



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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Posted: October 17, 2014

## CRYSTAL CITY COUNCIL SECOND WORK SESSION AGENDA

Tuesday, October 21, 2014

To immediately follow the Special EDA Meeting  
Conference Room A

Pursuant to due call and notice given in the manner prescribed by Section 3.01 of the City Charter, the second work session of the Crystal City Council was held at \_\_\_\_\_ p.m. on Tuesday, October 21, 2014 in Conference Room A located at 4141 Douglas Drive, Crystal, Minnesota.

### I. Attendance

<u>Council members</u>	<u>Staff</u>
____ Selton	____ Norris
____ Adams	____ Therres
____ Budziszewski	____ Hansen
____ Deshler	____ Mathisen
____ Hoffmann	____ Revering
____ Libby	____ Norton
____ Peak	

### II. Agenda

The purpose of the work session is to discuss the following agenda items:

- Amendments to the 2014 budget
- Sidewalks in Phase 14
- 2015 budget questions
- Commission liaisons reports/updates\*

### III. Adjournment

The work session adjourned at \_\_\_\_\_ p.m.

*Auxiliary aids are available upon request to individuals with disabilities by calling the City Clerk at (763) 531-1145 at least 96 hours in advance. TTY users may call Minnesota Relay at 711 or 1-800-627-3529.*



## Memorandum

DATE: October 15, 2014

TO: Mayor and City Council  
Anne Norris, City Manager

FROM: Charles Hansen, Finance Director

SUBJECT: Discuss Amendments to 2014 Budget

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### Background

Every year budgets need to be amended for various reasons including: actual costs exceeding budget, the addition of unanticipated projects and deferral of approved projects to a future year. Operating budget changes are usually done after the close of the year so that we can base the changes on final revenues and expenditures. However, there are a number of changes, mostly to capital expenditures, that I would like to have the City Council consider before year end. They are as follows:

**Economic Development Authority** – The EDA budget includes a \$150,000 transfer to the PIR Fund to pay for work on the Bass Lake Road Streetscape. The streetscape project has been cancelled, so we propose to add the \$150,000 to the \$500,000 that the EDA budget provides as a transfer to the Major Building Replacement Fund to help pay for the Public Works Facility.

**Major Building Replacement Fund** – Increase the transfer from the EDA from \$500,000 to \$650,000.

### Permanent Improvement Revolving Fund:

- City Hall roof replacement – complete work started in 2013. Increase \$7,851.
- City Hall & Pool solar energy – Payment was made in 2013 to start project, but work was done in 2014. Recoded as a prepaid expense at 12/31/2013 and reversed to expenditures in 2014. Increase to \$66,053.
- Alley Reconstruction – This was planned in the 2014 budget as a \$158,000 project but the contract award was \$220,000. Increase \$62,000.
- Alley Reconstruction – Increase special assessment revenues from \$94,800 to \$132,000 and increase transfer from Storm Drainage Fund from \$63,200 to \$88,000 due to the higher cost of the Alley Project.
- Bass Lake Road Streetscape Repair – Cancel project. Reduce expense \$150,000.
- Bass Lake Road Streetscape Repair – Reduce transfer from EDA \$150,000.
- Community Center Landscaping south – Postponed, reduce expense \$10,000
- Waterslide gel coat & renovation – Postponed, reduce expense \$70,000
- Park Dedication Fees – Increase revenue by \$21,886.

**Summary of PIR changes:**

Appropriations:

Business

<u>Unit</u>	<u>Description</u>	<u>Change to 2014 Budget</u>
4337	City Hall roof replacement	\$7,851
4349	City Hall & Pool solar energy	\$66,053
4905	Alley Reconstruction	\$62,000
4907	Bass Lake Road Streetscape Repair	-\$150,000
5040	Community Center Landscaping – south side	-\$10,000
5404	Water slide gel coat & renovation	-\$70,000
	Total Net Change to Appropriations	-\$94,096

Revenues:

	<u>Change to 2014 Budget</u>
Alley Project special assessment income	\$37,200
Alley Project transfer from Storm Drainage Fund	\$24,800
Bass Lake Road Streetscape transfer from EDA	-\$150,000
Park Dedication Fees	\$21,886
Total Net Change to Revenues	-\$66,114

**Police Equipment Revolving Fund**

The 2014 PERF budget planned for the replacement of three vehicles. A squad car was destroyed in an accident in December 2013 and a replacement was purchased in 2014 using insurance proceeds. This resulted in four vehicles being replaced in 2014.

