



## APPLICATION FOR BLUE LINE EXTENSION COMMITTEES

Return application to: 4141 Douglas Drive N, Crystal MN 55422

Fax: (763) 531-1188; Email: [trudy.tassoni@crystalmn.gov](mailto:trudy.tassoni@crystalmn.gov).

**Thank you for your interest in serving your community as a volunteer. Please indicate the Blue Line committee on which you would like to serve:**

**Blue Line Extension Business Advisory Committee**  
*Eligibility requirement: Must be an owner or employee of a business located in Crystal*

**Blue Line Extension Community Advisory Committee**  
*Eligibility requirement: Must be a resident of Crystal*

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### PERSONAL INFORMATION *(please print)*

Name \_\_\_\_\_ Length of residence in Crystal \_\_\_\_\_  
First Middle Last

Street Address \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

### STATEMENT OF INTEREST

Why are you interested in serving on this Blue Line committee? \_\_\_\_\_

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### IMPORTANT ISSUES

Describe what issues and ideas you would like to see addressed by this Blue Line committee:

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### COMMUNITY, CIVIC OR VOLUNTEER EXPERIENCE

Please list your volunteer experience. \_\_\_\_\_

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### ATTENDANCE AND CONFLICT OF INTEREST

Have you reviewed the meeting schedule for this Blue Line committee, and are you able to attend meetings regularly? Yes \_\_\_\_\_ No \_\_\_\_\_

A conflict of interest may arise by your participation in an activity, action or decision from which you receive or could potentially receive direct or indirect personal financial gain. Do you have any legal or equitable interest in any business which, in the course of your participation on this Blue Line committee, could give rise to a conflict of interest? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please provide details on a separate sheet of paper.)

As a Blue Line committee member, what issue(s) might cause conflict between your civic responsibility and personal or professional interests? How would you manage these conflicts?

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**IMPORTANT INFORMATION CONCERNING YOUR APPLICATION**

**DATA PRIVACY NOTICE:** Minnesota law requires that you be informed of the purposes and intended use of the information you are providing on this application. Pursuant to Minn. Stat. §13.601, your name, address, length of residence, occupation, education, training, civic affiliations, qualifications and experience are public data and is available to anyone who requests the information.

The information you provide will be used to identify you as an applicant, enable us to contact you when additional information is required, send you notices, and assess your qualifications for appointment. This data is not legally required, but refusal to supply the information requested may affect the City Council’s ability to accurately evaluate your application.

**Should you be appointed to a Blue Line committee, pursuant to Minn. Stat. §13.601, your residential address will become public information. In addition, either a telephone number or email address where you can be reached will become public. The purpose is to list contact information on a public roster.**

Please select which of the following you will allow listed on a public roster (*you must select either email or one phone number*):

EMAIL OR PHONE (*may choose more than one*):  home  work  cell  
 ALL OF THE ABOVE

*I have read the data privacy notice given above and authorize investigation into all statements contained in this application. Furthermore, I authorize the City of Crystal to conduct a criminal history background check, pursuant to Crystal City Code Section 311.01, Subd. 2, for purposes of determining my eligibility for a volunteer position with the City.*

MN Driver’s License or MN State ID Number: \_\_\_\_\_  
If known by previous name, provide: \_\_\_\_\_  
\_\_\_\_\_  
Applicant’s signature Date

- Process**
- Step 1 Complete this application form
  - Step 2 Return the completed application form to the administrative services coordinator
  - Step 3 Participate in a 10-minute interview with the city council (likely the evening of Mar. 21)



## METRO Blue Line LRT Extension (BLRT)

5514 West Broadway Avenue, Suite 200, Crystal, MN 55428 [www.bluelineext.org](http://www.bluelineext.org)

February 7, 2017

Anne Norris, City Manager  
4141 Douglas Drive N  
Crystal, MN 55422

RE: METRO Blue Line Extension Community and Business Advisory Committee Appointments

In March 2015, the City of Crystal appointed members to the METRO Blue Line Extension Community and Business Advisory Committees for two-year appointments. In the first two-years, participation on the advisory committees assisted in the completion of:

- Municipal Consent;
- Publication of the Final Environmental Impact Statement;
- Completion of 30% design; and
- Revised scope and budget.

In 2017, the project will continue to advance the design and prepare for construction. Community participation is a critical element in the project's success and we want that to continue as the project moves forward. It is important to have engaged advisory committees to provide guidance on a range of community issues such as design, engineering and environmental issues. We would like to invite your organization to (re)appoint members to the Blue Line Extension Community Advisory Committee (CAC) and Business Advisory Committee (BAC). Specifically, we are looking to have your community appoint the following:

- CAC: 2 members
- BAC: 2 members

It is anticipated the CAC and BAC will meet generally monthly with the purpose to serve as a voice for the community and advise the BLRT Corridor Management on issues to ensure informed decision-making. See the attached charter for more information on the purpose, roles and responsibilities of these advisory committees.

