MN			*			*	*	*			*	*		*	*	*
	WILBRECHT ELECTRONICS St. Paul, MN						*		*	*		*	*		*	*	
	SCHWAB-VOLLHABER BLDG Shoreview, MN										*		*	*		*	*

RELATED EXPERIENCE

Bernard Herman Architects, Inc. has a broad range of experience in the planning and design of office buildings and administrative facilities. The firm has worked extensively with local and state government and the private sector. Most projects involved programming and space planning.

The following is partial list of applicable past projects:

<u>Project</u>	<u>Location</u>	<u>Type</u>	<u>Description</u>
New Hope City Hall	New Hope	Addition and Remodeling	Two story administrative office building renovation and addition to the City Hall consisting of 16,000 s.f.
CBM Building	Plymouth	Addition	Two story office building for corporate headquarters and marketing department for a national commercial cleaning company.
Schwab-Vollhaber Bldg.	Arden Hills	New Building	Two story office building consisting of 20,000 s.f. for corporate offices for an air conditioning sales and distribution company.
3M Co. Alarm/Service Bldg.	Minneapolis	New Building	Single story administrative and control center building of 10,000 s.f. for security and alarm systems monitored by 3M for downtown Minneapolis.
Bethel College Learning Resource Center Addition	Arden Hills	Addition	Three story addition of 15,000 s.f. consisting of administrative and faculty offices, and lecture rooms.
Burroughs Corporation	St. Paul	New Building	A single story office building of 14,200 s.f. for a national computer/office equipment manufacturer.
Crown Iron Office Building	Minneapolis	New Building	A two story office building consisting of 8,000 s.f. on the upper level to house the administration operations for an ornamental metals manufacture.

<u>Project</u>	<u>Location</u>	<u>Type</u>	<u>Description</u>
Crown Iron Building	Roseville	Renovation and Remodeling	Renovation and remodeling of an existing two story office building consisting of 15,000 s.f. for the corporate offices and administrative operations.
Willbrecht Electronics	St. Paul	New Building	A single story office building consisting of 20,176 s.f. for a company that manufacturers micro electronic components for hearing aids.
Mid-Continent Engineering	Minneapolis	Renovation and Remodeling	An existing building consisting of 15,000 s.f. of offices to be remodeled for administrative areas, executive offices and product engineering.
Neco/North Star	Minneapolis	Retrofit	An existing building was converted to provide 10,000 s.f. of administrative facilities for general office, accounting, executive offices, sales, and city desk.

RELATED EXPERIENCE
(Consultants)**CHASNEY ASSOCIATES, INC.**

Municipal

- New Hope City Hall
- Scott County Courthouse
- Lakeville City Hall
- Sleepy Eye Municipal Building
- Wright County Courthouse
- Carver County Courthouse
- Ottertail County Courthouse

Office Buildings

- Midwest Plaza West Remodeling
- Economic Laboratory
- DeVac Office Building Remodeling
- Ridgeview Office Building
- Detroit Riverfront Arena Offices

KINGSLEY-HEFTY ASSOCIATES

- Unisys USD
- Minnegasco
- International Plaza
- Northwestern Bell
- McKay Envelope
- Burlington Northern Railroad

KVERNSTOEN, KEHL & ASSOC., INC.

- Council Chambers, Mendota Heights
- Dakota County Courthouse Addition
- Courtrooms, Hennepin County Gov. Ctr.
- Council Chambers, Savage Mun. Bldg.
- MN. State Judicial Bldg.
- U.S. Embassy, Santiago, Chile

WUNDERLICH-MALEC ENGINEERING

Municipal

- Lakeville City Hall
- Oakdale City Hall
- Hennepin County Sheriff's Dispatch
- Anoka Parks Service Center
- Fire Station #4, Shoreview
- Dakota County Sheriff's Dispatch

COMPENSATION

The cost of providing professional architectural/engineering services differs between new construction and remodeling work. Remodeling requires more investigative work and time, matching and continuation of existing conditions and finishes, keeping services in operation, changing existing mechanical and electrical services, and one of the most difficult aspects, that of discovering the unknown. The result is a higher fee for remodeling work than for new construction.

The charge at Crystal City Hall involves both remodeling and new construction. Based on the assumption that remodeling represents approximately 74% of the total contract and new construction represents approximately 26%, we have arrived at the following proposal as a basis for compensation based on a construction cost of approximately 1.5 million dollars:

New Construction (Additions) - 7% of construction cost or an agreed upon lump sum.

Remodeling Construction - 8.75% of construction cost or an agreed upon lump sum.

This fee proposal is based on a two phase program of construction with design and construction documents prepared for the entire project and bid at one time under a single construction contract.

If it is decided to bid the project phases separately, it would be necessary to issue documents two or three times, administer two or three bidding procedures and award of contract which would increase the fee by approximately \$4,000 per bid phase. Also, if construction was done in three phases instead of two, there would be an additional fee of approximately \$7,500 for the third phase construction administration services. This amount is negotiable depending on size and complexity of the third phase.

This fee proposal does not include asbestos abatement which is assumed to be a separate contract.

REFERENCES

David Lissner
President,
Bethel College Foundation
638-6400

Fred LaFleur
Superintendent,
Minnesota Correctional Facility @ Lino Lakes
780-6100

Dan Donahue
City Manager,
City of New Hope
531-5100

Ed Erickson
Mayor,
City of New Hope
533-9766

Cliff Anderson
President,
Crown Iron Holding Companies
331-6400

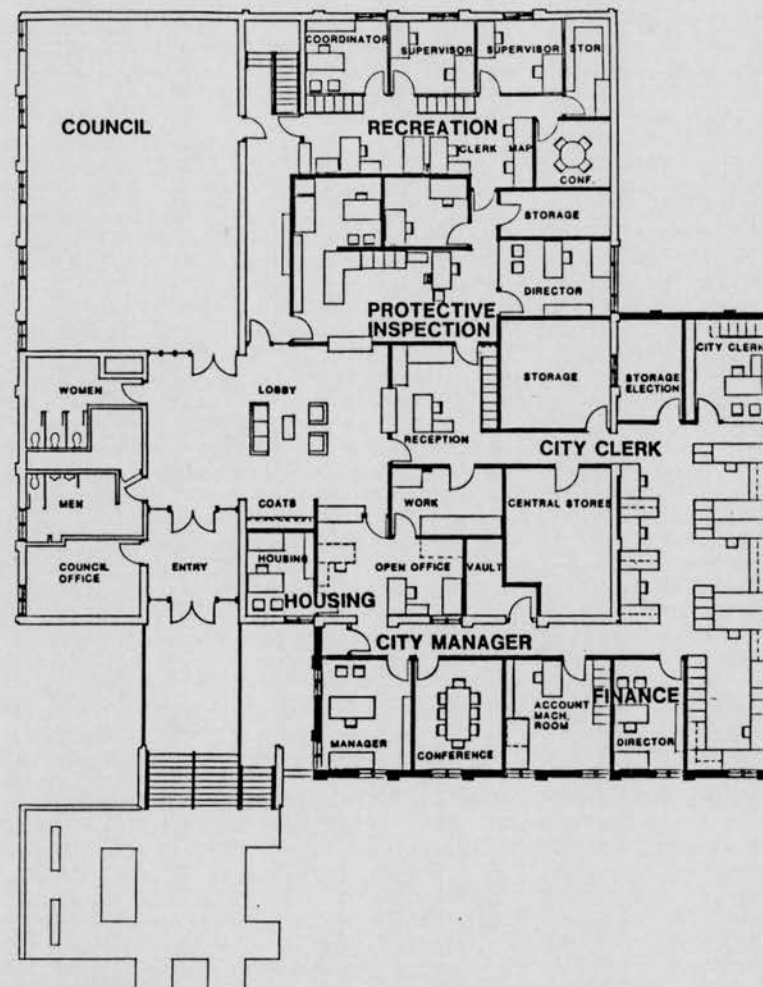
James Undercofler
Director,
Minnesota Center for Arts Education
591-4700