The department re-evaluated vehicle condition and mileage when ordering the 2014 vehicles and decided to change the order in which the existing vehicles would be replaced. The 2014 budget provided for replacing squads 202, 203 & 209. After the re-evaluation, squads 203, 205 & 211 were replaced. Squad 215 was destroyed in the accident and replaced with insurance proceeds. The insurance proceeds were accounted for as sale of property since this involved the disposal of an existing vehicle.

**Storm Drainage Fund**

The transfer from Storm Drainage Fund to the PIR Fund increases from \$63,200 to \$88,000 due to the higher cost of the Alley Paving project.

**Summary**

The proposed amendments change the PIR budget from a small deficit to a small surplus. The PERF budget changes from a small surplus to a small deficit. There are numerous capital projects that remain to be finished so the final results for the 2014 budget will be different from these amended budgets.

Other completed capital purchases were over or under budget by smaller amounts which don't warrant a formal budget amendment.

**PIR Fund (Fund 405)**  
**Multi-Year Capital Improvement Plan**  
**2014 Budget**

<u>BU</u>	<u>Project Description</u>	Adopted <u>2014</u>	Amended <u>2014</u>	YTD As Of: <u>09/26/14</u>
<u>ADMINISTRATION / ELECTIONS / FINANCE</u>				
4110	Security control system	12,500	12,500	11,941
4111	Computer hardware and software	46,100	46,100	52,265
4126	Upgrade cable TV equipment in Council Chambers/Control Room	200,000	200,000	68,312
4124	Records management system	50,000	50,000	53,377
	<b>TOTAL ADMINISTRATION / ELECTIONS / FINANCE</b>	<b>308,600</b>	<b>308,600</b>	<b>185,895</b>
<u>CITY BUILDINGS</u>				
4327	City Hall - Misc. concrete repair	2,000	2,000	
4337	City Hall - roof replacement (finish 2013 project)		<b>7,851</b>	7,851
4349	City Hall & Pool Bldg - solar energy sys., reverse 2013 prepaid		<b>66,053</b>	66,053
4344	South Fire - replace furnace and A/C units #2	12,000	12,000	
4328	North Fire - Civil Defense siren replacement	20,000	20,000	
4330	Parks - furnances, Forest, Valley Place & Welcome	5,000	5,000	
	<b>TOTAL CITY BUILDINGS</b>	<b>39,000</b>	<b>112,904</b>	<b>73,904</b>
<u>COMMUNITY DEVELOPMENT</u>				
4504	Replace Staff Car #56, 2006 Chevy Malibu	19,000	19,000	15,735
	<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>19,000</b>	<b>19,000</b>	<b>15,735</b>
<u>ENGINEERING</u>				
4603	GIS computer hardware & software	5,000	5,000	
4606	Replace #42 - 2002 Chevy pickup 4x4			355
	<b>TOTAL ENGINEERING</b>	<b>5,000</b>	<b>5,000</b>	<b>355</b>
<u>STREET IMPROVEMENTS</u>				
4901	Annual sidewalk, curb and gutter replacement	12,000	12,000	145
4903	Street overlay projects	43,500	43,500	22,672
4905	Alley reconstruction, Phases 6 - 10	158,000	220,000	20,330
4906	Local share County Highway 81 reconstruction			89
4907	Bass Lake Road Streetscape Repair	150,000	<b>0</b>	
	<b>TOTAL STREET IMPROVEMENTS</b>	<b>363,500</b>	<b>275,500</b>	<b>43,236</b>
<u>STREETS</u>				
4713	Scan tool update (updates less than \$1,000 - move to operating bdgt)	1,900	1,900	640
4701	Replace #303 - 1994 sidewalk plow	125,000	125,000	122,666
	<b>TOTAL STREETS</b>	<b>126,900</b>	<b>126,900</b>	<b>123,306</b>