Committee members will play an important role in identifying issues, discussing potential solutions and facilitating general public awareness of the LRT project and related community development.

Please identify your CAC and BAC members on the attached form and return it by March 3, 2017. If you have any questions, please feel free to contact Dan Pfeiffer at 612-373-3897 or [daniel.pfeiffer@metrotransit.org](mailto:daniel.pfeiffer@metrotransit.org).



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**METRO Blue Line LRT Extension (BLRT)**

5514 West Broadway Avenue, Suite 200, Crystal, MN 55428 [www.bluelineext.org](http://www.bluelineext.org)

Thank you in advance for appointing members to this important committee. We look forward to working with your community as we develop the METRO Blue Line Extension.

Dan Soler  
Project Director  
Blue Line Extension Project Office

CC:

Jim Adams, Mayor  
John Sutter, Community Development Director

Attachments:

Community Advisory Committee Charter  
Business Advisory Committee Charter  
Nomination Form  
2017 Community Advisory Committee Schedule  
2017 Business Advisory Committee Schedule

# Charter of the METRO Blue Line Extension Business Advisory Committee (BAC)

**DRAFT**

## OVERVIEW

The METRO Blue Line Extension (BLRT) Business Advisory Committee (BAC) is established to provide guidance to the BLRT Corridor Management Committee (CMC) on community issues during the engineering and environmental phases of Blue Line project development. Appointments to the BAC will serve commencing early 2017 and concluding December 31, 2018; or until Construction Information Workgroups are formed prior to construction activities.

## PURPOSE

The purpose of the BAC is to serve as a voice for the community and advise the BLRT Corridor Management Committee:

1. Provide input on light rail design and engineering topics including but not limited to station design, parking, multi-modal access to station and public art.
2. Advise on communications and outreach strategies related to BLRT.
3. Provide input on station area vision and character for development from a community perspective.
4. Identify potential issues and review strategies to mitigate the impacts of construction on residences and businesses.
5. Serve as an information resource and liaison to the greater corridor community and their appointing organization.

## REPORTING REQUIREMENTS

One BAC Co-Chair will serve as a member of the CMC and provide updates of BAC activities at CMC.

## RESPONSIBILITIES

Each member of the BLRT BAC agrees to:

1. Attend a majority of BAC meetings and actively participate in discussions by sharing ideas and expertise.
2. Actively participate in discussions; be a voice to advance the broader interests of community.
3. Routinely report back to their organization on the activities and discussions of the BAC as well as serve as a conduit of information to the broader community and to their appointing organization.
4. Identify issues affecting communities impacted by both the LRT project development and Community Works initiatives and assist in developing strategies for minimizing those impacts.
5. Provide feedback on communication and public involvement efforts.
6. Listen to and respect the viewpoints of others.
7. Accept outcomes of Metropolitan Council decisions.

## MEMBERSHIP

Members will be appointed in early 2017 and conclude their term by December 31, 2018 or until Construction Information Workgroups are formed prior to construction activities.

Membership is intended to represent the diverse interests and stakeholders along Blue Line Extension line and will include stakeholders that are represented along the corridor. Specifically, membership will be appointed as follows:

Community appointed members: 2 members from each community

- Minneapolis
- Golden Valley
- Robbinsdale
- Crystal
- Brooklyn Park

Chambers of Commerce: 1 member from each chamber organization

- Minneapolis Regional
- TwinWest
- Robbinsdale
- North Hennepin Area

At-large representation appointed by the Chair of Metropolitan Council and Chair of Hennepin County Community Works Steering Committee: 3

If an appointed member is no longer able to participate actively in the BAC, the organization that appointed that person will be allowed to name a replacement.

## **COMMITTEE CO-CHAIRS**

The Chair of Metropolitan Council and Chair of Hennepin County Community Works Steering Committee will (re)appoint two Co-Chairs for the BAC. The Co-Chairs are charged with ensuring corridor-wide perspectives are present when offering guidance to steering committees; lead committees through their tasks and ensure charter compliance; identify topics/issues of committee concern; and develop meeting agendas with Blue Line Extension Project Office and Hennepin County staff.

## **MEETINGS**

The BAC will schedule monthly meetings on the Tuesday before Corridor Management Committee (second Thursday of month) from 8:00-9:30 AM. Agendas and meeting summaries will be distributed to all members at least five business days before the meeting and posted on the project's website at BlueLineExt.org. Post meeting, meeting materials/presentations and approved meeting summaries will be posted on the project's website: BlueLineExt.org.

Due to the timeliness of topics, additional meetings, subcommittees meetings and focus groups may be scheduled as needed.

To facilitate communication and a sharing of ideas and information, the BAC will meet jointly at least twice each year with the Community Advisory Committee (CAC). This meeting will replace a regularly scheduled CAC meeting.



## METRO Blue Line Extension Business Advisory Committee Proposed 2017 Meeting Schedule

BLRT Business Advisory Committee (BAC) meetings will be held the Tuesday before Corridor Management Committee (second Thursday of month) from 8:00 AM to 9:30 AM. BAC meetings will be held at **Blue Line Extension Project Office, 5514 West Broadway Ave, Suite 200, Crystal, MN 55428**, unless otherwise noted.