Alan Linoff
President,
Fairview Hospital Development Co.
371-6946

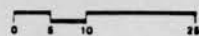


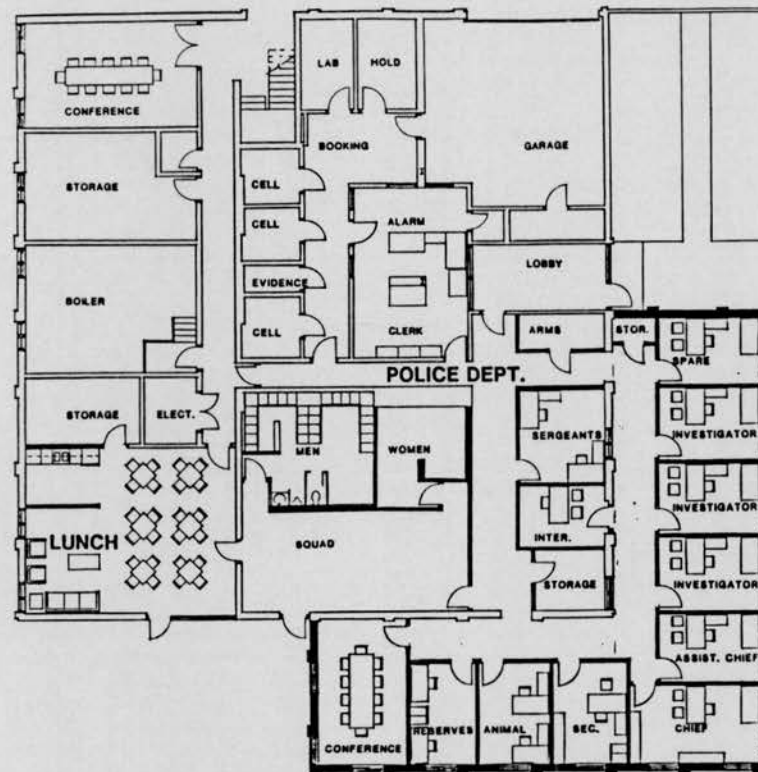
NEW HOPE CITY HALL



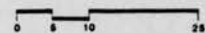


UPPER LEVEL



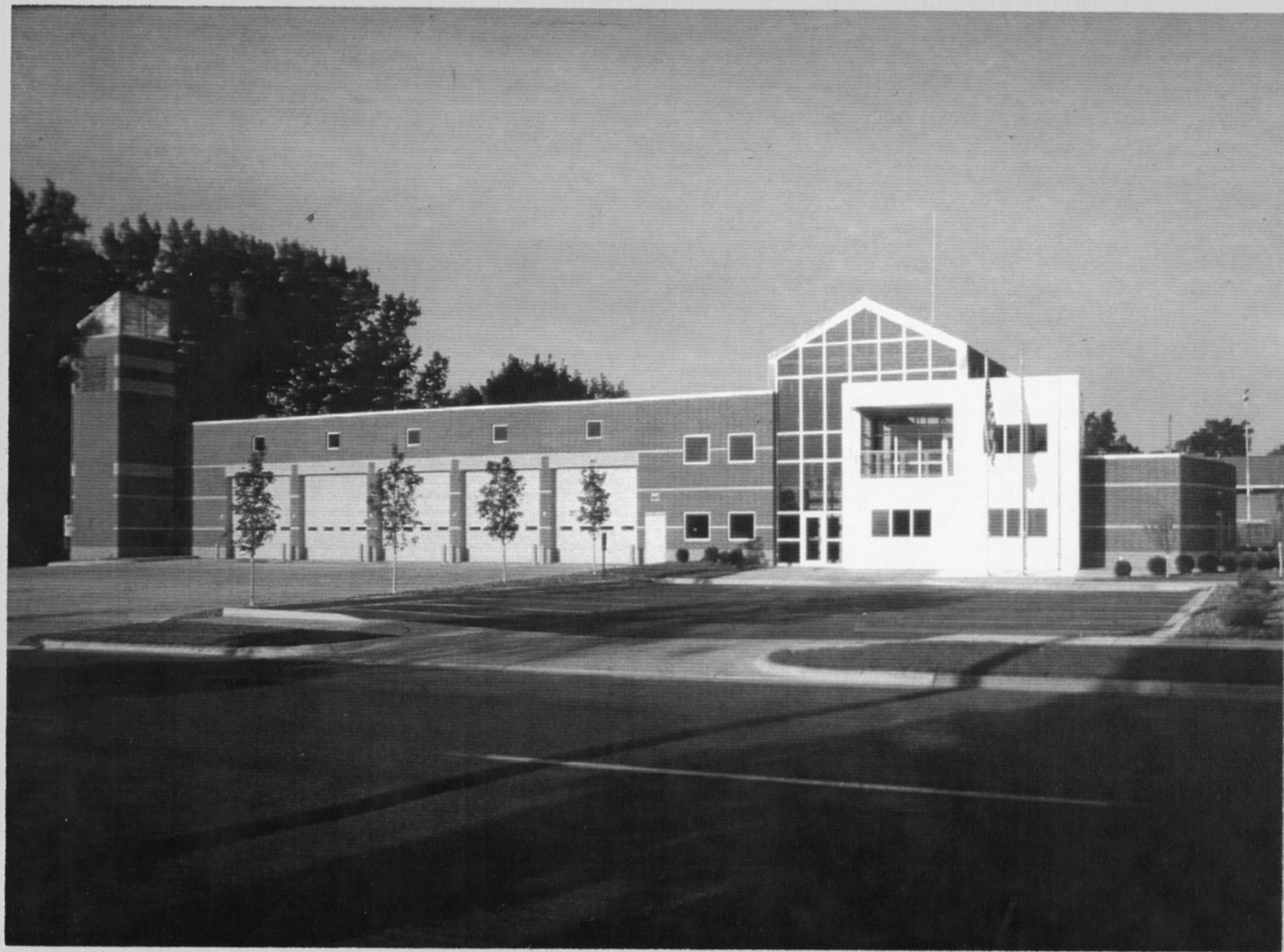


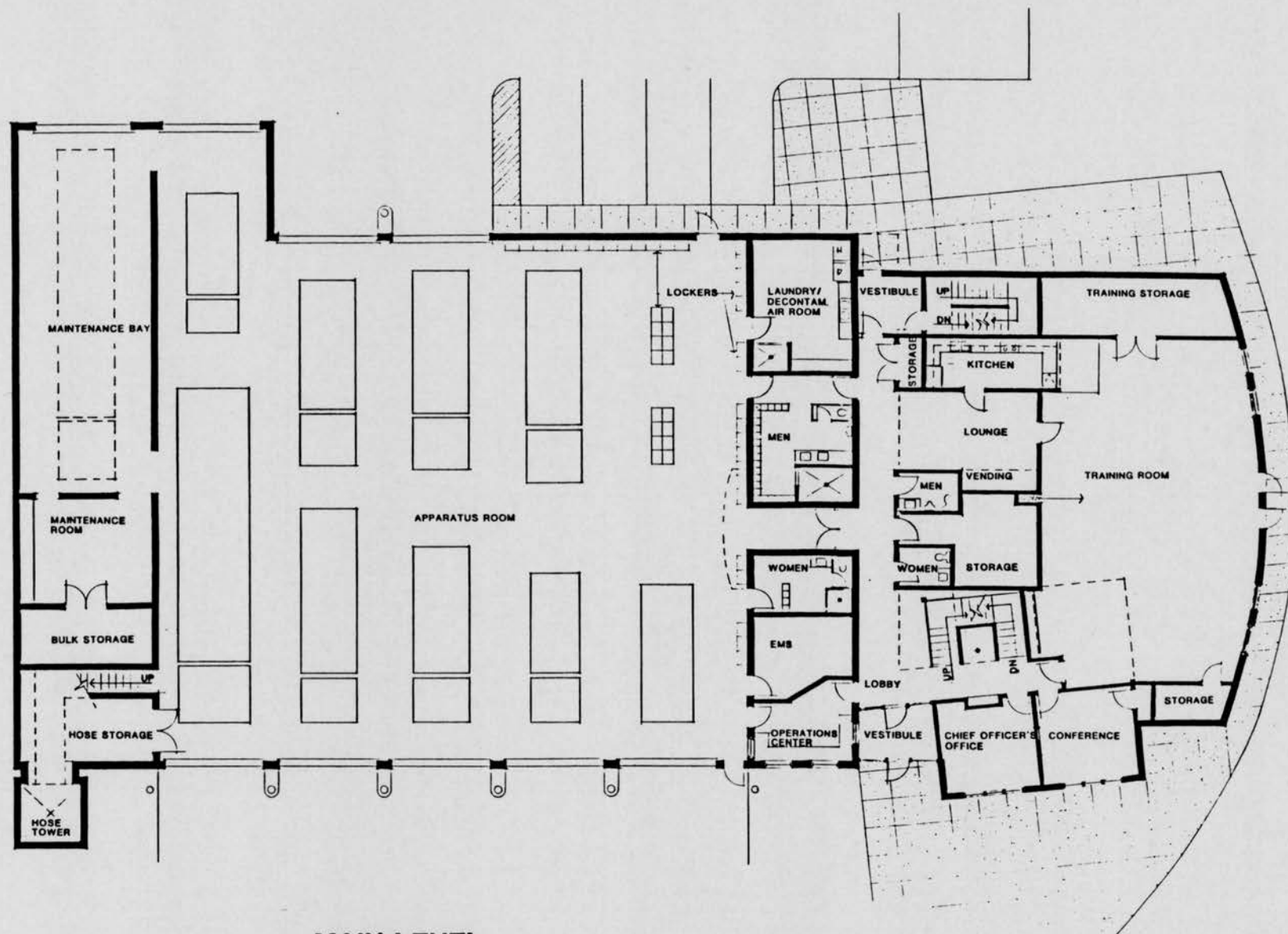
LOWER LEVEL



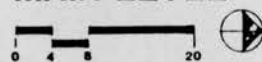


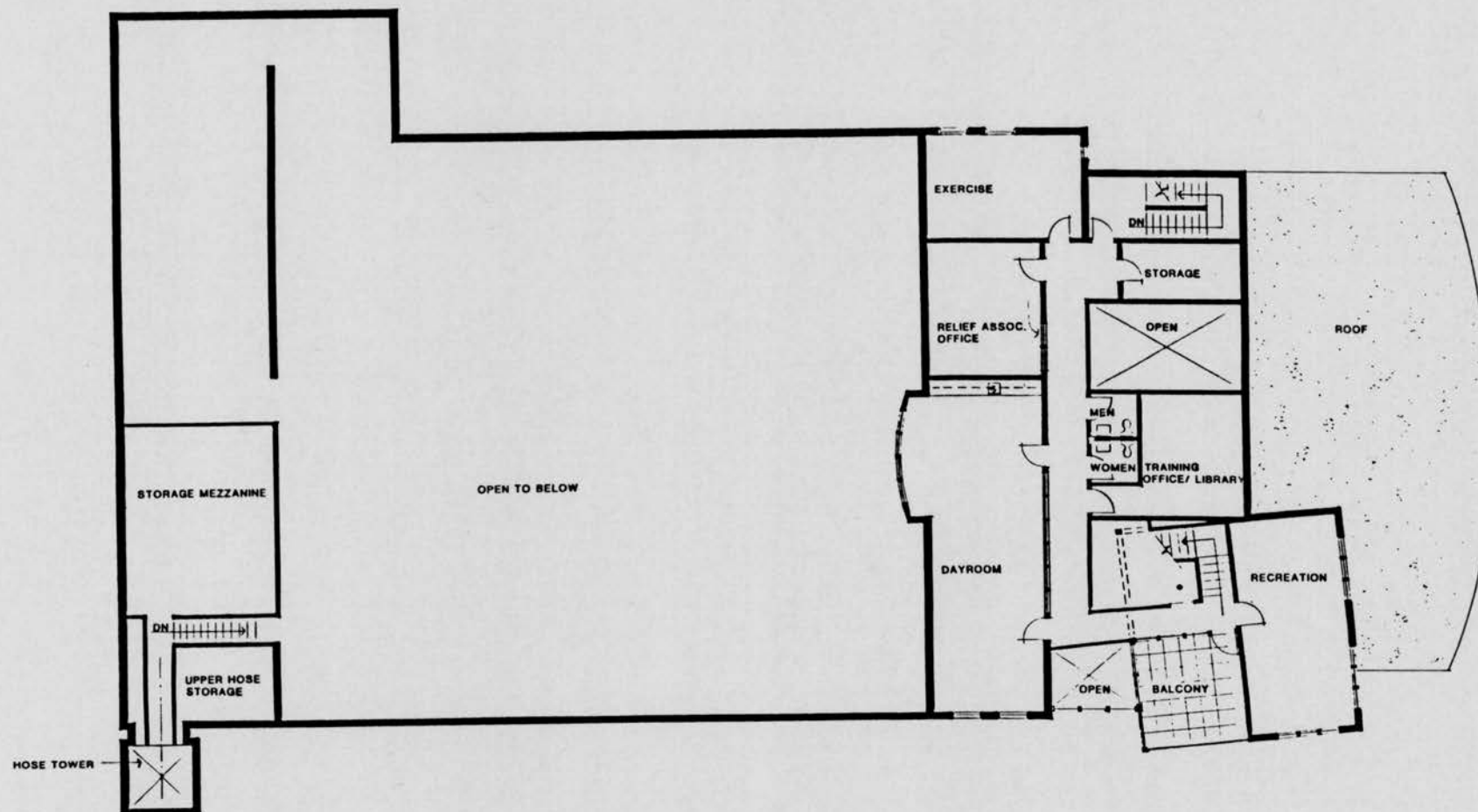
NEW HOPE FIRE STATION



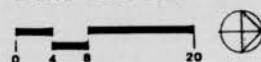


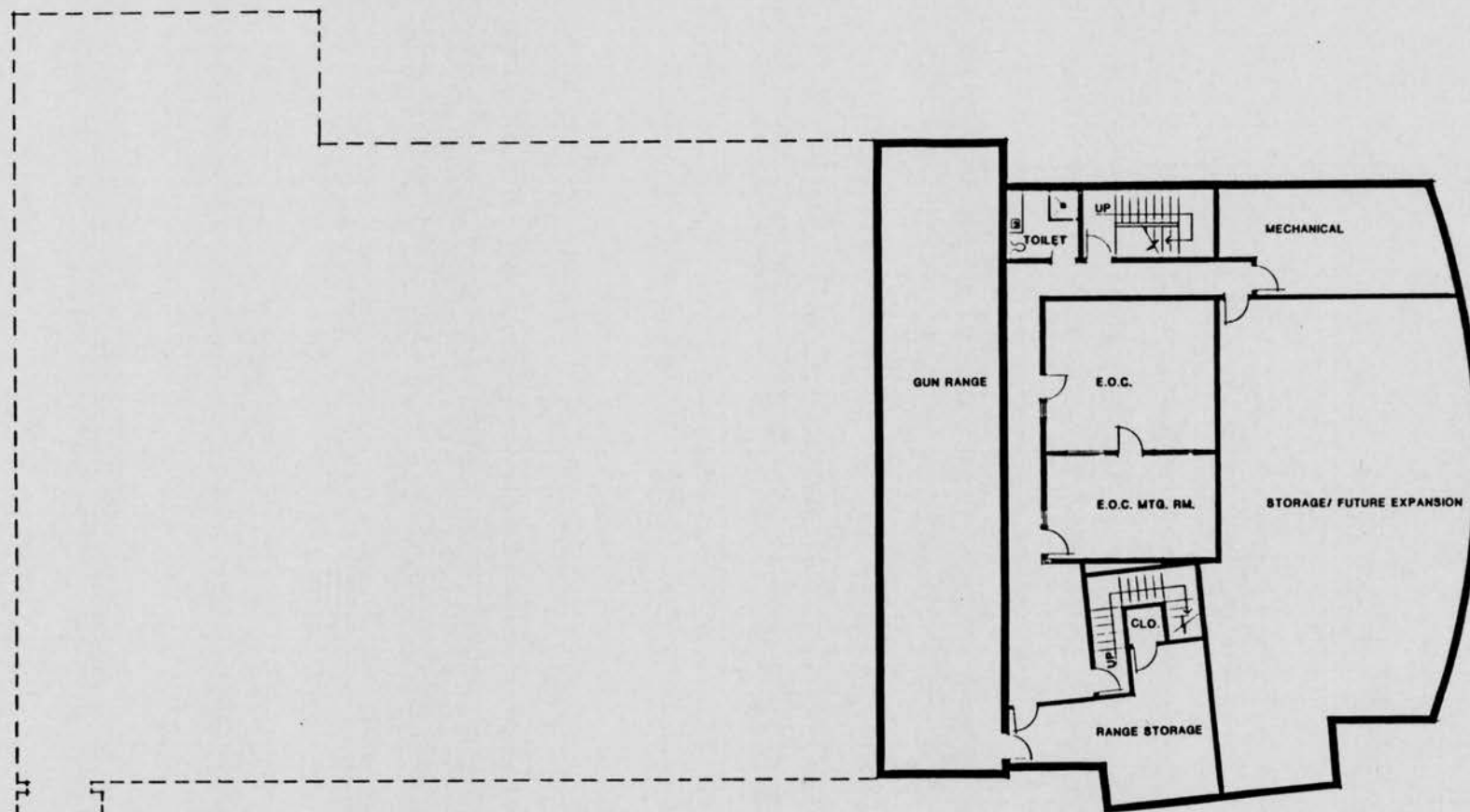
MAIN LEVEL



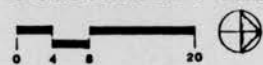


UPPER LEVEL





BASEMENT LEVEL





CBM OFFICE BUILDING ADDITION



Memorandum

DATE: November 4, 1991

TO: Jerry Dular, City Manager

FROM: Nancy Gohman, Assistant Manager

SUBJECT: Policy Change - Personnel Rules & Regulations
Inclement Weather

As per your direction, here's the change in the City of Crystal policy regarding inclement weather. City offices will be open for business on all business days except legal holidays, holidays established pursuant to contract with certified employee bargaining units. In the event of severe inclement weather, the City Manager may determine whether an emergency exists in which the public interest would be best served by closing the City office or offices. If a City office is closed due to a weather emergency, subject to the requirements of law, the following apply:

1. Employees are expected to listen to WCCO a.m. radio for announcements of closing City facilities. If a notice of closing has not been broadcast by 7:00 a.m. of the week day or your department head or supervisor has not contacted you, employees may assume that the City facilities will be open.
2. When a City facility is closed because of inclement weather, employees must utilize earned vacation, accumulated comp time, or leave without pay to compensate for the time off.
3. Those employees required by the Manager to work during severe weather due to the nature of their job responsibilities will be paid.

When the City office or offices have not been officially closed during inclement weather, the following policy applies:

1. Employees who, because of inclement weather, report to work after the start of their scheduled work shift or cannot report due to weather, may utilize accumulated comp time, earned vacation, or leave without pay.

The City of Crystal encourages employees to use discretion if they choose to travel due to inclement weather.

NG/js

Memorandum

DATE: November 15, 1991
TO: Jerry Dulgar, City Manager
FROM: Nancy Gohman, Assistant Manager
SUBJECT: Early Retirement

THIS IS NOT INTENDED TO BE A SUBSTITUTE FOR A LAYOFF PLAN.

This plan was put together as a creative way to show possible cost savings to the city.

Layoffs are not even being considered at this time. We do not see having to institute a layoff program. If layoffs were to be considered, Council would need to prioritize service levels, needs, and programs offered to our residents. Layoff programs require a full analysis of Citywide staffing levels, how staffing relates to work load, union contract constraints along with Council priority.

Management has been very conservative with replacement of staff. In the past several years we have eliminated 5 positions through attrition. Three additional positions have turned over. These positions were reviewed by the City Manager, duties reorganized and all have been replaced at a lower rate.

This early retirement plan shows a continued concern for fiscal responsibility by management giving some additional cost saving alternatives. Again, this is not considered to be put in place in lieu of layoffs.

Purpose

The purpose of this report is to recommend City Council action on a policy dealing with the provision of health insurance for employees that choose early retirement.

Background

In order to help possibly reduce staffing costs for the City of Crystal, research was completed on possibilities for an early retirement program for Crystal. I reviewed current and past early retirement programs available in the public sector. Attached is a brief summary of such programs.

Currently the City of Crystal provides benefits for City retirees who have retired under a full, unreduced retirement benefit from PERA. Our retirees who reach full retirement have the option of retaining membership in the City's group hospitalization insurance plan for which the City will pay the single person premium until such time the retiree is eligible for Medicare coverage, and further, if the retiree desires to continue family coverage, the additional cost for family coverage be paid monthly by the retiree to the City.

As you are aware, health insurance, or lack of affordable health insurance, is a major concern for those employees who have chosen to take early retirement, due to failing health or eligibility for early retirement under the pension plan. In examining early retirement programs, staff has come to the conclusion that there are employer as well as employee advantages to providing this type of benefit for early retirement programs.