BU	Project Description	Adopted 2014	Amended <b>2014</b>	YTD As Of: 09/26/14
<b><u>PARKS</u></b>				
5037	Resurface basketball courts	4,000	4,000	
5072	New bocce ball courts - probably in Bassett Creek Park	8,000	8,000	
5000	Bassett Creek Park - replace picnic shelter pads	12,000	12,000	
5063	Cavanagh drinking fountain replacement	2,500	2,500	
5040	Community Center landscaping, south side	10,000	0	
5013	Complete north side MAC boardwalk (HRG grant)	4,000	4,000	
5063	Replace plastic timbers at Cavanagh playground (HRG grant)	9,000	9,000	
5018	Sealcoat trails at Valley Place & Becker Parks	7,000	7,000	7,729
5057	Purchase docks for Twin Lake Shore	10,000	10,000	8,829
	Purchase Becker Activity Center tables	2,000	2,000	
5059	Replace #114 - 1984 Kubota tractor	20,000	20,000	
5042	Purchase leaf blower/vacuum	1,600	1,600	
	<b>TOTAL PARKS</b>	<b>90,100</b>	<b>80,100</b>	<b>16,558</b>
<b><u>FORESTRY</u></b>				
5800	Boulevard tree planting & Emerald Ash Borer treatment	28,000	28,000	37,545
	<b>TOTAL FORESTRY</b>	<b>28,000</b>	<b>28,000</b>	<b>37,545</b>
<b><u>SWIMMING POOL/WATERSLIDE</u></b>				
5404	Water slide gelcoat & renovation	70,000	0	
5401	Lounge seating	4,000	4,000	2,486
	Replace double door freezer at Pool	5,000	5,000	4,511
	<b>TOTAL SWIMMING POOL/WATERSLIDE</b>	<b>79,000</b>	<b>9,000</b>	<b>6,997</b>
<b><u>COMMUNITY CENTER</u></b>				
5601	Replace office chairs	2,000	2,000	1,773
5603	Padded chairs	15,000	15,000	
5607	Rectangular tables & table carts	3,500	3,500	3,303
5608	Replace conventional stove/oven	6,500	6,500	3,977
5613	Replace carpet in Day Care Room	3,500	3,500	1,957
5623	Replace Activity Room counter top - project started in 2013			1,377
	<b>TOTAL COMMUNITY CENTER</b>	<b>30,500</b>	<b>30,500</b>	<b>12,387</b>
<b>TOTAL EXPENDITURES</b>		<b>1,089,600</b>	<b>995,504</b>	<b>515,918</b>
<b><u>FUNDING SOURCES</u></b>				
	Special Assessment Interest	30,000	30,000	32,784
	Special Assessment Income - Alley Project	94,800	<b>132,000</b>	28,022
	Local Government Aid	188,764	188,764	94,382
	HRG Recycling Grant	15,000	15,000	
	Cable Franchise Grant	30,750	30,750	23,864
	Charges for services			140
	Park Dedication Fees		<b>21,886</b>	21,886
	Interest Income	84,000	84,000	72,244
	Interest Income - 10% to Fund Balance	(8,400)	(8,400)	
	Sale of Property	20,000	20,000	12,926
	Transfer from Storm Water Fund (Alley Construction)	63,200	<b>88,000</b>	
	Transfer from General Fund (Tax Levy)	401,600	401,600	200,800
	Transfer from Economic Development Authority (Bass Lake Road)	150,000	0	
	<b>TOTAL FUNDING SOURCES</b>	<b>1,069,714</b>	<b>1,003,600</b>	<b>487,048</b>
<b>SURPLUS OR (DEFICIT)</b>		<b>(19,886)</b>	<b>8,096</b>	<b>(28,870)</b>

**Police Equipment Revolving Fund (Fund 235)**  
**Multi-Year Capital Improvement Plan**  
**2015 Requested Budget**

<u>BU</u>	<u>Car</u>	<u>Project Description</u>	<u>Adopted</u> <u>2014</u>	<u>Amended</u> <u>2014</u>	<u>As Of:</u> <u>09/26/14</u>
3501	200	2011 Ford Crown Victoria			
3502	201	2012 Ford Interceptor			
3503	202	2011 Ford Crown Victoria	40,000		
3504	203	2014 Ford Interceptor	40,000	46,800	46,766
3505	204	2013 Ford Interceptor			
3506	205	2014 Ford Interceptor		31,500	31,307
3507	206	2007 Chevy Impala, blue			
3508	207	2012 Dodge Journey			
3509	208	2013 Ford Interceptor			
3510	209	2008 Chevy Impala, silver	27,000	0	
3511	210	2012 Ford Utility vehicle			
3512	211	2014 Ford Interceptor		40,000	31,765
3513	212	2009 Chevy Impala, unmarked			
3514	213	2007 Ford Crown Victoria			
3515	214	2010 Ford Crown Victoria			
3516	215	2014 Ford Interceptor		40,000	39,051
3533		Computer Aided Dispatch / Records System (\$12,279 prepaid)	135,000	135,000	147,279
3535		Mobile radios (\$5,000 each)	10,000	10,000	27,001
3536		Mobile Data Computers (\$6,000 each)	12,000	12,000	7,434
3537		Mobile Radar/Lidar Replacement (\$3,600 each)			
3538		In squad digital video (\$6,000 each)			
3540		Defibrillator Units (\$2,000)			
3541		X-26 Tasers (31 needed at \$1,300 each)	8,000	8,000	
3545		Handgun / rifle replacement			
3546		Portable radios (\$2,960 each)	17,400	17,400	
5347		Bullet-proof vests			
3548		Tactical vests (\$2,400 each)	4,800	7,200	5,438
3549		Auto theft prevention equipment	30,135	30,135	35,502
		Evidence manager system			
<b>Total</b>			<b>324,335</b>	<b>378,035</b>	<b>371,543</b>

