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Posted: January 30, 2015

CRYSTAL CITY COUNCIL SECOND WORK SESSION AGENDA

Tuesday, February 3, 2015
To immediately follow the EDA Regular 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, February 3, 2015 in Conference Room A located at 4141 Douglas Drive, Crystal, Minnesota.

I. Attendance

<u>Council members</u>	<u>Staff</u>
____ Deshler	____ Norris
____ Kolb	____ Therres
____ Libby	____ Revering
____ Parsons	____ Norton
____ Peak	____ Serres
____ Adams	
____ Dahl	

II. Agenda

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

1. Amending Section 1175 (secondhand goods dealer licenses)
2. Council chambers security and disruptive meetings
3. Advisory commission applicant recruitment and interview process
4. Continue discussion of Council goals

** Denotes no supporting information included in the packet.*

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: January 28, 2015

TO: Mayor and City Council

FROM: Anne Norris, City Manager
Chrissy Serres, City Clerk

SUBJECT: Section 1175 – Secondhand Goods Dealers

Staff has had discussions with a local business who wants to open an appliance sales store in which some new but mostly refurbished appliances will be sold. There would be no consignment and the public wouldn't be able to drive up with their old appliances and sell them. The business owner is planning to purchase refurbished appliances from a local appliance dealer and purchase refurbishable appliances from property management companies, etc. In reviewing Section 1175, it appears that this proposed use would be required to get a secondhand goods dealers license and be subject to the limitations of such a business.

1175.01. Definitions. For purposes of this section the terms defined in this subsection have the meanings given them.

Subd. 1. "Secondhand goods dealer" means a person whose regular business includes selling or receiving tangible personal property (excluding motor vehicles) previously used, rented, owned or leased.

1175.03. Exemptions. This section does not apply to or include the following:

a) The sale of secondhand goods where all of the following conditions are present:

1) the sale is held on property occupied as a dwelling by the seller, or owned, rented

or leased by a charitable or political organization;

2) the items offered for sale are owned by the occupant;

3) the sale does not exceed a period of 72 consecutive hours;

4) not more than two sales are held either by the same person or on the same property in any 12 month period; and

5) none of the items offered for sale have been purchased for resale or received on

consignment for purpose of resale.

b) sales by a person licensed under section 1110 as a motor vehicle dealer;

c) the sale of secondhand books or magazines;

- d) the sale of goods at an auction held by a licensed auctioneer pursuant to section 1105;
 - e) the business of buying or selling only those secondhand goods taken as part or full payment for new goods, and where such business is incidental to and not the primary business of a person;
 - f) a bulk sale of property from a merchant, manufacturer or wholesaler having an established place of business or of goods sold at open sale from bankrupt stock;
 - g) goods sold at a public market;
 - h) goods sold at an exhibition;
 - i) the sale of secondhand clothing and personal clothing accessories including costume jewelry but excluding other jewelry; provided, however, that a license is required under subsection 1175.11 for which the annual fee is set by appendix IV; or
 - j) the sale of items that have been donated to the seller and not purchased or received on consignment for resale by the seller; provided, however, that a license is required under subsection 1175.11 for which the annual fee is set by appendix IV.
 - k) transactions involving coins, bullion, or ingots. (Amended Ord. 2011-12, Sec. 1)
- 1175.05. License required. Subdivision 1. Secondhand goods dealer. A person may not engage in the business of secondhand goods dealer without first obtaining a secondhand goods dealer license.

Secondhand goods dealers are also limited to property that is appropriately zoned and such uses may not be located within 300 feet of a school or church. Additionally, there are recordkeeping and daily reporting requirements for such uses.

Staff is not clear that this was the intent of this Section of the City Code. If it was not, then Section 1175 should be amended to exclude this type of use.



Memorandum

DATE: January 28, 2015

TO: Mayor and City Council

FROM: Anne Norris, City Manager
Stephanie Revering, Police Chief

SUBJECT: Council Chambers and Meeting Security

Last year, at least one Council meeting was recessed when residents and visitors created a disruption such that the Council could no longer carry on its business in the Council Chambers. More recently, a New Hope council meeting ended in a tragic shooting.

Current safety practices for Council meetings include:

- At least one uniformed police officer in attendance;
- One public entrance in to the Chambers;
- One exit for the City Council and staff from the Chambers;
- Security cameras in City Hall hallways.