Program Advantages

There are several areas in which an early retirement program can be an advantage to the employer. Take for example when an employee has severe medical problems but remains on the job in order to become eligible at age 65 for medicare benefits. In that situation it may be to the City's advantage to offer health insurance benefits and make way for the orderly succession of affected employees.

Other advantages to the employer may be cost savings by reducing staff size if possible or if staff replacement is needed for operations, replacing employees at the top of the pay and benefit range with employees at the bottom of the pay range.

This program is also an advantage to the employee to take early retirement knowing they will have health insurance or can purchase family coverage until medicare eligible. This is especially beneficial to those who may wish to retire but cannot afford to do so because of the recent escalation in insurance costs or because they have a "pre-existing condition" that makes it difficult to find coverage.

Analysis

Attached is a cost schedule regarding an early retirement program. The scenario is as follows:

Age 58 with a minimum of 10 years of service to Crystal.

As you can see from the data, an early retirement program is a win-win program for both the employer and employee. An employee is able to obtain health coverage needed prior to medicare eligibility; as well as the employer realizes staffing cost savings.

Recommendation

I recommend the City Council approve policy as attached. By doing this you will be providing an additional benefit to the employees which also benefits the employer.

SUMMARY - OTHER RETIREMENT PROGRAMS OFFERED**Legislature - Early Retirement Incentive**

In 1991 the legislature authorized cities and other local units of government to provide employer paid hospital, medical and dental benefits to those who chose early retirement.

Program Problem: In Crystal, those that are eligible under legislative program guidelines are fully vested in PERA, and therefore are eligible for full retirement. No one on Crystal's staff qualifies for this program under the guidelines.

Brooklyn Center Retirement Incentive Program

1990-1995 Brooklyn Center recently adopted a retirement health insurance program. This is not an "early" retirement incentive program.

Program Guide: Employee must meet eligibility requirements for full retirement with a minimum of 10 consecutive years of service to Brooklyn Center. This program allows the employee to either continue participation in the city's insurance program or if they move out of the health insurance providers area, the employee can request monthly payments to an outstate carrier for insurance. Payments to outstate insurance carrier cannot exceed lowest single person premium of the city's employee health insurance plans.

Program Problem: This is not an "early retirement incentive program, this is a full retirement program. Our focus is for early retirement incentives.

Brooklyn Center

1983 - Retirement Incentive Program. Not an "early" retirement incentive program.

Program Guide: Employee must meet eligibility requirements for full retirement with a minimum of 5 consecutive years of service. Retirement notices must be submitted to manager's office within 6 months of program adoption. Retirement dates submitted can be up to 18 months after retirement notice submitted. Once notice to retire is submitted, it is final. Employees also would receive payment not to exceed \$15,000 per employee calculated by multiplying the number of

months between the date on which the employee retires and the employee's or spouse's 65th birthday (whichever is greater) times \$125 rounded to the nearest full month.

Problems: This is not an "early" retirement incentive program. This is a full retirement program giving cash incentives to those eligible for an early retirement incentive program.

Hopkins: Same as Crystal's proposed policy.

University of Minnesota

Early retirement program adopted in August runs through December 1991.

Program Guide: Open only to non-union employees. An employee's age and total years of University service must equal 75. Program encourages employees who are nearing retirement to do so early. Employees who take part in the program will continue to receive their medical and dental benefits until they are eligible for Medicare or another kind of group medical coverage.

Other Programs

There may be other programs concerning early retirement in place or in development. I will continue to watch for other possible programs and developments.

Memorandum

DATE: November 15, 1991
TO: Jerry Dulgar, City Manager
FROM: Nancy Gohman, Assistant Manager
SUBJECT: Early Retirement Incentive Program
December 1, 1991 -- December 31, 1992

Listed below is an early retirement incentive program for all regular full or part-time employees age 58 and over with a minimum of 10 years of service to the City of Crystal. This program is set up to allow those who retire under a reduced retirement plan through PERA to continue with health insurance benefits until eligible for Medicare.

This program is recommended for a temporary period only and is not intended as a long term program. Program recommended to be open from December 1, 1991 and expires on December 31, 1992 unless otherwise directed by Council.

Who: Open to all regular full and part time non-union and union employees, age 58 or over who have completed a minimum of 10 years of service to the City of Crystal.

What: Employees who are eligible (as stated above) who retire on or after December 1, 1991 through December 31, 1992 under a reduced retirement benefit Police Relief Association from the Public Employees Retirement Association (per current PERA rules and regulations) who are currently members of the City's group hospitalization insurance plan, have the option of retaining membership in the City's group hospitalization insurance plan for which the City will pay the same contribution as the City of Crystal contributes for non organized employees toward single person premium until such time as the retiree is eligible for Medicare coverage. If the retiree desires to continue family coverage, the additional cost for family coverage to be paid monthly by the retiree to the City.

When: Open December 1, 1991 through December 31, 1992.

Health insurance terminates upon:

1. Medicare eligibility.
2. Retiree obtains other medical/hospitalization insurance through: other employment.
3. Family insurance terminates if monthly premium is not paid by retiree (per policy).

I recommend this program go before Council for their review.
If Council approves, this policy will be forwarded to
Insurance for their formal approval of such program.

N. Gohman

EMPLOYEE		AGE	YEARS	YEARS ON	HEALTH INS.	REHIRE	90%	95%	100%	3 year total salary saving for position
			OF SERVICE	HEALTH INSURANCE	EST COST (\$170/mo)					
** A	Maintenance	63	18.6	1.6	\$3,318	\$27,861 yes	\$25,075	\$26,468	\$27,861	\$4,179
** B	Maintenance	63	11.6	1.7	\$3,552	\$27,861 no	\$0	\$0	\$0	\$83,583
C	Clerical	63	24.6	2.1	\$4,329	\$29,246 yes	\$24,071	\$25,408	\$26,745	\$11,515
D	Clerical	60	21.1	5.4	\$11,109	\$26,690 yes	\$24,021	\$25,356	\$26,690	\$4,004
E	Clerical	59	12.4	6.3	\$12,948	\$20,842 yes	\$18,758	\$19,800	\$20,842	\$3,126
F	Technical	58	23.9	6.6	\$13,467	\$29,227 yes	\$26,304	\$27,766	\$29,227	\$4,384
G	Maintenance	57	15.3	8.0	\$16,245	\$27,861 yes	\$25,075	\$26,468	\$27,861	\$4,179
=====							=====			
					\$64,969	\$189,588	\$143,303	\$151,265	\$159,226	

Estimated savings: \$46,285 \$38,323 \$30,362

Estimated total savings: \$114,969.90

- minus health costs: \$64,968.51

=====

\$50,001.39

11/14/91

Figures based on retirement in 1992.

Using age 58 with minimum 10 years of service.

** = Employees who have stated they are definitely interested in retiring under program if adopted.

N. Gohman

EMPLOYEE		AGE	YEARS	YEARS ON	HEALTH INS.		REHIRE	90%	95%	100%	3 year total salary saving for positon
			OF SERVICE	HEALTH INSURANCE	EST COST (\$150/mo)	CURRENT SALARY					
** A	Maintenance	63	18.6	1.6	\$2,927	\$27,861	yes	\$25,075	\$26,468	\$27,861	\$4,179
** B	Maintenance	63	11.6	1.7	\$3,135	\$27,861	no	\$0	\$0	\$0	\$83,583
C	Clerical	63	24.6	2.1	\$3,820	\$29,246	yes	\$24,071	\$25,408	\$26,745	\$11,515
D	Clerical	60	21.1	5.4	\$9,802	\$26,690	yes	\$24,021	\$25,356	\$26,690	\$4,004
E	Clerical	59	12.4	6.3	\$11,424	\$20,842	yes	\$18,758	\$19,800	\$20,842	\$3,126
F	Technical	58	23.9	6.6	\$11,883	\$29,227	yes	\$26,304	\$27,766	\$29,227	\$4,384
G	Maintenance	57	15.3	8.0	\$14,334	\$27,861	yes	\$25,075	\$26,468	\$27,861	\$4,179
					=====			=====			
					\$57,325	\$189,588		\$143,303	\$151,265	\$159,226	

Estimated savings: \$46,285 \$38,323 \$30,362

Estimated total savings: \$114,969.90

- minus health costs: \$57,325.11

=====

\$57,644.79

11/14/91

Figures based on retirement in 1992.

Using age 58 with minimum 10 years of service.

** = Employees who have stated they are definitely interested in retiring under program if adopted.

RESOLUTION NO. 91-

RESOLUTION CALLING FOR REPEAL OF
PRESIDENTIAL PRIMARY

WHEREAS, the statute establishing the Presidential Primary was initially adopted without legislative hearings; and

WHEREAS, the legislature has not provided reimbursement of local government costs for conducting the primary; and

WHEREAS, the presidential primary is designed to provide voters an opportunity to express preferences for the nomination of presidential candidates by major national political parties; and

✓ WHEREAS, the statute establishing the Presidential Primary (M.S. 207A) requires voters to declare which political party ballot they will receive prior to casting their vote; and

✓ WHEREAS, such political party voter identification will become public information and a permanent record on the voter registration file; and

✓ WHEREAS, such records will be available for political campaign activities, including canvassing and fund raising; and

WHEREAS, the purpose and effect of the balloting conducted during the Presidential Primary are unrelated to the actual election of candidates to public office; and

WHEREAS, the outcome of the Presidential Primary balloting will not determine the election of candidates to public office in Minnesota or at the national level;

THEREFORE BE IT RESOLVED, that the City of Crystal calls on the state legislature to repeal the statute establishing the Presidential Primary to eliminate requirements for local government to fund the costs of the primary since such balloting is essentially a political party activity which should not be financed with tax revenues.

Adopted by the City Council of the City of Crystal this 19th day of November, 1991.

Mayor

ATTEST:

City Clerk



League of Minnesota Cities

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

October 28, 1991

TO: City Clerks, cities with legislators on House and Senate
Elections Committees, Elections & Ethics Committee
members, MCFO Executive Committee members

FROM: Ann Higgins

RE: Draft resolution on postponement or repeal of
Presidential Primary

Enclosed please find a copy of a draft resolution calling on the legislature to repeal (or at least postpone) the scheduled 1992 Presidential Primary. Local lawmakers in several districts have indicated that it is important for local officials and constituents to let them know that there is support for such action.

Cities must act now to make legislators aware of local support for proposals to repeal (or postpone) the Presidential Primary. Please request local officials to take up the discussion of these issues at the next scheduled city council meeting.

Forward a copy of the resolution adopted by your city council to local lawmakers immediately following the meeting. Please also let me know of the action taken.

Encourage legislators who represent your city to co-sponsor legislation. (See information below.)

'92 Presidential Primary adds to city election costs
During the '91 session, the League sought state funding of the '92 Presidential Primary to eliminate requirements for local government to fund the costs of conducting balloting. The failure of the state legislature to provide funding means that cities will be responsible for paying for costs of conducting the primary at the polls on April 7, 1992, and incurring those added expenses as a portion of '92 city budgets already impacted by the loss of state aid.

Legislation calling for repeal to be introduced

Senator John Marty, a member of the Senate Elections Committee and a vocal critic of the statute establishing the Presidential Primary, has introduced legislation calling for repeal of Chapter 207A, and has requested a hearing on the bill during the special legislative session scheduled January 6 - 17. It is important for cities to indicate their support NOW for legislative action on this issue in January. Grass roots concerns must be voiced in order to get lawmakers and legislative leadership to recognize the need for immediate action. February will be too late (when the regular session is scheduled to begin)!

LMC Position

The LMC Legislative Committee comprised of the Board of Directors and the chairs of League legislative policy committees has identified the issue of the Presidential Primary as a top priority for '92. The League's current policy calls for lawmakers to fully fund all costs costs of conducting the primary at the local level. New policy recommended for '92 suggests ways in which such costs can be reduced if the primary is held and calls again on the legislature to use state and/or political party revenue sources to fund the primary.

Failing that, the League policy recommendation supports repeal of the Presidential Primary. That policy recommendation is scheduled to be considered for final adoption by LMC member cities on November 21.

In advance of that date, cities are encouraged to let local lawmakers know about concerns at the local level and to adopt the enclosed resolution (or use your own wording) to emphasize the urgency of difficulties facing cities in the absence of legislative action.

RESOLUTION CALLING FOR REPEAL OF PRESIDENTIAL PRIMARY

- WHEREAS, the statute establishing the Presidential Primary was initially adopted without legislative hearings; and
- WHEREAS, the legislature has not provided reimbursement of local government costs for conducting the primary; and
- WHEREAS, the presidential primary is designed to provide voters an opportunity to express preferences for the nomination of presidential candidates by major national political parties; and
- WHEREAS, the statute establishing the Presidential Primary (M.S. 207A) requires voters to declare which political party ballot they will receive prior to casting their vote; and
- WHEREAS, such political party voter identification will become public information and a permanent record on the voter registration file; and
- WHEREAS, such records will be available for political campaign activities, including canvassing and fundraising; and
- WHEREAS, the purpose and effect of the balloting conducted during the Presidential Primary are unrelated to the actual election of candidates to public office; and
- WHEREAS, the outcome of the Presidential Primary balloting will not determine the election of candidates to public office in Minnesota or at the national level;

THEREFORE, BE IT RESOLVED THAT, the _____ calls on the state of the City of _____ legislature to postpone the Presidential Primary for at least four years in order for full funding to be approved at the state level, eliminating the need for any local government costs for conducting the primary.

(Alternate):

THEREFORE, BE IT RESOLVED THAT, the _____ calls on the state of the City of _____ legislature to repeal the statute establishing the Presidential Primary to eliminate requirements for local government to fund the costs of the primary since such balloting is essentially a political party activity which should not be financed with tax revenues.