**Funding Sources**

Federal grant - bullet-proof vests			
State grant - bullet-proof vests			
State grant - auto theft prevention	30,135	30,135	29,902
Local Govt. grants			
Issuer fee on conduit debt	135,000	135,000	135,000
Interest Income	31,300	31,300	25,822
Interest Income - 10% to Fund Balance	-3,130	-3,130	
Reimbursements - insurance			
Donations			
Sale of Property	15,000	46,168	46,168
Operating Transfer from General Fund	128,200	128,200	64,100
<b>Total</b>	<b>336,505</b>	<b>367,673</b>	<b>300,992</b>
Budgeted Expenditures -Over / Under Funding Sources	12,170	-10,362	-70,551



## **COUNCIL STAFF REPORT**

### **Phase 14 North Lions Park Street Project**

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**FROM: Tom Mathisen, Public Works Director & City Engineer**

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**TO: Anne Norris, City Manager (for October 21 City Council Meeting)**

**DATE: October 16, 2014**

**SUBJECT: Work session discussion of proposed project sidewalks**

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As shown on the attached Figure 2, sidewalks are proposed for the Phase 14 North Lions Park Street Reconstruction Project on the following State Aid and proposed State Aid roads:

Elmhurst/Hampshire Corridor, Bass Lake Road to 62<sup>nd</sup> Avenue – east side  
58<sup>th</sup> Avenue, West Broadway to Elmhurst Avenue – north side

The proposed sidewalks are consistent with the City's Comprehensive Plan as shown in the attached Figures K-1(a) and K-1(b). They are also consistent with the street reconstruction projects policy of putting sidewalks on one side of State Aid roads as they are reconstructed. The attached Crystal Trail and Sidewalk map shows existing trails and sidewalks with total lengths of specific categories.

At both the recent neighborhood meeting and public hearing, several residents spoke against sidewalks and several spoke in favor. Properties of most of the opposing residents front on the east side of the Elmhurst/Hampshire corridor. Their main concern had to do with the retaining walls that would be necessary.

The Feasibility Study shows the sidewalk on the east side due to four reasons:

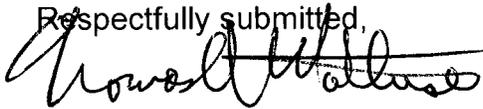
1. There are many power poles on the west side that would have to be relocated if the sidewalk was built on the west side.
2. To qualify for State Aid sidewalk funding, there are strict requirements relating to storm water flowing around pedestrian ramps at intersecting streets. A sidewalk on the west side would require a significant investment in an expanded storm drain system, due to the many intersecting streets. This problem would not exist on the east side.
3. Parking is allowed on only one side of a 32-foot wide State Aid road. Whenever practical, in previous projects the parking lane has been put on the same side as the sidewalk to provide an added buffer for pedestrians. In addition, with no intersecting streets on the east side, it would be more convenient and safer for parking to be on the east side.

4. With other things being equal, on a north-south street, historically the sidewalk is located on the east side where greater direct sun exposure aids in melting snow and ice.