The Council should consider establishing protocols for both disruptions and more serious safety threats. In addition, the Council should have a discussion with the Police Chief regarding additional changes to improve security during public meetings and in the Council Chambers.

The Police Chief will have recommendations for protocol (evacuation or lock down) for safety threats and additional safety precautions for the Council Chambers and City Hall for the Council's consideration.

With respect to disruptive visitors, the Council should agree on a protocol for responding to such situations. At last year's meeting, the Mayor, as presiding officer, noted, on the record, that any disruptive behavior would not be permitted and then called a recess. Many agencies also have a policy of the presiding officer calling for a recess if disruptive behavior is not stopped to allow for order to be restored. Some agencies go as far as asking police to remove the person or persons disrupting the meeting before calling the meeting back to order.

The Council should discuss protocols for both disruptive and safety threats as well as possible additional security.



Memorandum

DATE: January 29, 2015

TO: Mayor and City Council

FROM: Anne Norris, City Manager

SUBJECT: Advisory Commission Applicant Recruitment and Interview Process

There are several advisory commissions on which residents serve to provide input to the Council and staff on various matters including land use, the environment, parks and recreation, human rights and employee matters. The process for finding and appointing residents to serve on these commissions is:

- Recruit using any combination of: the city's website and FB; Channel 12; the city newsletter; the Sun Post and word of mouth;
- Have candidates interviewed by a committee consisting of the Mayor or Mayor Pro Tem, the Chair of the Commission, and where applicable, the Council liaison to that commission (candidates are only interviewed when they first apply, not when being considered for reappointment);
- The Interview Committee recommends whether or not each specific candidate is recommended for appointment by the City Council; and
- The City Council appoints the candidates.

The City Council should discuss whether this process needs modifying.



Memorandum

DATE: January 28, 2015
TO: Mayor and City Council
FROM: Anne Norris, City Manager *alw*
SUBJECT: City Council Initiatives and Priorities

At recent work sessions, the Council discussed priorities for the coming year.

Attached is an updated list of those priorities, with goals (where explanation was provided), current practice and suggested actions to address the priority.

The Council should determine if there are other items to be added to the list before prioritizing the order for addressing the initiatives.

Once the initiatives are prioritized, discussion of the items can be scheduled for the Council with appropriate staff.

Attach:

CRYSTAL CITIZENS CONNECTION INITIATIVE PRIORITIES – 2015

Task	Goal	Current Practice	Action Plan
Develop City Council rules	Predictability of Council business, way to get items on agenda for discussion	Current Council rules – Resolution #2014-113 outlining Council business	Councilmembers Kolb and Peak drafting updated rules for Council consideration
Thank you notes to citizens speaking at Council meetings	Encourage/appreciate citizen participation	Staff sends letter with thank you only when follow up necessary/required	Council writes thank you notes after meetings
Traffic symposium	Encourage understanding of neighborhood traffic issues (speeding, stop signs)	Directed patrols of “problem areas”	
Customer surveys for city interactions	Encourage feedback and improve processes where needed	Recreation does participant program evaluations for most programs	
Customer service awards for city employees	Reward good customer service	Gold Star awards (internal use only) for recognition of good customer service	
Look at Citizen Input Time for Improvements	Increased use/participation	Currently posted on city electronic and actual bulletin board	Add to events on Facebook, ?
Neighborhood meetings, possibly with parks department	Increased visibility of city in neighborhoods	Parks & Recreation Commissions have neighborhood meetings in summer months Police department’s Night to Unite (1 st Tuesday in August)	Host neighborhood picnics with 3 of the Parks & Recreation Commission summer meetings

Task	Goal	Current Practice	Action Plan
Plain language initiative	Make city communications and correspondence clearer to residents/recipients (hearing notices, citations, etc.)	Changes have been made in recent years to make notices more reader friendly and to include drawings and maps where appropriate – there are some statutory requirements for certain notices	Continue to improve notices while meeting statutory verbiage requirements, Changes made to February 2015 Planning Commission hearing notices
Neighborhood watch/crime prevention invigoration	Get more participation and visibility in neighborhood watch program	Coordination of block leaders for neighborhood watch and Night to Unite events (71 in 2014) Police Department Open House on Night to Unite for those neighborhoods that don't have block captains or block parties	Yard signs (similar to Robbinsdale)
Crystal Ball	Community Event		Light of Crystal, Crystal Fund for Community Progress, Crystal Business Association
Constituent Management process (tracking requests and responses)	Manage responses to constituent requests, complaints	Done by each department, not necessarily coordinated – except code enforcement which is city department-wide	
Review Budget Process		Staff gets direction from Council Staff drafts budget Council reviews budget in August work sessions Preliminary levy set in September Final levy set in December	
Communications staffer		Part-time communications staff (24 hours per week) and other staff utilizing current tools (att.)	