Members, Senate Elections & Ethics Committee

Chair, Jerome Hughes, Dist. 54, Maplewood
Vice Chair, Bill Luther, Dist. 47, Bklyn. Center, Bklyn. Park, New Hope
Richard Cohen, Dist. 64, St. Paul
Richard Halberg, Dist. 38, Burnsville
Dean Johnson, Dist. 15, Willmar
Doug Johnson, Dist. 6, Cook
Gary Laidig, Dist. 55, Stillwater
John Marty, Dist. 63, Roseville
Pat McGowan, Dist. 48, Maple Grove
Roger Moe, Dist. 2, Erskine
Pat Piper, Dist. 31, Austin
Larry Pogemiller, Dist. 58, Minneapolis
Don Samuelson, Dist. 13, Brainerd

Members, House Elections Division

Linda Scheid, Chair, Dist. 47A, Brooklyn Park (resigned/effective 12/31)
Don Ostrom, Vice Chair, Dist. 23B, St. Peter
Ron Abrams, Dist. 45A, Minnetonka
Ben Boo, Dist. 8B, Duluth
Gil Gutknecht, Dist. 33A, Rochester
Jerry Knickerbocker, Dist. 43B, Hopkins
Harold Lasley, Dist. 19A, Cambridge
Bob McEachern, Dist., 22A, Maple Lake
Tom Osthoff, Dist. 66A, St. Paul
Gene Pelowski, Dist. 34B, Winona
Loren Solberg, Dist. 3B, Bovey

M E M O R A N D U M

DATE: November 15, 1991
TO: Jerry Dulgar, City Manager
FROM: Chris McGlincey, Planning Intern
SUBJECT: Proposed Revisions to the Sign Ordinance
DEPARTMENT HEAD REVIEW: *alu - 11/15/91*

BACKGROUND

Earlier this year, the Council imposed a moratorium on granting variances to the Sign Ordinance. The intent of the moratorium was to give staff time to review and recommend changes to the Sign Ordinance. During this time, a Community Image Study, which includes signage, was completed for the Comprehensive Plan update. The study contained recommendations for community image, including sign regulations.

Consistent with the Community Image Element of recent studies (as incorporated in the Comprehensive Plan draft), the proposed amendments to Section 406 (The Sign Ordinance) will be more restrictive in size, height, number, and spacing.

The proposed changes will have a beneficial effect upon City staff operations in that they will focus on ease of

administration, eliminating the unnecessarily complex guidelines of the current code.

The proposed changes will place specific limitations in these categories for the following purposes:

1. To promote the public convenience, general prosperity, and welfare of the people of Crystal.
2. To establish standards which would permit business in the City a reasonable and equitable opportunity to identify and advertise.
3. To promote and enhance civic beauty and not allow signs which would detract from this objective because of unusual size, height, location, condition, cluttering, or illumination.
4. To insure that signs in the City shall not create a public safety hazard in either a structural or obstructive sense.
5. To preserve and protect the value of land, buildings, and landscape within the City.

The proposed changes will suggest that future sign permitting for new developments or redevelopments be

incorporated into site plan reviews brought before the Planning Commission and City Council.

The proposed changes also include a liberal amortization schedule that is equitable to sign owners, but which will also ensure future compliance with community image objectives.

For your review and discussion, attached are proposed changes to the Sign Ordinance. These changes have been reviewed of City staff and I have discussed them with various representatives of the Crystal business community.

PROPOSED PROCESS

The proposed process for development of the revised ordinance is one of inclusion and involvement of business representatives and City officials. After receiving a conceptual go-ahead from the Council, more specific provisions will be developed between a recently assembled panel of City businesspeople and members of Community Development, the City Manager, and the City Attorney. This method will allow for a mutually beneficial proposal to be arrived at ensuring the inclusion of both community and business interests and Comprehensive Plan concerns.

As the Planning Commission may become more instrumental in the review of new development and redevelopment signage proposals, their input will be required to assess the feasibility of such increased involvement.

The City Attorney will approve or draft the specific language required, assuring the legality of the new provisions.

Finally, the amendments will be brought back to the Council for final action.

RECOMMENDATION

No formal action is necessary at this time. However, before drafting amendments and getting additional input, I would like to know any concerns the Council may have with the proposed changes.

SIGN ORDINANCES ISSUES AND SUGGESTED REVISIONS

11-91

	<u>Proposed</u>	<u>Current</u>
<u>Size:</u>	10% of Front Wall area	15% of front wall area
<u>Number:</u>	More restrictive limits on number of signs allowed	More permissive limits
<u>Height:</u>	More restrictive maximum height allowance	Up to 35 feet (depending on setback)
<u>Consistency:</u>	All signs on "area identification" signs or on walls for each business in multi-tenant developments must exhibit consistency in materials, color, texture, "logo" placement, and illumination.	No requirements, except for individual sign plans as adopted by management at certain shopping centers.
<u>Review and Enforcement:</u>	Signs proposed to be built as part of new developments or re-developments would be subject to design review by the Planning Commission. Signage would be accepted or rejected along with overall plan.	Review and enforcement carried out by building insp. on an individual "permit by permit" basis.
<u>Off-site Free-standing Signs (billboards):</u>		
	Height: 20 feet Spacing of 1,000 ft. with 100 ft. ² maximum area along state trunk highways (Hwy. 100) <u>Only.</u> <u>Otherwise Prohibited.</u>	Height: up to 35 feet. Spacing of 400 feet, with 250 ft. ² maximum allowed in B & I - zoned districts.

Proposed

Current

Non-Conforming Signs/Amortization Process:

All non-conforming signs will be required to be removed within ten (10) years of date of passage of ordinance. The current limitations on repair, improvement, and change of "control" will be maintained for the intermediate (ten year) period.

May not be

1. improved or upgraded.

2. repaired or re-established after 25% damage.

3. Continued for more than 60 days after change in

"control" of

a) business property

b) business

c) property

"Millie MacLeod is a strong advocate for cities at the federal level. She knows the importance of limiting mandates on local government and establishing a strong federal-local relationship."

**Dave Durenberger
United States Senator**



Left to right, Rep. Alan Mollohan (D-W.Va.); FAIR Small Cities Chair Millie MacLeod, Councilmember from Moorhead, Minn.; West Virginia State Senate President Keith Burdette; SCC Chair, Councilmember Paul Thornton, Vienna, W.Va.; SCC Vice Chair, Mayor Jim Burke, Deer Park, Tex.; and T&C Small Cities Chair, Mayor Bill Burney, Augusta, Maine compare notes at the Small Cities Council Steering Committee meeting.

"Millie MacLeod is knowledgeable, energetic, a person of good humor, and most of all a consensus builder."

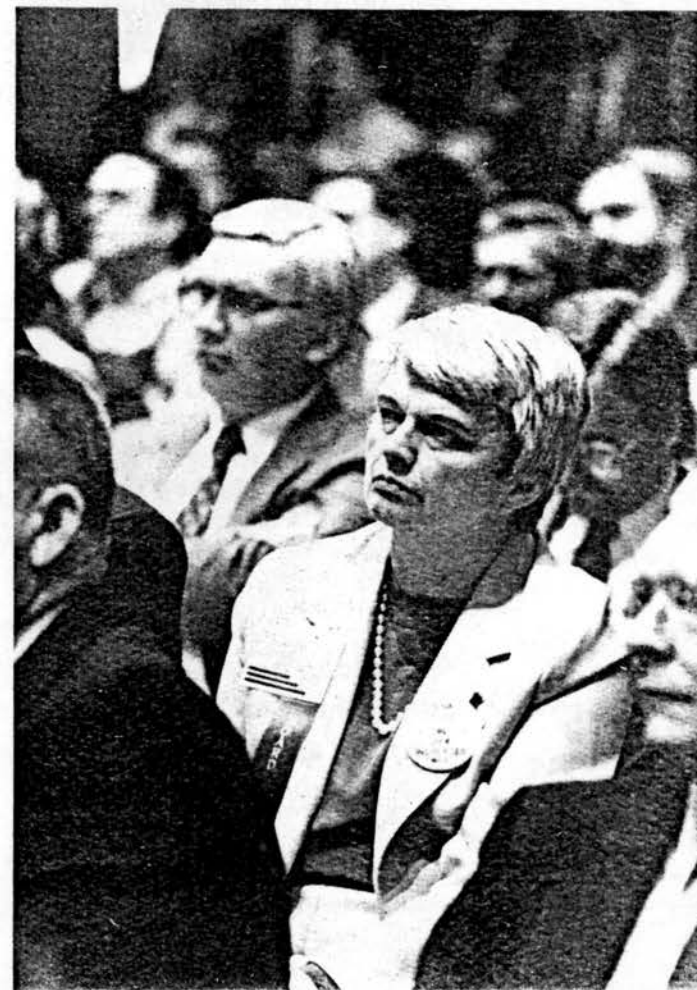
**George Latimer
Former Mayor of St. Paul, Minnesota
Past President, National League of Cities**

Background

- Moorhead Councilmember for 4th Ward—14 years
- Chaired Community Development Committee
- Airport Authority Liaison
- Solid Waste Task Force
- American Association of University Women
- Member of Plains Art Museum Board of Directors
- Lake Agassiz Camp Fire Member
- F-M Womens Athletic Club
- Minnesota Planning Association State Vice President
- Chaired Land Use, Energy, Environment and Transportation (LUEET) Policy Committee
- League of Minnesota Cities
- LMC Futures Committee Chair
- Past President of League of Minnesota Cities
- Red River Trade Corridor Board of Directors
- Governor's Task Force on Redistricting
- Former Member of National League of Cities Energy, Environment, Natural Resources (EENR) Policy Committee
- Vice Chair of National League of Cities Finance, Administration and International Relations (FAIR) Steering Committee
- Small Cities Chair of the National League of Cities FAIR Committee



***Millie MacLeod
your candidate for
NLC Board of Directors***



Printed on recycled paper

Introduction

Millie MacLeod grew up on a farm near Larimore, North Dakota. She is a graduate of Larimore High School and Concordia College. She taught school and served as a council management consultant for Camp Fire, Inc. She is married and has three grown children. In 1977, MacLeod was elected to the Moorhead City Council.

"MacLeod demonstrated strong leadership as President of the League of Minnesota Cities, 1989-90."

Donald A. Slater
Executive Director
League of Minnesota Cities

Experience

Millie MacLeod has experience in government at the local, state, and national levels. MacLeod understands the needs of cities. She has 14 years experience as a Moorhead city councilmember.

"She does her homework on city issues. She is not afraid to speak out for what she believes is right."

Margaret Carpenter
Mayor of Thornton, Colorado
Former Chair of FAIR Committee

Local

Millie MacLeod was chair of the community development committee and served on the public works committee, public safety committee, and planning commission. She is a member of the Moorhead economic development authority, Fargo airport authority, and the Clay County solid waste task force.

State

On the state level, MacLeod has just been appointed to the Governor's Redistricting Task Force in Minnesota. She was a member of the Minnesota Planning Association board for six years and was vice president for four years.

She served as president of the League of Minnesota Cities for one year, vice president for one year, and as a board member for four years. She has also been active on many League committees including the Federal Legislative Committee.



At a news conference, MacLeod spoke on behalf of cities and counties to oppose proposed cuts in state funding to local governments.

National

On the national level, MacLeod has been a member of the Energy, Environment, and Natural Resources Policy Committee, and currently serves on the Finance, Administration and International Relations (FAIR) steering committee as vice chair, and she chairs the small cities section of FAIR.

"Having worked closely with Millie for four years on the NLC FAIR committee, has given me the opportunity to witness her tireless energy and common sense approach to seeking solutions to the complex issues facing municipalities today. She will make an outstanding NLC board member."

Robert G. Young, Jr.
Mayor of Henderson, North Carolina
Chairman, NLC FAIR Committee

International

MacLeod was instrumental in starting and continues to be very active in the sister city program between Moorhead and Vimmerby, Sweden.

"Millie knows the needs of small cities."

Morrie Lanning
Mayor
Moorhead, Minnesota

NORTH METRO MAYORS ASSOCIATION

November 4, 1991

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

Dear Mr. Dulgar:

Please review and forward the attached report to your city council members. This report shows the 1991 accomplishments, your benefits, of the North Metro Mayors Association. Your membership in the Association helped provide the necessary resources to generate these accomplishments.

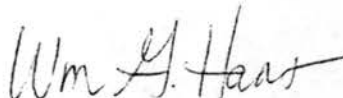
The reasons why our member cities initially formed the North Metro Mayors Association have not changed. We need each other in order to achieve the mission we set forth when we formed the Association. We must continue to get our story before decision makers on a daily basis. We need to enact legislative tools to address our constantly evoking social and community issues i.e., housing, redevelopment, development, etc. And we are still in need of a fair and equitable tax distribution system in order for our communities to continue to deliver essential services to our citizens.

We can achieve this - only if we maintain a common voice on these issues.

Sincerely,



Elwyn Tinklenberg
Mayor of Blaine
President, NMMA



Wm. G. Haas, Jr.
Mayor of Champlin
President, NMMA

Enclosure

NORTH METRO MAYORS ASSOCIATION

1991 BENEFITS AND ACCOMPLISHMENTS

LEGISLATIVE

Fiscal Disparities

NMMA was the only municipal group that actively opposed any changes in fiscal disparity laws during the 1990 legislative session. If the Hennepin County legislative proposal would have become law, the City of Crystal would have lost \$292,779 in the first year. And over an eight year period, would have suffered a projected loss of \$10,917,208 in distribution benefits.

NMMA helped put together a coalition of interested parties including counties, citizens groups and municipal officials to fight this attempt to change the fiscal disparities law. No other municipal group could have or would get involved! If this was the only thing that NMMA did, but it should justify supporting its existence.

It should also be noted that if our communities came together for the single purpose of fighting Hennepin County's Fiscal Disparity proposal, it would have cost us a minimum of \$300,000. A computer modeling system would have been needed to show the impact on our cities, a lobbying firm would have had to be hired, and a whole lot of time and effort for city staff would be needed to achieve the very same result. Yet, we as members of NMMA were able to enjoy this success as just one of a long list of benefits.

Housing

Some in-roads were made in this area during this past legislative session. (i.e., Senator Pogemiller's effort to remove the LGA/HACA penalty from housing in his Omnibus Housing Bill along with our TIF bill. As you know, the community revitalization legislation was vetoed. The strategy for the 1992 session will be to try for a veto over-ride or to simply try to pass this legislation again.

Local Governmental Aids

With the Governor's original proposal to do away with local governmental aids, NMMA went to work getting the message out to its members. Recall, NMMA was the first to call on area legislators to tell them the story of "how responsible local governmental units were in operating their respective city budgets" as well as articulating the message that cities did indeed provide "essential services" for its citizens. Numerous fax messages were sent from our office to legislators regarding this information.

In addition, NMMA worked through the League and AMM to bring this message to numerous thought leaders and decision makers. NMMA made a number of suggestions through its mayors and city managers on how this matter could be dealt with, including making initial contact with key tax committee members suggesting an increase of the sales tax to replace any LGA/HACA reductions. The House Tax Committee chairman contacted NMMA, through the city of Minneapolis, and sought our support and assistance in selling the sales tax replacement concept to our legislative delegation.