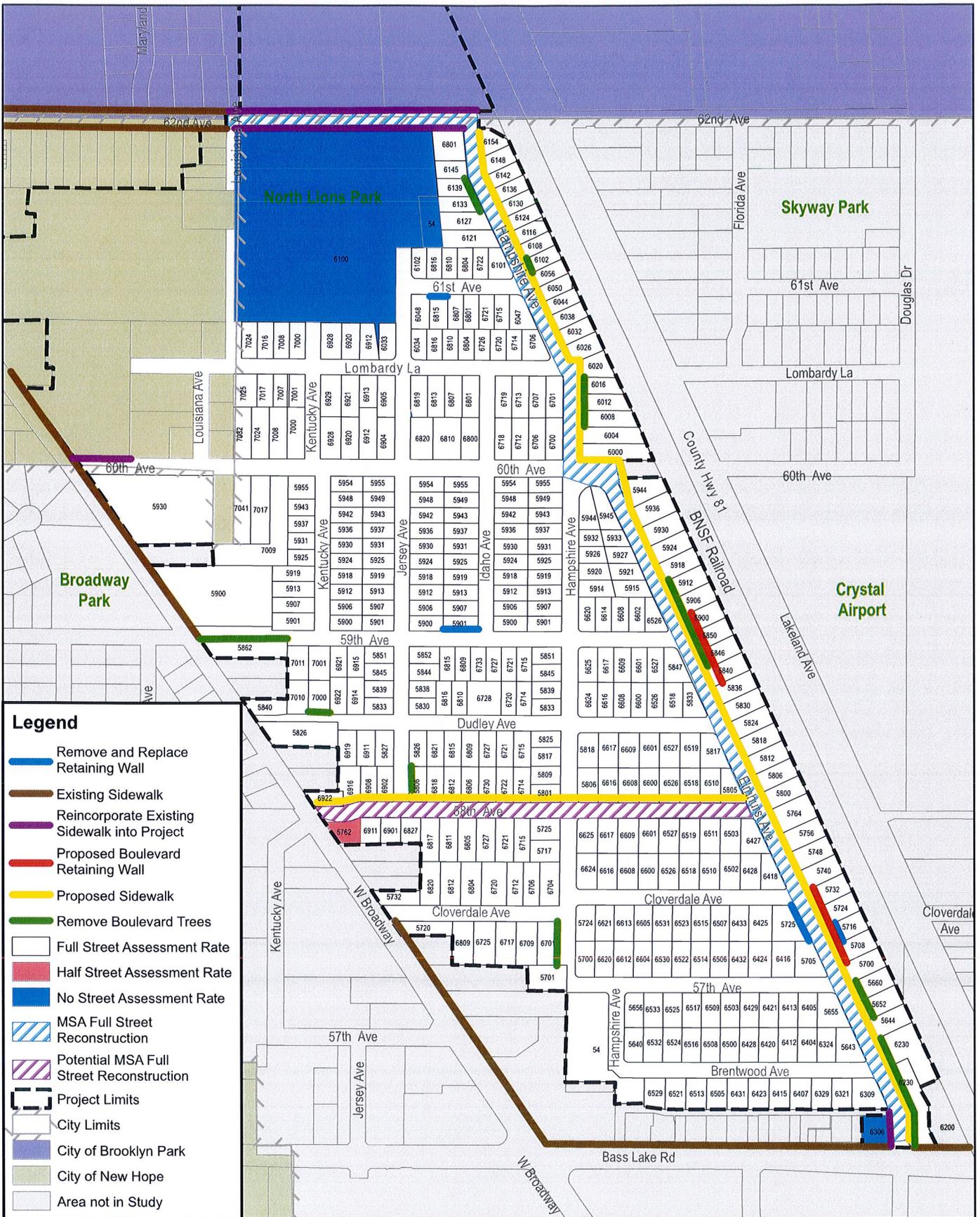
An alternative would be to not use State Aid funds for the Elmhurst/Hampshire sidewalk. This would allow the sidewalk to be put on the west side without the added storm sewer expense. The estimated cost to the project would be \$67,900. This would potentially reduce the number and height of retaining walls on the east side, but would create the need for several walls on the west side. The west side also has several short driveways that may be impacted with a somewhat steeper slope/grade. In addition, the existing power poles would have to move several feet to the west.

There are no significant issues with the proposed sidewalk on the north side of 58<sup>th</sup> Avenue.