Task	Goal	Current Practice	Action Plan
Boy Scout/Girl Scout Pledge of Allegiance	Lead Pledge at Council meetings	On a request by scout basis	Initiate/coordinate scouts to lead pledges at Council meetings (Councilmember Kolb and Parsons)
Review street parking rules			
Review commissions			
Ordinance review, possibly new commission			
Sunset date/annual renewal for initiatives like Beyond the Yellow Ribbon and GreenSteps			
Complaint tracking process	Track type and number of complaints as well as resolution	Varies by department Admin used to produce a monthly report for the Council – reinstate a variation of that?	
Review Point of Sale Inspection provisions	Understand history, purpose and process	Staff currently reviewing process for streamlining, clarifying	
Review rental inspection provisions	Understand history, purpose and process	Staff currently reviewing process for streamlining, clarifying	
Can Farmers Market be a city event?	Add farmers market to city-sponsored event		Discuss with Parks & Recreation Commission at March 12 work session
More frequent conversations with advisory commissions		On a request basis – as commissions have work plans or topics to discuss with the Council	

CITY OF CRYSTAL'S COMMUNICATIONS TOOLS

The City uses a variety of tools in an effort to share information with its City Council members and/or residents.

IN PERSON

1. Citizen Input Time (typically 3rd Tuesday in Jan/Feb/Mar/Apr/Sep/Oct/Nov)
2. City Council Meetings – Open Forum and Public Hearings (typically 1st and 3rd Tuesday of the month)
3. Open Houses

MAILINGS

1. Crystal/Robbinsdale Sun Post (<http://post.mnsun.com>) (Thursday publication)
2. *The Crystal Connection* (City's newsletter published quarterly)
3. *Recreation Brochure* (published 3 times/year with *The Crystal Connection*)
4. USPS Mailings
5. Utility Billing Inserts (reaches 1/3 of the city each month-takes 3 months to reach 7,900 residences)

POSTINGS

1. Bulletin Board in City Hall lobby
2. City Council Meeting Packet (Fridays before City Council meetings)
3. Marquee Signs (Becker Park and Crystal Community Center)
4. Newsbrief (Fridays when there isn't a City Council Meeting Packet)
5. Press Releases

SOCIAL MEDIA

1. Facebook
 - Local Government: www.facebook.com/pages/City-of-Crystal-MN-Local-Government
 - Police Department: www.facebook.com/pages/City-of-Crystal-Police-Department
 - Recreation Department: www.facebook.com/crystalrec
2. Instagram (Recreation Department: www.instagram.com/crystalrecreation)
3. NextDoor.com (Police Department)
4. Twitter
 - Police Department: <https://twitter.com/CrystalMNPOLICE>
 - Recreation Department: <https://twitter.com/crystalrec>
5. Website (www.crystalmn.gov)

TELEVISION (NW Suburbs Cable Communications Commission – 9 member cities: Brooklyn Center, Brooklyn Park, Crystal, Golden Valley, Maple Grove, New Hope, Osseo, Plymouth, and Robbinsdale)

1. Channel 12 (www.twelve.tv)
2. Channel 16 (City Council/EDA meetings, City videos, Mayor's Minutes, City billboard)

OTHER

1. Email
2. Lobby Handouts
3. *The Crystal Insider* (published every-other-month for all City staff and City Council members)

LOG OF COUNCIL AND CITIZEN CONTACT - FEBRUARY 2015

<u>Date</u>	<u>Councilmember or Citizen</u>	<u>Issue</u>	<u>Action</u>
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LOG OF COUNCIL AND CITIZEN CONTACT - MARCH 2015

<u>Date</u>	<u>Councilmember or Citizen</u>	<u>Issue</u>	<u>Action</u>
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LOG OF COUNCIL AND CITIZEN CONTACT - APRIL 2015

Date

Councilmember or Citiz Issue

Action