But for the fact that the sales tax increase was enacted, cities would have lost approximately 98% of your total LGA and HACA payments on a permanent basis. NMMA does not take full credit for this success. The facts are, however, that NMMA played a significant leadership role, both through its mayors and city managers, as well as through its lobbying efforts. It definitely impacted the final tax bill through its lobbying efforts.

Sales Tax Increase/Distribution Formula

Once again NMMA is playing a significant role in helping to devise various methods for the distribution of the sales tax (2%) revenue adopted to replace lost LGA/HACA monies.

NMMA has named a special committee comprised of eight city managers, staff, lobbyists, and the city of Minneapolis to develop strategies on how our communities' needs can be addressed in an eventual distribution formula. The committee is working directly with the AMM and eventually will pass on its recommendations to the League. We are in a unique situation in that four of the legislators serving on the ACIR Committee are from the North Metro area. They are looking for our input and suggestions on this subject and we must make certain that the special needs of the communities serving the people of the North Metro area are considered in any state wide formula.

The Board of Directors has commissioned this committee to generate suggestions as to how a distribution system could be structured and to communicate their recommendations to all parties that will play a role in deciding this issue.

We anticipate another classic struggle with outstate interests on this subject. A good bit of discussion has evolved around the concept of "grandfathering" everyone up to a certain level and then devising a distribution system for the remaining portions of the fund balance. Outstate interests appear to be stuck on the concept of "equalization." They are not willing to discuss "legitimate needs" and "essential service" factors that are the cornerstone of metro budgets.

No other organization will be championing this cause to the extent that NMMA is committed.

Superfund Legislation

The cities of Anoka and Blaine have taken the lead in seeking federal legislation which would limit the liability that cities now face from having used land fill sites over the years. The NMMA Board adopted a resolution in support of this effort. Staff has received authorization from the Operating Committee to assist in this effort and to include such project in its legislative activities for 1992.

Tax Increment Financing

The NMMA has for the past three years been the only organization that has attempted to save this economic development/redevelopment tool for communities.

In 1990, NMMA came within a whisker of saving TIF completely. Unfortunately, we lost in the final Tax Conference Committee. In 1991, once again we came so very close in turning around the 1990 TIF amendments. Once again, our position made it all the way to the Tax Conference Committee and was not adopted. However, some lesser items did receive approval in the final Tax Bill. These have been communicated to our members previously.

Our continuing objective is to secure some changes in portions of the 1990 TIF Law. Specifically, the removal of the most deleterious provisions dealing with penalties and the negative impact on housing/redevelopment issues. We have a good game plan for 1992 and believe that our efforts will result in the legislature agreeing to modify a number of the more blatantly offensive provisions of the 1990 TIF amendments.

Governmental Relations Influence

Today, legislators regularly seek out NMMA members, staff and our lobbyists to get our opinion on a wide variety of legislative and regulatory issues. This didn't happen overnight. As an organization, we have created a credible presence with our legislative delegation and legislative leadership. We have developed good data and information. We have not burnt equity, and have worked long and hard at informing our legislative delegation regarding critical issues impacting the North Metro area. Not a week goes by now without someone contacting us on a specific legislative issue, seeking our position and opinion.

TRANSPORTATION

Transportation Priorities

NMMA has achieved a number of objectives with regard to key transportation projects for the North Metro area. These include improvement of I-694, construction of TH 252 and the 610 Bridge,

improvement of Highway 100. And securing priority status for a number of critical projects for the entire North Metro area, namely TH 10, TH 169, TH 100, TH 610, I-94 and the Anoka-Champlin Bridge (Temporary & Permanent).

The communities of the North Metro area simply have not received their fair share of the transportation infrastructure dollars expended in the Twin Cities Metropolitan area. See the following data below depicting the facts which clearly support this point. NMMA is dedicated to its mission, which states that member cities should receive their fair share of both public and private investment in the metropolitan area. . . . this includes transportation expenditures.

1983 - 1987 Regional Highway Expenditures By Metro Area

South Metro	\$598,174,330	59.60%
Central Cities	\$211,052,615	21.03%
North Metro	\$194,349,845	19.36%

TH 610 Crosstown

In mid-April, NMMA organized the North Metro TH 610 Crosstown Council. The Crosstown Council is comprised of the five corridor communities (Maple Grove, Brooklyn Park, Coon Rapids, Blaine and Mounds View), eight chambers of commerce, business and civic organizations, professional engineering companies, etc. Some 70 volunteers have committed a substantial amount of time to develop a comprehensive strategy to secure federal and state funding for this vitally important east-west transportation link for the some 846,000 people living in the North Metro area.

Within ninety days, NMMA was able to put together a budget, hire a Washington, D.C. governmental firm specializing in transportation funding, prepare project summary booklets, develop legislative language, send a group of mayors to Washington to meet with our Congressional delegation and the key members of the House Public Works and Transportation Committee, secure a letter of support from all of our legislators (every State Senator and House Member), get a support letter from Governor Carlson and former Commissioner of Transportation John Riley, as well as a letter from the Metro Council.

Our initial efforts have resulted in the Public Works and Transportation Committee of Congress including this project in the bill reported out of committee. The legislation still has a long way to go before it is enacted. Nevertheless, NMMA's efforts have changed dramatically how TH 610 Crosstown is viewed by a great many decision makers: it now is a legitimate project that has a very significant amount of support. This effort once again proves the point that our North Metro communities working together can influence decision makers and positively impacts our futures. Without the full weight of the NMMA and corridor communities, TH 610 Crosstown would not even be in the top twenty

metro area transportation project of the Department of Transportation.

All communities of the North Metro area will directly benefit from the construction of TH 610 Crosstown. NMMA has been the driving force in getting the project moving in the right direction.

Toll Road Opposition

Here again, NMMA was the only municipal organization that took an active role in opposing toll road legislation that was potentially very harmful to the interests of the North Metro communities. NMMA was successful in getting the proposed legislation amended to require local consent. Ultimately, NMMA was able to kill the proposed toll road bill altogether.

MINNEAPOLIS COMMUNITY DEVELOPMENT AGENCY

Common Bond Fund

This past year NMMA worked with the Minneapolis Community Development Agency (MCDA) in an effort to bring additional development, redevelopment tools into play for our member communities. MCDA has recently approved the use of its Common Bond Fund for our members. NMMA is in the process of scheduling working seminars on this subject in October and November. This is a great opportunity for our member communities who are working on housing, redevelopment and development projects that cannot be financed with traditional resources. It puts our communities on an equal plane with other areas of the metropolitan area where port authorities operate.

PROMOTION

Promotional & Marketing Effort

In 1989 NMMA created a sister organization, NMDA, to act as the promotional and marketing arm for the Association. It was designed specifically to create a positive internal and external image for member communities and the entire North Metro area. This was achieved through the Northern Light magazine. Over an eighteen month period some 40,000 thought leaders and decision makers received positive re-enforcement about the quality of life, benefits and assets of the communities located in the North Metro area.

In 1991 NMMA channeled its promotional and marketing resources to a broader market. The medium used was the monthly insert in a local business newspaper entitled Focus. By years end some

180,000 readers will have been reached with positive messages regarding our communities. Currently, 17,000 individuals and businesses receive our monthly publication. The circulation reaches more than 150 zip codes throughout the region. And the distribution penetration is growing! NMMA has definitely taken its message outside the North Metro area. We have achieved our objective from a marketing strategy standpoint.

NMMA is now posed to expand its marketing effort and focus on a broader external community of decision and thought leaders. The Operating Committee will be reviewing recommendations from staff and our public relations/marketing firm to achieve this goal.



League of Minnesota Cities

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

October 28, 1991

TO: City Clerks, cities with legislators on House and Senate
Elections Committees, Elections & Ethics Committee
members, MCFO Executive Committee members

FROM: Ann Higgins

RE: Draft resolution on postponement or repeal of
Presidential Primary

Enclosed please find a copy of a draft resolution calling on the legislature to repeal (or at least postpone) the scheduled 1992 Presidential Primary. Local lawmakers in several districts have indicated that it is important for local officials and constituents to let them know that there is support for such action.

Cities must act now to make legislators aware of local support for proposals to repeal (or postpone) the Presidential Primary. Please request local officials to take up the discussion of these issues at the next scheduled city council meeting.

Forward a copy of the resolution adopted by your city council to local lawmakers immediately following the meeting. Please also let me know of the action taken.

Encourage legislators who represent your city to co-sponsor legislation. (See information below.)

'92 Presidential Primary adds to city election costs
During the '91 session, the League sought state funding of the '92 Presidential Primary to eliminate requirements for local government to fund the costs of conducting balloting. The failure of the state legislature to provide funding means that cities will be responsible for paying for costs of conducting the primary at the polls on April 7, 1992, and incurring those added expenses as a portion of '92 city budgets already impacted by the loss of state aid.

Legislation calling for repeal to be introduced

Senator John Marty, a member of the Senate Elections Committee and a vocal critic of the statute establishing the Presidential Primary, has introduced legislation calling for repeal of Chapter 207A, and has requested a hearing on the bill during the special legislative session scheduled January 6 - 17. It is important for cities to indicate their support NOW for legislative action on this issue in January. Grass roots concerns must be voiced in order to get lawmakers and legislative leadership to recognize the need for immediate action. February will be too late (when the regular session is scheduled to begin)!

LMC Position

The LMC Legislative Committee comprised of the Board of Directors and the chairs of League legislative policy committees has identified the issue of the Presidential Primary as a top priority for '92. The League's current policy calls for lawmakers to fully fund all costs of conducting the primary at the local level. New policy recommended for '92 suggests ways in which such costs can be reduced if the primary is held and calls again on the legislature to use state and/or political party revenue sources to fund the primary.

Failing that, the League policy recommendation supports repeal of the Presidential Primary. That policy recommendation is scheduled to be considered for final adoption by LMC member cities on November 21.

In advance of that date, cities are encouraged to let local lawmakers know about concerns at the local level and to adopt the enclosed resolution (or use your own wording) to emphasize the urgency of difficulties facing cities in the absence of legislative action.

RESOLUTION CALLING FOR REPEAL OF PRESIDENTIAL PRIMARY

WHEREAS, the statute establishing the Presidential Primary was initially adopted without legislative hearings; and

WHEREAS, the legislature has not provided reimbursement of local government costs for conducting the primary; and

WHEREAS, the presidential primary is designed to provide voters an opportunity to express preferences for the nomination of presidential candidates by major national political parties; and

WHEREAS, the statute establishing the Presidential Primary (M.S. 207A) requires voters to declare which political party ballot they will receive prior to casting their vote; and

WHEREAS, such political party voter identification will become public information and a permanent record on the voter registration file; and

WHEREAS, such records will be available for political campaign activities, including canvassing and fundraising; and

WHEREAS, the purpose and effect of the balloting conducted during the Presidential Primary are unrelated to the actual election of candidates to public office; and

WHEREAS, the outcome of the Presidential Primary balloting will not determine the election of candidates to public office in Minnesota or at the national level;

THEREFORE, BE IT RESOLVED THAT, the of the City of legislature to postpone the Presidential Primary for at least four years in order for full funding to be approved at the state level, eliminating the need for any local government costs for conducting the primary.

(Alternate):

THEREFORE, BE IT RESOLVED THAT, the of the City of legislature to repeal the statute establishing the Presidential Primary to eliminate requirements for local government to fund the costs of the primary since such balloting is essentially a political party activity which should not be financed with tax revenues.

Members, Senate Elections & Ethics Committee

Chair, Jerome Hughes, Dist. 54, Maplewood
Vice Chair, Bill Luther, Dist. 47, Bklyn. Center, Bklyn. Park, New Hope
Richard Cohen, Dist. 64, St. Paul
Richard Halberg, Dist. 38, Burnsville
Dean Johnson, Dist. 15, Willmar
Doug Johnson, Dist. 6, Cook
Gary Laidig, Dist. 55, Stillwater
John Marty, Dist. 63, Roseville
Pat McGowan, Dist. 48, Maple Grove
Roger Moe, Dist. 2, Erskine
Pat Piper, Dist. 31, Austin
Larry Pogemiller, Dist. 58, Minneapolis
Don Samuelson, Dist. 13, Brainerd

Members, House Elections Division

Linda Scheid, Chair, Dist. 47A, Brooklyn Park (resigned/effective 12/31)
Don Ostrom, Vice Chair, Dist. 23B, St. Peter
Ron Abrams, Dist. 45A, Minnetonka
Ben Boo, Dist. 8B, Duluth
Gil Gutknecht, Dist. 33A, Rochester
Jerry Knickerbocker, Dist. 43B, Hopkins
Harold Lasley, Dist. 19A, Cambridge
Bob McEachern, Dist., 22A, Maple Lake
Tom Osthoff, Dist. 66A, St. Paul
Gene Pelowski, Dist. 34B, Winona
Loren Solberg, Dist. 3B, Bovey

MEMORANDUM

TO: ALL EMPLOYEES
FROM: Finance Department
SUBJECT: 1992 Insurance Coverages and Flexible Benefit Enrollment

GROUP HOSPITALIZATION INSURANCE

The City's contribution towards basic life, health and dental insurance is presently \$245.00 per month for union and non-union employees.