Respectfully submitted,



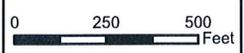
Thomas A. Mathisen  
City Engineer/DPW



**Legend**

- Remove and Replace Retaining Wall
- Existing Sidewalk
- Reincorporate Existing Sidewalk into Project
- Proposed Boulevard Retaining Wall
- Proposed Sidewalk
- Remove Boulevard Trees
- Full Street Assessment Rate
- Half Street Assessment Rate
- No Street Assessment Rate
- MSA Full Street Reconstruction
- Potential MSA Full Street Reconstruction
- Project Limits
- City Limits
- City of Brooklyn Park
- City of New Hope
- Area not in Study

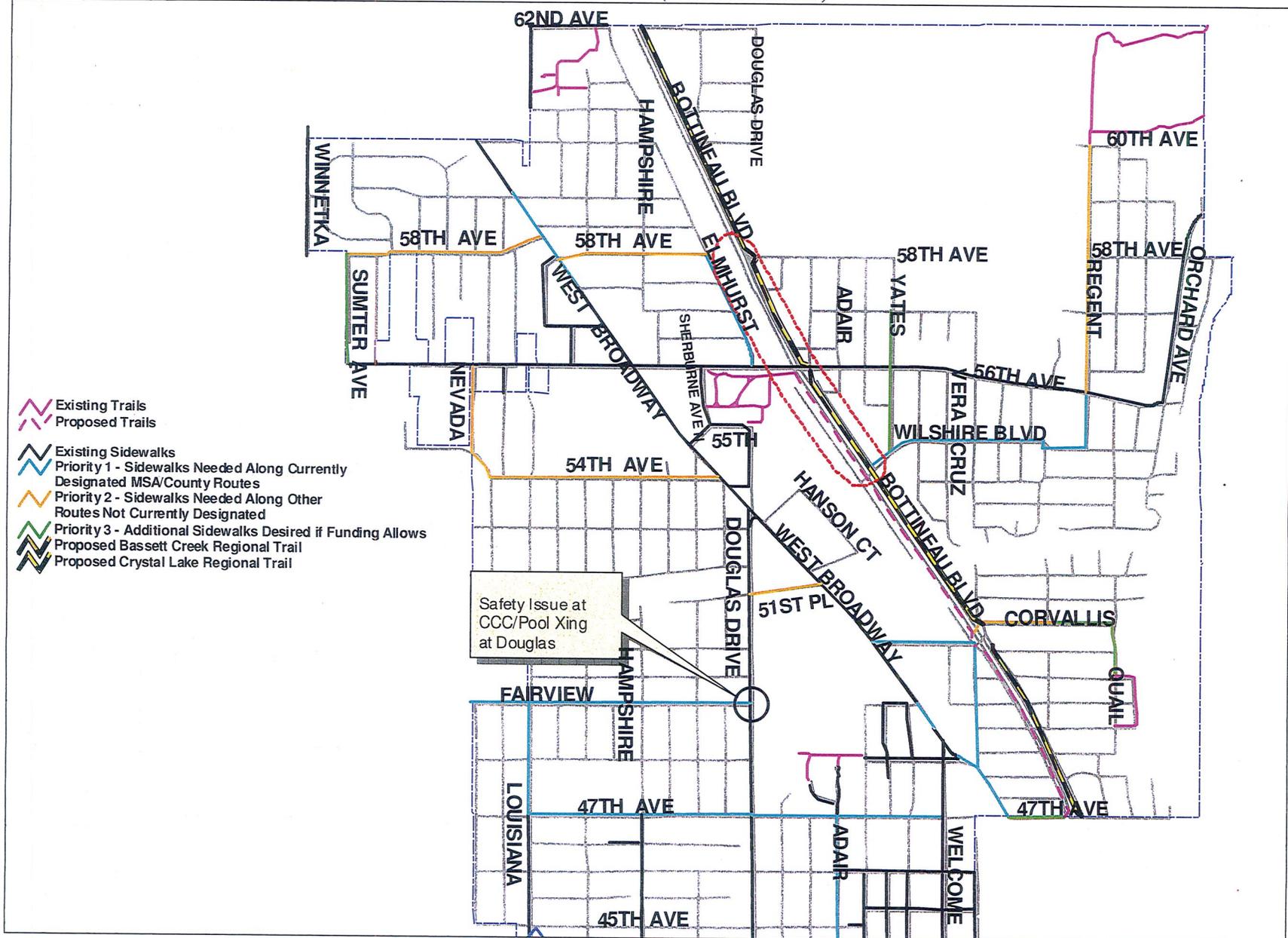
PHASE 14  
 STREET SUMMARY



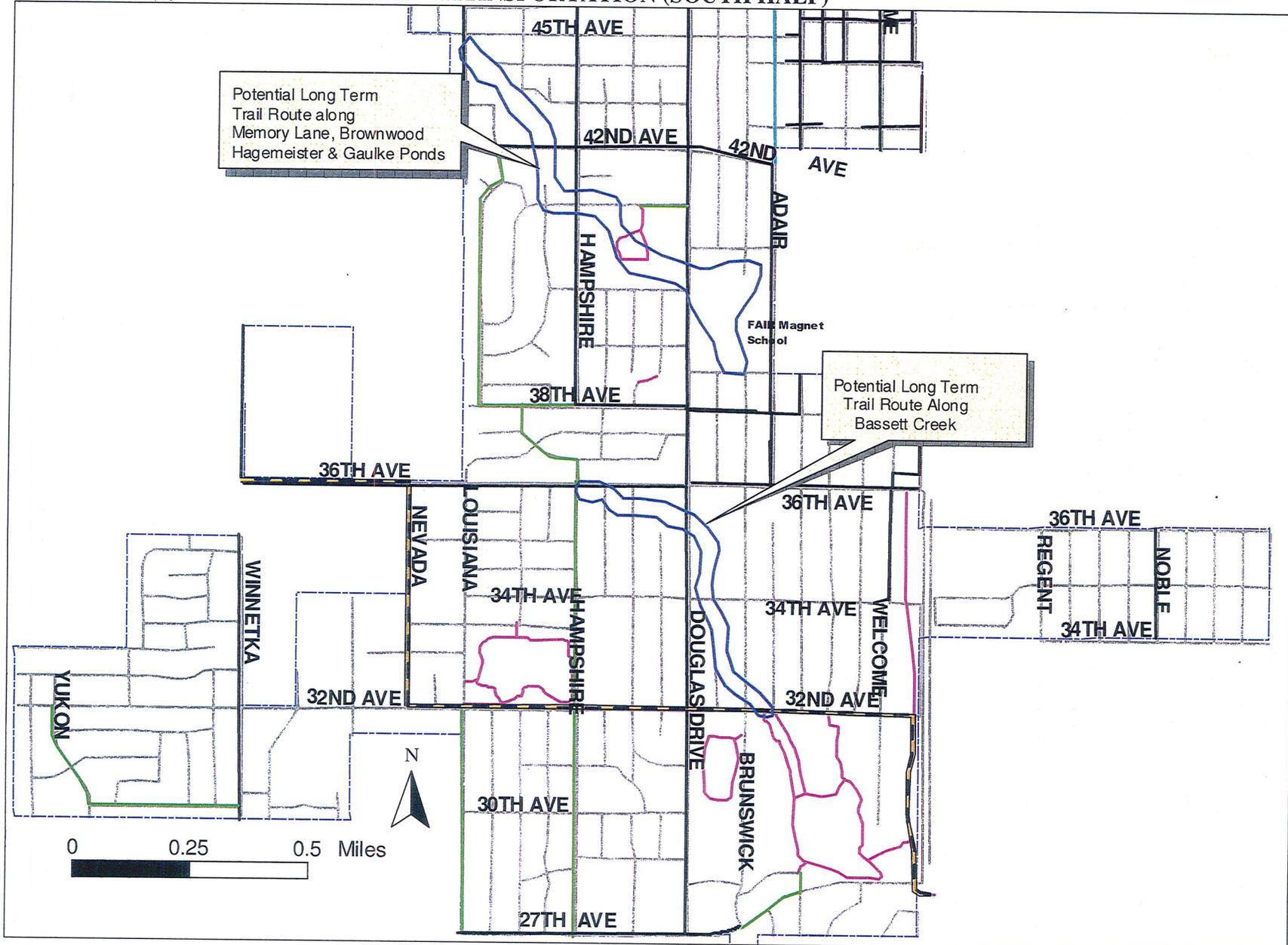
FILE NO.  
 CRYST 128582

FIGURE 2

FIGURE K-1(a) NON-MOTORIZED TRANSPORTATION (NORTH HALF)