The following meeting schedule is proposed for 2017:

- Tuesday, March 7
- Tuesday, April 11
- Tuesday, May 9
- Tuesday, June 6
- Tuesday, July 11
- Tuesday, August 8
- Tuesday, September 12
- Tuesday, October 10
- Tuesday, November 7
- Tuesday, December 12



# Charter of the METRO Blue Line Extension Community Advisory Committee (CAC) *DRAFT*

## OVERVIEW

The METRO Blue Line Extension (BLRT) Community Advisory Committee (CAC) is established to provide guidance to the BLRT Corridor Management Committee (CMC) on community issues during the engineering and environmental phases of Bottineau LRT project development.. Appointments to the CAC will serve commencing early 2017 and concluding December 31, 2018; or until Construction Information Workgroups are formed prior to construction activities.

## PURPOSE

The purpose of the CAC is to serve as a voice for the community and advise the BLRT Corridor Management Committee:

1. Provide input on light rail design and engineering topics including but not limited to station design, parking, multi-modal access to station and public art.
2. Advise on communications and outreach strategies related to BLRT.
3. Provide input on station area vision and character for development from a community perspective.
4. Identify potential issues and review strategies to mitigate the impacts of construction on residences and businesses.
5. Serve as an information resource and liaison to the greater corridor community and their appointing organization.

## REPORTING REQUIREMENTS

One CAC Co-Chair will serve as a member of the CMC and provide updates of CAC activities at CMC.

## RESPONSIBILITIES

Each member of the BLRT CAC agrees to:

1. Attend a majority of CAC meetings and actively participate in discussions by sharing ideas and expertise.
2. Actively participate in discussions; be a voice to advance the broader interests of community.
3. Routinely report back to their organization on the activities and discussions of the CAC as well as serve as a conduit of information to the broader community and to their appointing organization.
4. Identify issues affecting communities impacted by both the LRT project development and Community Works initiatives and assist in developing strategies for minimizing those impacts.
5. Provide feedback on communication and public involvement efforts.
6. Listen to and respect the viewpoints of others.
7. Accept outcomes of Metropolitan Council decisions.

## MEMBERSHIP

Members will be appointed in early 2017 and concluding December 31, 2018 or until Construction Information Workgroups are formed prior to construction activities.



Membership is intended to represent the diverse interests and stakeholders along Blue Line Extension line and will include stakeholders that are represented along the corridor. Specifically, membership be will appointed as follows:

Community appointed members:

- Minneapolis: 3 members
- Golden Valley: 2 members
- Robbinsdale: 2 members
- Crystal: 2 members
- Brooklyn Park: 3 members
- Minneapolis Park and Recreation Board: 2 members

Corridors of Opportunity Engagement Grantees: 10

At-large representation appointed by the Chair of Metropolitan Council and Chair of Hennepin County Community Works Steering Committee: 2

If an appointed member is no longer able to participate actively in the CAC, the organization that appointed that person will be allowed to name a replacement.

### **COMMITTEE CO-CHAIRS**

The Chair of Metropolitan Council and Chair of Hennepin County Community Works Steering Committee will (re)appoint two Co-Chairs for the CAC. The Co-Chairs are charged with ensuring corridor-wide perspectives are present when offering guidance to steering committees; lead committees through their tasks and ensure charter compliance; identify topics/issues of committee concern; and develop meeting agendas with Blue Line Project Office and Hennepin County staff.

### **MEETINGS**

The CAC will schedule monthly meetings on the Monday before Corridor Management Committee (second Thursday of month) from 6:00-8:00 PM. Agendas and meeting summaries will be distributed to all members at least five business days before the meeting and posted on the project's website at [BlueLineExt.org](http://BlueLineExt.org). Post meeting, meeting materials/presentations and approved meeting summaries will be posted on the project's website: [BlueLineExt.org](http://BlueLineExt.org).

Due to the timeliness of topics, additional meetings, subcommittees meetings and focus groups may be scheduled as needed.

To facilitate communication and a sharing of ideas and information, the CAC will meet jointly at least twice each year with the Business Advisory Committee (BAC). This meeting will replace a regularly scheduled CAC meeting.



## **METRO Blue Line Extension Community Advisory Committee Proposed 2017 Meeting Schedule**

BLRT Community Advisory Committee (CAC) meetings will be held the Monday before Corridor Management Committee (second Thursday of month) from 6:00 PM to 8:00 PM. CAC meetings will be held at **Blue Line Extension Project Office, 5514 West Broadway Ave, Suite 200, Crystal, MN 55428**, unless otherwise noted.

The following meeting schedule is proposed for 2017:

- Monday, March 6
- Monday, April 10
- Monday, May 8
- Monday, June 5
- Monday, July 10
- Monday, August 7
- Monday, September 11
- Monday, October 9
- Monday, November 6
- Monday, December 11