The \$245.00 will be distributed for employees as follows:

Police Union:
 \$ 3.40 Towards \$20,000 Basic Life Insurance
 Up To \$241.60 Towards Hospitalization Insurance
 Up To \$ 15.00 Towards Single Dental Insurance
 (if the total had not been exhausted)

All Others:
 \$ 1.70 Towards \$10,000 Basic Life Insurance
 Up To \$243.30 Towards Hospitalization Insurance
 Up To \$ 15.00 Towards Single Dental Insurance
 (if the total had not been exhausted)

The cost to all employees for family hospitalization coverage in 1992 is as follows:

	<u>Group Health</u>	<u>MEDICA</u>	<u>Med Centers</u>
Total Cost:			
Single	\$130.76	\$173.30	\$130.80
Family	\$356.76	\$399.50	\$389.35

Employees Share-Family Coverage Only:
 (Amounts stated per pay period for 24 pay periods)

	<u>Group Health</u>	<u>MEDICA</u>	<u>Med Centers</u>
Police Union	\$ 57.58	\$ 78.95	\$ 73.88
All Others	\$ 56.73	\$ 78.10	\$ 73.03

The cost to all employees for family hospitalization coverage in 1991 is as follows:

	<u>Group Health</u>	<u>PHP</u>	<u>Med Centers</u>
Total Cost:			
Single	\$117.82	\$147.00	\$120.00
Family	\$321.46	\$340.00	\$357.20

Employees Share-Family Coverage Only:
 (Amounts stated per pay period)

	<u>Group Health</u>	<u>PHP</u>	<u>Med Centers</u>
Police Union	\$ 52.43	\$ 61.70	\$ 70.30
All Others	\$ 51.58	\$ 60.85	\$ 69.45
(Unions based on \$220.00 per month per 1990 contracts)			

LLOYD BENTSEN, TEXAS, CHAIRMAN

SPARK M. MATSUNAGA, HAWAII
DANIEL PATRICK MOYNIHAN, NEW YORK
MAX BAUCUS, MONTANA
DAVID L. BOREN, OKLAHOMA
BILL BRADLEY, NEW JERSEY
GEORGE J. MITCHELL, MAINE
DAVID PRYOR, ARKANSAS
DONALD W. RIEGLE, JR., MICHIGAN
JOHN D. ROCKEFELLER IV, WEST VIRGINIA
TOM DASCHLE, SOUTH DAKOTA

BOB PACKWOOD, OREGON
BOB DOLE, KANSAS
WILLIAM V. ROTH, JR., DELAWARE
JOHN C. DANFORTH, MISSOURI
JOHN H. CHAFEE, RHODE ISLAND
JOHN HEINZ, PENNSYLVANIA
DAVID DURENBERGER, MINNESOTA
WILLIAM L. ARMSTRONG, COLORADO
STEVE SYMMS, IDAHO

United States Senate

COMMITTEE ON FINANCE

WASHINGTON, DC 20510-2301

November 14, 1991

Case No.: 1291360002

VANDA B. McMURTRY, STAFF DIRECTOR AND CHIEF COUNSEL
ED MIHALSKI, MINORITY CHIEF OF STAFF

City of Crystal
4141 Douglas Drive, North
Crystal, Minnesota 55422-1696

Dear Friend:

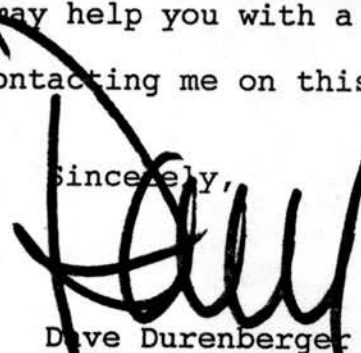
The enclosed response has arrived from the United States Postal Service in reply to my inquiry on your behalf.

I hope that you will find that the enclosed correspondence answers your concerns and is clear and complete. However, should there be any further problems, please do not hesitate to contact me again.

It was my pleasure to be of assistance to you. Please feel free to contact me if I may help you with a future concern.

I appreciate your contacting me on this matter and I extend my best wishes to you.

Sincerely,



Dave Durenberger
United States Senator

DD/dj
Enclosure



UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-3500

GOVERNMENT RELATIONS DEPARTMENT

November 4, 1991

Honorable Dave Durenberger
United States Senator
1020 Plymouth Building
12 South 6th Street
Minneapolis, Minnesota 55402-1506

Dear Senator Durenberger:

Case: 1291360002

This is in response to your October 18 letter on behalf of Crystal Mayor Betty Herbes, regarding the Crystal Branch postal facility.

William J. Brown, General Manager/Postmaster for the Twin Cities Division, reports that the Postal Service has no plan to relocate the Crystal Branch to a new facility. Although we are aware that parking and access to the Crystal Branch could be improved, other facilities within the Twin Cities Division present more pressing problems. This makes the Crystal Branch a low priority candidate for any significant portion of our limited capital or expense funds.

Other post offices are located nearby, and customers dissatisfied with the Crystal Branch may visit any of these facilities, such as the Golden Valley Branch at 700 Winnetka Avenue North, the Robbinsdale Branch at 4048 Lakeland Avenue North, and the Brooklyn Center Branch at 6848 Lee Avenue North. Most postal needs can also be served by our Contract Postal Units, located at Crystal Super Value at 4200 Douglas Avenue North, Cherokee Drugs at 6278 Boone Avenue North, Byerly's Foods at 5727 Duluth Street, and Snyder Brothers Drugs at 4142 Lancaster Lane North.

Regarding Mayor Herbes' request for a single ZIP Code, Mr. Brown reports that the Twin Cities Division has determined that a change would create more difficulties than are posed by the present situation. A change in ZIP Codes would also force local residents, businesses, and mailers to change stationery, invoices, and other articles bearing their addresses. Because ZIP Codes are used for many purposes other than mailing, businesses within and outside of Crystal, especially large mailers and advertisers, would be faced with the expense of changing their data bases. Most importantly, such a change would cause a significant, albeit temporary,

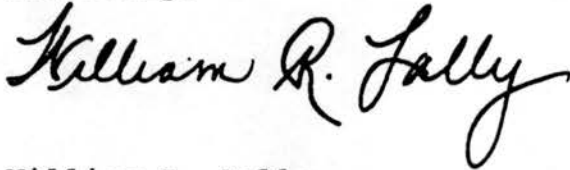
Page 2.

deterioration of mail service during the period when the correspondents of Crystal businesses and residents would be making adjustments to the ZIP Code change.

A change would also be an unreasonable expense for the Postal Service to bear. This is partially due to the the City of Crystal's irregular shape (visible on the enclosed map), which would make any changes in the distribution scheme extensive and complex. A change would also require relocating carriers now housed in three separate facilities into a single facility large enough to accommodate them. Mr. Brown reports that the Twin Cities Division cannot undertake a project of these dimensions at this time.

If Mayor Herbes has any questions, she may contact Twin Cities Division Director of Support Services Larry Cruse at (612) 293-3013. If I may be of further assistance, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "William R. Lally". The signature is written in dark ink and is positioned below the word "Sincerely,".

William R. Lally
Representative
Office of Government Liaison

CRYSTAL PARK AND RECREATION ADVISORY COMMISSION

Minutes

October 2, 1991

The regular meeting of the Crystal Park & Recreation Advisory Commission was called to order at 7:06 p.m. by Chairperson Gentry. Members present were: Mr. Ertz, Mr. Theisen, Mr. Jungroth, Ms. Reid, and Mr. O'Reilly. Also present were Mr. Moravec, council liaison, Mr. Brandeen and Ms. Hackett from the department staff. Also in attendance were: Mayor Herbes; Councilmembers Irving, Carlson and Grimes; and, Mr. Tim O'Connor, golf course developer.

The minutes were approved as sent.

Mr. Brandeen introduced Mr. O'Connor who has been involved with the development of four golf courses in Minnesota. Mr. O'Connor's presentation covered land acquisition, development costs, operating budgets and revenue forecasts. Questions followed the presentation. Mr. O'Connor was thanked for his presentation.

Mr. Gentry read a letter of resignation from Ms. Pitts.

Mr. Gentry reported the Twin Lake Trailway joint committee has not met.

Mr. Brandeen showed slides of a zero depth pool that was toured by Mr. Gentry and him. Several different additions of "amusements" have renovated the pool and stimulated interest in the pool.

Ms. Hackett reviewed the monthly report and the Community Center report. Mr. Brandeen reviewed the swimming pool report and pool special promotions. Discussion centered around these areas:

1. More publicity for special promotions
2. Stay open until Labor Day (contingency plan based on weather).

Ms. Reid reviewed the last Crystal Frolics meeting. An evaluation session was held. Groups are turning in their outstanding bills and receipts, so a final financial report is not ready. The Committee is planning on the same kind of events next year.

The Commission reviewed the summer outdoor meetings. The police should be invited to attend each meeting. Other ideas include: rain info (change location to CCC); have vandalism and area police report, distribute a list of commissioners and phone numbers and have extra agendas, handouts, etc.

Becker Park programming was discussed. The building could be utilized as alternative meeting space if the acoustics could be improved. A special committee to work with staff will be formed.

The Commission will further discuss the proposed golf course idea at the next meeting.

Mr. O'Reilly reminded the Commission of the Oct. 19 Human Rights/Environment Day. Mr. O'Reilly will sell the concessions for the Human Rights Day.

Ms. Hackett distributed a memo from Julie Jones regarding recycling.

Mr. Jungroth informed the Commission of a climbing wall at the Southdale "Y" gym. Construction costs about \$5,000. The charge is \$10 to climb. More information will be obtained.

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Gene Hackett
Recorder

CRYSTAL PARK AND RECREATION DEPARTMENT
MONTHLY REPORT
OCTOBER 1991

PROGRAM ACTIVITIES: OCTOBER START

ACTIVITY NAME	REGISTRATION		LOCATION	AGE GROUP	DAY/TIME
	1991	1990			
MEN VOLLEYBALL LGE	47T	45T	Area Schools and Community Center	Adults	Evenings
Monday Night	22T	22T			
Thursday Night	25T	23T			
WOMEN VOLLEYBALL LGE	31T	30T	Area Schools/CCC	Adults	Tuesday evenings
CO-REC VOLLEYBALL LGE	59T	52T	Area Schools and Community Center	Adults	Evenings
Wednesday Night	44T	39T			
Sunday Night	15T	13T			
OPEN GYM - VOLLEYBALL	25	27	Forest School	Adults	Weekday evening
OPEN GYM - BASKETBALL	25	25	Neill School	Adults	Weekday evening
HALLOWEEN PARTY	39	54	Community Center	Age 4 - Grade 6	Weekend afternoon
GYMNASTICS	47	71	Sandburg	Age 4 - Grade 6	Weekday evening
DANCE	33	47	Community Center	Age 4 - Grade 6	Weekday evening
VIDEO DANCE	24	N/A	Community Center	Grade 3+	Weekday evening
CHEERLEADING	12	N/A	Community Center	Grades 1 - 4	Weekday evening
DANCELINE	6	N/A	Community Center	Grade 3+	Weekday evening
ADULT TAP DANCE	6	N/A	Community Center	Adult	Weekday morning
DEFENSIVE DRIVING	50	N/A	Community Center	Sr. Adult	Weekday evening
ART X-PERIENCE	10	N/A	Community Center	Preschool	Saturday morning
WALK	31	47	Sandburg	Adults	Weekday evening
TEEN DANCE	245	300	Hosterman	Grade 6 - 8	Friday evening
BOWLING	45	48	Doyle's	Grade 1 - 8	Weekday evening
DRAWING W/MIRIAM	8	15	Community Center	Adults	Weekday morning
MESSY MASTERPIECES	6	10	Community Center	Age 4 - 6	Weekday evening
KARATE	15	8	Meadowlake School	Ages 9 - Adult	Weekday evening
3 MAN BASKETBALL LGE	8T	6T	Community Center	Adult	Weekday evening

ONGOING PROGRAMS - OCTOBER 1991

SENIORS

CENTER MEMBERSHIP: 1130
(September 1991 - 1130/October 1990 - 1030)

CRIBBAGE: 64 (64)
WELCOME: 4 (4)
500 DAY: 100 (100)
500 NITE: 72 (90)
SCRAPBOOK: 4 (4)
POKER FOR FUN: 40 (32)
BRIDGE DAY: 72 (80)
BRIDGE NITE: 40 (40)
DUPLICATE BRIDGE: 72 (64)
POOL: 24 (24)
EXECUTIVE COMMITTEE: 11 (10)
Last quarter in ()

SPECIAL EVENTS:

OTLB: 44
DONUT MAKE YOU WONDER: 84
SR. OPTIONS: 18
500 TOURNAMENT: 96
DANCE: 91

ADULTS

COMMUNITY CENTER OPEN GYM
SUMI-E PAINTING
JAZZERCISE
LOW IMPACT AEROBICS

YOUTH

COMMUNITY CENTER OPEN GYM
NERF SOCCER
FUN FITNESS TUMBLING
MOVIN ON
BATON & RHYTHMIC GYMNASTICS
THEATRE
NERF SOCCER

OTHER ACTIVITIES

TMH-EMH/ADAPTED**
GETAWAY**
NONE
TRIPSTERS**
CHAMHASSEN - 82 TOTAL/13 CRYSTAL
ANOKA HALLOWEEN PARADE
36 STUDENTS FROM BATON CLASS MARCHED

**CO-SPONSORED WITH OTHER AGENCIES

PROGRAMS COMPLETED - OCTOBER

4 MAN FOOTBALL 1991: 8 Teams 1990: 6 Teams

OBJECTIVES: To provide adults with a low structured unofficiated weekly play opportunity.

SUCCESSES: Popular activity. Activity ran well with no problems. Participants enjoyed the activity.

PROBLEMS: Snowstorm forced cancellation of playoff.

RECOMMENDATIONS: Continue present format.

YOUTH SOCCER 1991: 114 (7 Teams) 1990: 91 (5 Teams)

OBJECTIVES: To teach the fundamentals of soccer.

SUCCESSES: Activity ran well. Good cooperation with Robbinsdale.

PROBLEMS: Weather.

RECOMMENDATIONS: Try same divisions next year. Continue format.

NERF SOCCER 1991: 18 1990: 29

OBJECTIVES: To provide an activity that is fun and teaches age appropriate techniques, team play and sportsmanship of the game.

SUCCESSES: Good instructors, used Senior Involvement students from Armstrong.

PROBLEMS: None.

RECOMMENDATIONS: Offer program in the spring instead so does not compete with outdoor soccer.

HOLMES & GRAVEN

CHARTERED

JAMES M. STROMMEN

Attorney at Law

470 Pillsbury Center, Minneapolis, Minnesota 55402

Telephone (612) 337-9300

Facsimile (612) 337-9310

Direct Dial (612) 337-9233

November 12, 1991

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

Re: Veit and Company, Inc. v. City of Crystal;
Court File No. CT 89-20566; Our File No. CR205-36

Dear Bill:

Enclosed is a copy of a letter from the Court of Appeals notifying us that judgment has been entered in favor of the City of Crystal. We submitted a Petition for Costs which has been granted as noted.

The attorney for Veit has contacted me regarding final settlement of this matter. I informed him that the City was willing to pay the remaining \$10,250.00 liquidated damages claim, minus costs the City had accrued to date. Those costs total \$2,735.49. The settlement amount stands at \$7,514.51. Obviously, we will round those numbers. The opportunity for Veit to appeal the Court of Appeals decision has passed. Thus, the only remaining matter in this lawsuit is the City's claim for \$10,250.00. I spoke with Jerry Dular who authorized me to make the settlement offer. I see no reason to go any higher. The City could go lower if it wished.

I expect that the attorney will accept our offer or something close to it. When the matter is settled, we will prepare a final release document which the parties will sign simultaneous to the transfer of the check. At that point, the case will be completely closed with no recourse by either party to raise any issues that were raised or could have been raised regarding the pond excavation.

If you have any questions, please call.