**FIGURE K-1(b) NON-MOTORIZED TRANSPORTATION (SOUTH HALF)**

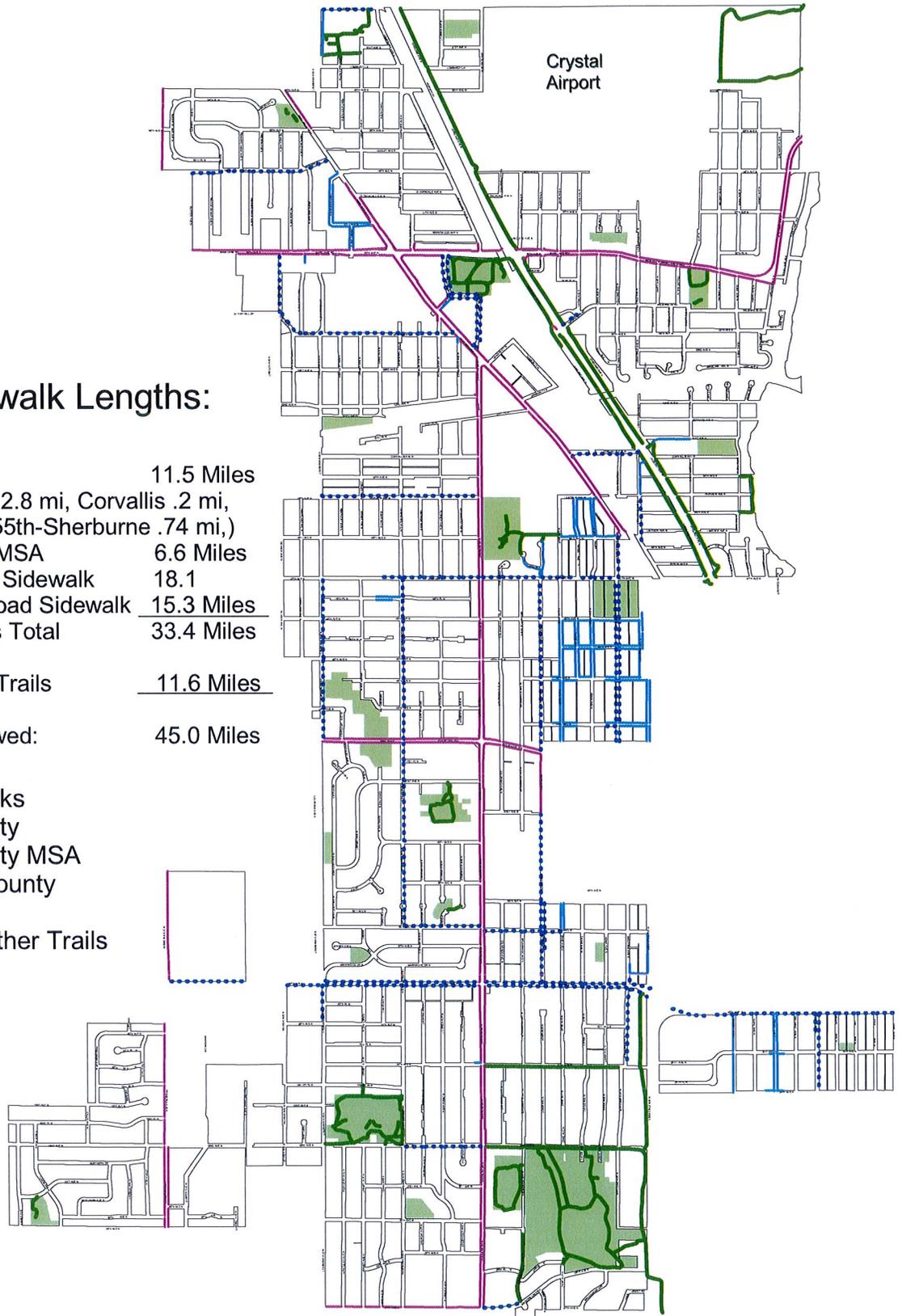


# Crystal Trails, Sidewalks and Parks

## Sidewalk Lengths:

City MSA (36th ave 2.8 mi, Corvallis .2 mi, Douglas-55th-Sherburne .74 mi,)	11.5 Miles
City Non-MSA	6.6 Miles
Total City Sidewalk	18.1
County Road Sidewalk	15.3 Miles
Sidewalks Total	33.4 Miles
All Other Trails	11.6 Miles
Total Plowed:	45.0 Miles

- Sidewalks
-  City
  -  City MSA
  -  County
  - 
  -  Other Trails





## Memorandum

DATE: October 15, 2014  
TO: Mayor and City Council  
FROM: Anne Norris, City Manager  
SUBJECT: 2015 Budget Questions

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At a recent work session, the City Council requested that the 2015 budget be a standing work session agenda item until the 2015 budget is approved to allow Councilmembers the opportunity to ask questions about the proposed 2015 budget.

I will try to respond to any questions at the meeting but if there are questions that might need research, please feel free to call or email me prior to the meeting.