Very truly yours,

HOLMES & GRAVEN, CHARTERED



James M. Strommen

JMS:sd

cc: Jerry Dular

JMS4458

CR205-36

DATE: November 5, 1991

MEMO TO: Jerry Dulgar, City Manager

FROM: Edward C. Brandeen, Park & Recreation Director *E.C.B.*

SUBJECT: Damaged Trees at the Community Center

For your information, a total of 14 trees were vandalized on the weekend of October 26-27 and the evening of November 4 at the Crystal Community Center.

These trees were located to the east and south of the Center. The following lists the species and damage:

- 2 - 5 ft. spruce totally destroyed
- 1 - 2 in. aspen totally destroyed
- 5 - 5 in. spruce damaged
- 2 - 3 in. locust damaged
- 2 - 2 1/2-3" green ash totally destroyed (noticed 11/5/91)
- 2 - 2 1/2-3" green ash damaged (noticed 11/5/91)

All damaged trees have or will be trimmed and should survive.

The police department has been notified concerning these losses.

DUE DATE: NOON, WEDNESDAY, NOVEMBER 13, 1991

MEMO TO: Jerry Dulgar, City Manager

MEMO FROM: Darlene George, City Clerk

ACTION NEEDED MEMO: From the November 6, 1991 Council Meeting

The items listed below are the actions requested by the City Council at their regular Council meeting of November 6, 1991. These items should be taken care of by noon, Wednesday, preceding the next regularly scheduled Council meeting and returned to the City Clerk for her review.

DEPARTMENT ITEM

ADMINISTRATIVE
SECRETARY

1. Minutes of the October 15, 1991 Council Meeting and the Budget Work Session of October 28, 1991.
ACTION NEEDED: Change the roll call to indicate Moravec absent and Langsdorf present.
ACTION TAKEN: Changes made November 7, 1991.

CONSENT AGENDA

CITY MANAGER/
FINANCE DIRECTOR

1. Consideration of a check in the amount of \$2,000 from Catholic Eldercare, Inc.
ACTION NEEDED: Direct \$1,000 of the donation from Catholic Eldercare, Inc. to PRISM and \$1,000 to the Senior Transportation Program.
ACTION TAKEN: Checks will be submitted to authorized organizations, accompanied by a letter of explanation, with the next regular check payment list.

ADMINISTRATIVE
SECRETARY

2. Consideration of acceptance of a letter of resignation received from Arlene Pitts, 5756 Quail Avenue North, from the Park & Recreation Advisory Commission.
ACTION NEEDED: Prepare letter of thanks and appreciation for City Manager's signature.
ACTION TAKEN: Letter sent November 12, 1991.

FIRE CHIEF

3. Consideration of authorization for the Fire Department to use Charitable Gambling Donation Funds to purchase training equipment, emergency medical equipment, and radio equipment.
ACTION NEEDED: Proceed with purchases as requested and approved by the City Council.
ACTION TAKEN: In the process.

REGULAR AGENDA

BUILDING
INSPECTOR

1. Consideration of a request for variance to the side street side yard setback at 5261 Kentucky Avenue North as requested by Michael Culhane.
ACTION NEEDED: Notify applicant of Council approval.
ACTION TAKEN: Applicant present.

BUILDING
INSPECTOR

2. Consideration of a variance to the side yard setback at 6015 - 34th Avenue North as requested by Roland Jungk.
ACTION NEEDED: Notify applicant of Council approval.
ACTION TAKEN: Applicant present; have received plans and application to proceed.

BUILDING
INSPECTOR/
CITY ENGINEER

3. Consideration of recommendation from City staff regarding property owned by Brent Gisslen at 6427 - 41st Avenue North.
ACTION NEEDED: Proceed as recommended with dormant seed to be removed from the recommendation and replaced with the word "seed" and changing date from November 22, 1991 to May 15, 1992 as approved by the City Council.
ACTION TAKEN: Letter being sent to Mr. Gisslen with changes noted for work to be completed by May 15, 1992.

HRG ADMINISTRATOR

4. Consideration of revised Hennepin Recycling Group 1992 Budget Proposal.
ACTION NEEDED: Proceed with the revised Hennepin Recycling Group 1992 Budget as presented and approved by the City Council.
ACTION TAKEN: Proceeding with 1992 County Funding request according to HRG budget.

ASSISTANT
MANAGER

5. Consideration of an early retirement policy for the City of Crystal.
ACTION NEEDED: Prepare a breakdown of scenarios for Council as requested by Councilmember Moravec and bring back to the Council when completed.
ACTION TAKEN: Will try to create the information and bring to the next council meeting.

COMMUNITY
DEVELOPMENT
DIRECTOR

6. Consideration of an extension of the negotiation agreement with Paster Enterprises regarding the northeast corner of Bass Lake Road and West Broadway.
ACTION NEEDED: Proceed with execution of the amendment as authorized by the City Council.
ACTION TAKEN: In the process.

CITY CLERK

7. Consideration of two-year Lawful Gambling Premise Permit 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.
- ACTION NEEDED: Process certified copies of resolution of approval to each of the gambling organizations with the exception of Minnesota Therapeutic Camp, Inc. until such time as required reports are received at which time it should be placed back on the City Council Agenda.
- ACTION TAKEN: Certified copies prepared and applicants notified 11-7-91.

CITY CLERK

8. Consideration of a Resolution canvassing the vote and declaring the results of the General Municipal Election.
- ACTION NEEDED: Certify canvass for permanent record and forward a copy to Hennepin County.
- ACTION TAKEN: Recount requested, will certify and forward to County.

CITY CLERK

9. Consideration of a resolution relating to fees and charges.
- ACTION NEEDED: Proceed with changes effective January 1, 1992 as approved by the City Council and the printout of new fee schedules for ordinance books.
- ACTION TAKEN: In progress.

ADMINISTRATIVE
SECRETARY

10. Consideration of setting a meeting date and time for Council Committee/City Manager to review City Manager's performance evaluation.
ACTION NEEDED: Place on the next Council Agenda to enable full attendance of the Council.
ACTION TAKEN: Item placed on Council Agenda for November 19, 1991.

FINANCE
DIRECTOR

11. Consideration of payment of the 1991 Northern Mayors marketing dues out of the Contingency Fund.
ACTION NEEDED: Proceed with payment of Northern Mayors marketing dues from the Contingency Fund as approved by the City Council in the amount of \$11,761.
ACTION TAKEN: Payment made to Northern Mayors Association.

FINANCE
DIRECTOR

12. Consideration of City Council's recommended additions and staff adjustments to the 1992 proposed budget.
ACTION NEEDED: Consensus of the Council agreed with recommendations; proceed as recommended.
ACTION TAKEN: Proposed adjustments incorporated into final proposed budget.

CITY CLERK

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

MAJORITY MEMBERS

JACK BROOKS, TEXAS, CHAIRMAN
DON EDWARDS, CALIFORNIA
JOHN CONYERS, JR., MICHIGAN
ROMANO L. MAZZOLI, KENTUCKY
WILLIAM J. HUGHES, NEW JERSEY
MIKE SYNAR, OKLAHOMA
PATRICIA SCHROEDER, COLORADO
DAN GLICKMAN, KANSAS
BARNEY FRANK, MASSACHUSETTS
CHARLES E. SCHUMER, NEW YORK
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ONE HUNDRED SECOND CONGRESS

Congress of the United States

House of Representatives

COMMITTEE ON THE JUDICIARY

2138 RAYBURN HOUSE OFFICE BUILDING

WASHINGTON, DC 20515-6216

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MAJORITY—225-3951

MINORITY—225-8908

November 6, 1991

Mr. Jerry Dulgar
City of Crystal
4141 Douglas Drive North
Crystal, MN 55422-1696

Dear Mr. Dulgar:

Thank you for your letter regarding H.R. 2946, the "Police Officers' Bill of Rights Act of 1991." I am glad to know about your views concerning this important issue.

On September 23, 1991, the House Judiciary Committee began consideration of H.R. 3371, the "Omnibus Crime Control Act of 1991." During that consideration, the Police Officers' Bill of Rights was offered as an amendment to the bill. It was rejected by the Committee however, in favor of an alternative amendment providing for a study of the issues implicated by H.R. 2946. The study amendment was adopted by the Committee by a vote of 24-10.

That provision, along with the rest of the crime bill, was approved by the full House of Representatives on October 22, 1991.

Again, thank you for your letter.

Sincerely,



CHARLES E. SCHUMER

Chairman, Subcommittee on Crime
and Criminal Justice

CRYSTAL CITY COUNCIL AND
CRYSTAL PLANNING COMMISSION
WORK SESSION

November 12, 1991

The work session of the Crystal City Council and Crystal Planning Commission convened at 6:30 p.m. with the following Councilmembers present: Carlson, Grimes, Herbes, Irving, Langsdorf, Moravec, Mayor-elect Meintsma and Councilmember-elect Krueger; Planning Commissioners present: Anderson, Elsen, Lundeen, Magnuson and Nystrom; EDA Advisory Commissioners: Mark Hoffman, Merle Mattson and Adrian Rygg; also present were City Manager Dulgar, Community Development Director Norris, Building Inspector Barber and Recording Secretary Scofield.

Fred Hoisington stated in his review of the Comprehensive Plan that the figures were accurate from the census for the 1980 and 1990 listings but otherwise were estimated. There has been an interesting change in householder composition. In coming years people will not want to be taxed more for the services they receive from the City. It was suggested that the word accept rather than support be used on P. 37 No. 7. Rental assistance vouchers can be used anywhere, and people qualifying for them consider lower rental areas but also transportation availability and access to medical facilities. There are administrative funds paid for administering portions of the rental assistance program. It was suggested to review the speeds for minor arterial streets on P. 56.

Jerry Dulgar proposed that the Council and Planning Commission review the remainder of the Comprehensive Plan on their own and contact Fred Hoisington or City staff members if they have questions or wish to make changes and possibly have a public hearing in January.

The work session ended at 7:55 p.m.

CRYSTAL PLANNING COMMISSION MINUTES

November 12, 1991

The meeting of the Crystal Planning Commission convened at 8:00 p.m. with the following present: Anderson, Elsen, Lundeen, Magnuson and Nystrom; the following were absent: Guertin, Kamp and Smith; also present were Community Development Director Norris, Building Inspector Barber and Recording Secretary Scofield.

Moved by Commissioner Elsen and seconded by Commissioner Nystrom to approve the minutes of the October 14, 1991, meeting.
Motion carried.

1. Chairperson Magnuson declared this was the time and the place as advertised for a public hearing to consider approval of the lot split and combination of 15 feet of property located at 5565 and 5573 Welcome Ave. N. as submitted by Harry and Debbie Hauser.

Moved by Commissioner Lundeen and seconded by Commissioner Elsen to close the public hearing.
Motion carried.

Moved by Commissioner Elsen and seconded by Commissioner Nystrom that pursuant to Section 506.13, Subd. 3, of the Crystal City Code to recommend to the City Council to approve 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 Ave. N.

The findings of fact are: In the best interest of both parties to buy and sell as defined in the request and recommendation to approve by the Building Inspector.
Motion carried.

2. Chairperson Magnuson declared this was the time and the place as advertised for a public hearing at which time the Planning Commission will sit as a Board of Adjustments and Appeals to consider Variance Application #91-26 to allow two curb cut openings at 4521 Vera Cruz Ave. N. as requested by Richard H. Nelson. Building Inspector Barber stated that in checking with the City Attorney he interpreted a curb cut as an access from a public way and that each property is entitled to one curb cut.

The proponents presented the following: Mrs. Nelson, 4521 Vera Cruz Ave. N. stated there are situations where two

November 12, 1991 - Continued

accesses exist in their neighborhood. They have two vehicles, snowmobiles and boat which they wish to put in a garage and do not have a large enough lot to expand the attached garage. Mike Adams, 4534 Welcome Ave. N., stated the garage would be an increased value to the property and increased taxes. He questioned what was a curb cut. Robert Swanson, 4528 Welcome Ave. N., stated the house was built 40 years ago when one car was what most people had and thought it ridiculous that Mr. Nelson couldn't have another garage that wouldn't bother anyone.

No one appeared in opposition.

Moved by Commissioner Anderson and seconded by Commissioner Lundeen to close the public hearing.

Motion carried.

Moved by Commissioner Anderson that pursuant to Section 515.56 of the Crystal City Code to recommend to the City Council to deny varying or modifying 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., P.I.D. #09-118-21-34-0059, as requested by Richard H. Nelson.

The findings of fact are: No hardship has been demonstrated only arguments in favor of convenience. Increased value and increased property tax are insufficient reasons under the law.

Motion failed for lack of a second.

Moved by Commissioner Elsen and seconded by Commissioner Nystrom that pursuant to Section 515.56 of the Crystal City Code to recommend to the City Council 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., P.I.D. #09-118-21-34-0059, as requested by Richard H. Nelson.

The findings of fact are: He has a right to be even with neighbor as a near neighbor has the equivalent situation, little or no precedent is being set as few alleys exist, no room on the side of attached garage for expansion or access and in the best interest and welfare of the City.

The following voted aye: Elsen, Lundeen and Nystrom. The following voted no: Anderson and Magnuson.

Vote 3 to 2.

3. Consideration of amendments to provisions of the Crystal Zoning Ordinance pertaining to nuisances.

Moved by Commissioner Anderson and seconded by Commissioner Lundeen to set a public hearing before the Planning Commission at 7:00 p.m., or as soon thereafter as the matter may be heard, Monday, December 9, 1991, to consider amendments to provisions of the Crystal City Code and Zoning Ordinance pertaining to nuisances.

Motion carried.

4. Discussion items:

A. The Planning Commission felt they work closely with the Zoning Ordinance and there was no hardship demonstrated and had deliberated for two months Michael Culhane's Variance Application #91-24 for an 18 ft. 6 in. variance in the required 30 ft. side street side yard setback to build a 10' x 49' deck on his house at 5261 Kentucky Ave. N.; and therefore would like a written findings of fact from the City Council and City Attorney as to why the variance was granted unanimously at the November 6, 1991 meeting (Mayor Herbes was absent).

B. Commissioner Anderson stated the Comprehensive Plan should say "proposed study on the golf course" not that it has been done.

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

Motion carried.

The meeting adjourned at 9:13 p.m.

Chairperson Magnuson

Secretary Anderson

DATE: November 15, 1991

MEMO TO: Mayor and Councilmembers

FROM: Nancy Gohman, Assistant Manager

SUBJECT: November Issue of City Newsletter

The November issue of the City Newsletter, as you may know, was delivered to the residents late. The newsletter was at the Post Office waiting to be delivered the last week in October and should have been delivered to our residents no later than November 4th.

However, due to the Halloween blizzard (which we had no control of) mail was backed up two days. Being that the newsletter is third class (first class takes priority) it is up to the carrier's discretion when to deliver it. Some of the carriers waited two weeks.

We will print an apology in our January issue of the newsletter explaining to residents what happened. We apologize for any inconvenience this may have caused you.

HOLMES & GRAVEN

CHARTERED

470 Pillsbury Center, Minneapolis, Minnesota 55402

Telephone (612) 337-9300

Facsimile (612) 337-9310

CORRINE A. HEINE

Attorney at Law

Direct Dial (612) 337-9217

November 18, 1991

Jerry Dular
City of Crystal
4141 Douglas Drive North
Crystal, MN 55422

Re: City of Crystal Police Relief Association v. City
of Crystal, Court File No. C7-91-914

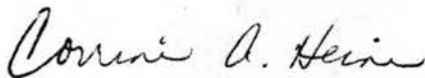
Dear Jerry:

We received the decision of the court of appeals today, and we won. The court determined that educational incentive pay is not part of "regular monthly salary" for purposes of calculating payroll deductions.

The relief association has until December 18, 1991 to petition the supreme court for review of the court of appeals decision. I believe that it is unlikely, however, that the supreme court would accept the case for review. It is more likely that the association will try to get the statute amended in the next legislative session.

A copy of the decision is enclosed for your file.

Sincerely,



Corrine A. Heine

cc: Miles Johnson (w/enc.)
Dave Kennedy
John M. LeFevre

NOTICE: MINNESOTA COURT OF APPEALS
THIS CASE IS BEING FILED FOR THE
STATE OF MINNESOTA
IN COURT OF APPEALS

C7-91-914

Hennepin County
District Court File #90-016554

Lommen, Judge*

City of Crystal Police Relief
Association, a Minnesota
corporation,

Respondent,

Frank J. Walz
Caryn S. Glover
Best & Flanagan
3500 IDS Center
Minneapolis, MN 55402

vs.

City of Crystal, a municipal
corporation,

Appellant.

John M. LeFevre
Corrine A. Heine
Holmes & Graven, Chartered
470 Pillsbury Center
Minneapolis, MN 55402

Stanley G. Peskar
Carla Heyl
183 University Avenue East
St. Paul, MN 55101
(Attorneys for Amicus Curiae
League of Minnesota Cities)

Roger A. Peterson
Ronald G. Marks
Gregory A. Trost
Peterson, Engberg & Peterson
700 Title Insurance Building
Minneapolis, MN 55401
(Attorneys for Amicus Curiae
Minnesota Police Pension
Council)

Filed November 19, 1991
Office of Appellate Courts

* Retired judge of the district court, acting as judge of the
Court of Appeals by appointment pursuant to Minn. Const. art. VI,
§ 2.

S Y L L A B U S

The "regular monthly salary of a first grade patrolman" does not include educational incentive pay for the purpose of determining pension deductions under 1969 Minn. Laws ch. 1087, § 1.

Reversed.

Considered and decided by Huspeni, Presiding Judge, Peterson, Judge and Lommen, Judge.

O P I N I O N

LOMMEN, Judge

Appellant challenges the trial court's determination that the "regular monthly salary of a first grade patrolman" includes educational incentive pay when determining pension deductions under 1969 Minn. Laws ch. 1087, § 1.

FACTS

The City of Crystal Police Relief Association (Association) is a Minnesota corporation organized to create, maintain and administer a pension fund for the benefit of its member police officers pursuant to Minn. Stat. §§ 423.801-.90 (1990).¹ The Association currently has 10 active members and 18 inactive members who are drawing retirement or disability pensions.

The current collective bargaining agreement provides that a police officer's compensation consists of the officer's base wage

¹ By a 1977 ordinance, the City closed association membership to all but existing members. In 1980, the Minnesota legislature passed legislation closing membership in all local relief associations and required all public safety employees hired after June 15, 1980, to join the Public Employees Retirement Association (PERA). See Minn. Stat. § 423A.01, subd. 1 (1990).

plus a variety of supplementary pay items including overtime, court-time, and longevity pay or educational incentive pay. Under the agreement, a police officer may elect to receive either longevity pay (based on years of continuous employment) or educational incentive pay (based on the number of approved job-related college credits).² The maximum longevity pay is 9% of the base wage, and the maximum educational incentive pay is also 9% of the base wage.

Contributions to the pension funds are determined by applying 1969 Minn. Laws ch. 1087, § 1 which provides:

Notwithstanding Minnesota Statutes, Section 423.806, Subdivision 1, Clause (e), each month there shall be deducted from the salary of each member of the city of Crystal police relief association, an amount equal to six percent of the regular monthly salary of a first grade patrolman, exclusive of all moneys for special assignments, allowances, or longevity payments, which sums shall be paid over to the police relief association for pension purposes.

(Emphasis added.)³

Minn. Stat. § 69.77, subd. 2a (1990) fixes the current contribution rate at:

not less than eight percent of the maximum rate of salary upon which retirement coverage is credited and service pension and retirement benefit amounts are determined.

(Emphasis added.)

² Longevity pay and educational incentive pay are mutually exclusive benefits for officers hired prior to March 1, 1986. An officer may select one or the other, but not both. An officer hired after March 1, 1986 may collect only longevity pay.

³ 1969 Minn. Laws ch. 1087, § 1 is a special law which applies only to the City of Crystal and the Crystal Police Relief Association. This statute is uncoded and does not appear in the regularly bound volumes of the Minnesota Statutes.

The Association's Board of Trustees is charged with administering the pension fund. See Minn. Stat. § 423.803 (1990). In July 1990, the Board of Trustees passed a resolution stating the "regular monthly salary of a first grade patrolman"⁴ includes both the maximum base pay and the maximum educational incentive pay provided for in the collective bargaining agreement. Thus the Association directed the City to make payroll deductions from police officers' salaries for pension contributions in an amount equal to eight percent of the maximum base wage plus the maximum educational incentive pay.

The resolution was submitted to the Crystal City Council. However, the City Council refused to include the maximum educational incentive pay as a basis for determining pension contributions.

The Association brought a declaratory judgment action seeking a determination whether the "regular monthly salary of a first grade patrolman" includes both base pay and educational incentive pay. Upon cross-motions for summary judgment, the trial court ruled in favor of the Association determining that the "regular monthly salary of a first grade patrolman" includes base pay and educational incentive pay. This appeal followed.

⁴ There is no job classification which defines a "first grade patrolman." However the Association defines "a first grade patrolman" as a police officer with 36 months of continuous service, which is the maximum base wage rate for officers under the collective bargaining agreement.

ISSUE

Does the "regular monthly salary of a first grade patrolman" include educational incentive pay for the purpose of determining pension deductions under 1969 Minn. Laws, ch. 1087, § 1?

ANALYSIS

The construction of a statute is a question of law and is subject to de novo review on appeal. Doe v. Minnesota State Bd. of Medical Examiners, 435 N.W.2d 45, 48 (Minn. 1989). Therefore we need not give any weight to the trial court's construction of the applicable statutes. See id.

We find the term "regular monthly salary" to be ambiguous. It is not defined in the statutes nor in the collective bargaining agreement. Therefore we must interpret 1969 Minn. Laws ch. 1087, § 1 by ascertaining the intent of the legislature. See Minn. Stat. § 645.16 (1990); Stawikowski v. Collins Elec. Constr. Co., 289 N.W.2d 390, 395 (Minn. 1979).

We recognize that both parties make strong arguments to support their interpretation of the statute. We do not find that any one argument conclusively establishes the legislature's intent. However, several factors lead us to the conclusion that the legislature did not intend "regular monthly salary" to include educational incentive pay.

Prior to the enactment of 1969 Minn. Laws ch. 1087, § 1, Minn. Stat. § 423.806, subd. 1(e) (1969) provided that pension funds were to be funded in part by:

An amount equal to two percent of the monthly salary of a first grade patrolman deducted from the monthly salary of each member.

(Emphasis added.)

The distinction between "regular monthly salary" in chapter 1087 and "monthly salary" in section 423.806, subd. 1(e) must be presumed intentional. See Transport Leasing Corp. v. State, 294 Minn. 134, 137, 199 N.W.2d 817, 819 (1972) ("Distinctions of language in the same context must be presumed intentional and must be applied consistent with that intent."). Words should be construed according to their common and approved usage. Minn. Stat. § 645.08(1) (1990). "Regular" means "[u]sual, customary or general." Black's Law Dictionary 1155 (5th ed. 1979). Applying these definitions, we find the legislature intended the word "regular" to limit monthly salary to a police officer's base salary. Accordingly, it appears the legislature did not intend "regular monthly salary" to include educational incentive pay.⁵

We also look to the parties' long-standing administrative interpretation in ascertaining legislative intent. See Minn. Stat.

⁵ The City has attempted to establish that educational incentive pay did not exist at the time chapter 1087, section 1 was enacted, thus it could not have been excluded as was "special assignments," "allowances" and "longevity pay." The City included in its appendix a Crystal City Council resolution which was passed in 1970 and purported to create a college incentive program. The Association has moved to strike that portion of the city's appendix because it was not before the trial court.

We recognize the resolution was not before the trial court. However, the resolution shows only that a college incentive program was approved in 1970. It does not show that such a program or other educational incentive pay did not exist prior to the enactment of chapter 1087. Thus, even if the resolution were properly before us, it would not aid our decision in this case. Therefore, we decline to address the merits of the association's motion.

§ 645.16(8); Farmers & Mechanics Sav. Bank v. Department of Commerce, 258 Minn. 99, 103, 102 N.W.2d 827, 830 (1960) ("[A]dministrative interpretation of a statute may be considered and where * * * it is of long standing, it is entitled to great respect and should not be disturbed except for very cogent reasons.").

For over 20 years, the Association administered the pension fund by requiring its members to contribute a percentage of their base pay. During this time, the Association never contended that "regular monthly salary" included educational incentive pay. The Association, however, changed its interpretation in response to this court's decision in Fairmont Policeman's Benefit Ass'n v. City of Fairmont, 437 N.W.2d 757 (Minn. App. 1989). In Fairmont, we determined the term "prevailing pay" as used in 1977 Minn. Laws ch. 100 includes both base pay and longevity pay. Id. at 759.

We find the Association's reliance on Fairmont is misplaced. The present case involves a completely different set of statutes than those involved in Fairmont. Moreover, the statutory language in Fairmont is not similar to the language found in chapter 1087.

Chapter 1087 is special legislation that affects only the City and the Association. The legislation was the result of bargaining and compromise between the parties. Thus, the parties are in the best position to ascertain the legislature's intent. Therefore, we defer to the parties' historical interpretation as indicative of the 1969 legislature's intent.

In ascertaining legislative intent, we may also look to similar laws. See Minn. Stat. § 645.16(5).

Recent legislation supports our conclusion that the legislature did not intend to include educational incentive pay in "regular monthly salary." In 1965, the legislature enacted a law nearly identical to the Crystal law concerning the Richfield Police Relief Association. The Richfield law specified that pension fund contributions were to be calculated as a percentage of the "regular monthly salary" of the "highest paid patrolman." 1965 Minn. Laws ch. 458, § 2. In 1991, the legislature amended section 2 by adding the following language: "Amounts paid as college incentive pay are included in the calculation of regular monthly salary and subject to deductions." 1991 Minn. Laws ch. 96, § 2.

Adoption of an amendment by the legislature raises a presumption that it intended to make some change in existing law. Larson v. Independent School Dist. No. 314, 289 N.W.2d 112, 122 (Minn. 1979). Thus there is a presumption that prior to the enactment of chapter 96, "regular monthly salary" did not include educational benefits. However, this presumption will not apply where it appears the amendment was only for clarification purposes. County of Washington v. American Fed'n of State, County & Mun. Employees, Council No. 91, 262 N.W.2d 163, 168 n.5 (Minn. 1978). We have reviewed the Richfield legislation, and we find the amendment was more likely intended as a substantive addition than a legislative clarification. Cf. State v. Coin Wholesalers, Inc., 311 Minn. 346, 354, 250 N.W.2d 583, 588 (1976) (court reviewed amendatory statute including term "investment metal contract" in comprehensive definition of "security" and found intended as legislative clarification).

Therefore, we conclude that prior to the amended Richfield legislation, the legislature did not intend "regular monthly salary" to include educational pay. Likewise, we conclude that at the time of the Crystal legislation, the legislature did not intend "regular monthly salary" to include educational incentive pay. Accordingly, because the Crystal legislation has not been amended, we presume that the term "regular monthly salary" as used in chapter 1087 does not include educational incentive pay.

Lastly, we look to the reasonableness of the interpretations proposed by each party. See Minn. Stat. § 645.16(6). None of the Association's active members have collected educational incentive pay since 1984, each having opted to collect longevity pay.⁶ At the time of their retirement or disability, all the other officers were receiving longevity pay rather than educational incentive pay. Thus, if "regular monthly salary" is interpreted to include educational incentive pay, the police officers will in effect receive a pension based on a benefit they did not receive.

The officers had a choice whether to receive longevity pay or educational incentive pay. They all chose to receive longevity pay, knowing that it was specifically excluded from "regular monthly salary" for pension purposes. Despite this fact, the officers now attempt to receive pension benefits based on an option

⁶ The Association asserts all members chose to receive longevity payments rather than educational incentive pay only because the City discouraged educational incentive pay by strictly construing eligibility for incentive pay on a course-by-course basis rather than on a job-related basis. Thus, many officers were stripped of their qualifying credits. However, the members' reasons for selecting longevity pay does not aid us in determining the legislature's intent.

they did not select. We find this to be an unreasonable result. Therefore, the most reasonable interpretation of chapter 1087 is that "regular monthly salary" does not include educational incentive pay.

The Association has moved to strike the brief of amicus curiae League of Minnesota Cities on the ground that it improperly contains information that was not before the trial court, and therefore is not part of the record on appeal. However, we decline to address the merits of the Association's argument because the League's brief deals with financial issues which we do not believe are relevant to our decision in this case.

D E C I S I O N

Based upon the foregoing reasons, we find the legislature did not intend the term "regular monthly salary of a first grade patrolman" to include educational incentive pay. Therefore, we hold the "regular monthly salary of a first grade patrolman" does not include educational incentive pay for the purpose of determining pension deductions under 1969 Minn. Laws ch. 1087, § 1.

Reversed.

Handwritten signature: [Signature]
11 - 8 - 91