



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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CRYSTAL CITY CODE REVIEW TASK FORCE

JUNE 30 2015

7:00 p.m.

CONFERENCE ROOM A, CITY HALL

MEETING NOTICE AND AGENDA

1. Welcome and introductions
2. Review Task Force purpose – staff and Mayor/City Council
3. Meeting dates and times
 - Suggested meetings –monthly on first or third Wednesdays or first or fourth Thursdays
4. Meeting organization – Troy Gilchrist, City Attorney
 - a. Organize Task Force – Select Chair and Vice Chair (staff will serve as secretary)
 - b. Identify Task Force duties and how to accomplish those duties
 - i. Review worksheet
 - ii. Process for achieving consensus and making recommendations to the City Council
 - c. Open meeting laws
5. Role of staff
6. Overview of legal issues and limitations
7. Assignments and homework
8. Adjourn – 9 p.m.

CITY CODE REVIEW TASK FORCE

Business Name	First Name	Last Name	Address	City	State	Zip Code	Phone	E-mail	Date Appointed
Crystal Residents									
	Kirsten	Andersen		Crystal	MN	55427			6/2/2015
	Jon	Bohlinger		Crystal	MN	55429			6/2/2015
	Jerry	Bolash		Crystal	MN	55427			6/2/2015
	Timothy	Buck		Crystal	MN	55428			6/2/2015
	Tom	Krueger		Crystal	MN	55429			6/2/2015
Vice Chair	Carolyn	Maristany		Crystal	MN	55428			6/2/2015
	Nicholas	Meyer		Crystal	MN	55427			6/2/2015
	Amy	Moser		Crystal	MN	55428			6/2/2015
	Candace	Oathout		Crystal	MN	55428			6/2/2015
	Jennifer	Pohl		Crystal	MN	55422			6/2/2015
Chair	Andrew	Richter		Crystal	MN	55429			6/2/2015
	David	Seffren		Crystal	MN	55422			6/2/2015
Representatives from the Crystal Business Community									
Acupuncturist (home office)	Bonnie	Bolash		Crystal	MN	55427			6/2/2015
Adair Liquor	Stephen	Schwappach		Crystal	MN	55422			6/2/2015
Staff Liaison	Anne	Norris	4141 Douglas Dr N	Crystal	MN	55422	763-531-1140	anne.norris@crystalmn.gov	
City Attorney	Troy	Gilchrist	470 US Bank Plaza 200 S 6th St	Minneapolis	MN	55402	612-337-9214	TGilchrist@Kennedy-Graven.com	

Meets 4th Thursday at 7 p.m. in Conference Room A @ Crystal City Hall (1st meeting 6/30/2015)

Purpose: To review the entire Crystal City Code (except Section 425 - Property Maintenance, which will be reviewed by the City Council)



CITY OF CRYSTAL

CITY CODE REVIEW TASK FORCE

Purpose:

The Crystal City Code contains regulations for municipal operations and administration, building, planning and land use regulations, public health, public utilities and streets, public safety as well as business and trade regulations and licensing such as liquor licenses.

The Crystal City Council has determined that a task force should take the leading role in reviewing the provisions of the City Code and recommend changes to the City Council. The Task Force will review all sections of the City Code except Section 425, Property Maintenance, which will be reviewed by the City Council. The purpose of the Task Force is to review the City Code to recommend changes which streamline, update and remove unnecessary or dated provisions. The Task Force will present recommendations to the City Council and the City Council will consider and determine final changes to the City Code.

Membership:

The Crystal City Council has authorized recruitment of a 10 member task force consisting of:

- 7 Crystal residents
- 3 representatives from the Crystal business community

Meetings:

The Task Force is anticipated to meet monthly, one week night a month (date and time to be determined by the Task Force) to review the City Code. Members of the Task Force may be asked to periodically present recommendations to the City Council at additional work session meetings.

Responsibilities of Task Force members:

- Attend meetings
- Read meeting materials prior to meetings
- Participate in Task Force discussions
- Listen to and respect the viewpoints of others
- Serve as a conduit of information to and from the greater community

CITY OF CRYSTAL CODE REVIEW TASK FORCE

BYLAWS AND OPERATIONAL PROCEDURES

1. Purpose. The Crystal City Council established the City of Crystal Code Review Task Force (“Task Force”) as an advisory group to review the Crystal City Code (“Code”) and make recommendations on how it might be amended to better serve the interests of the City and City residents. The purpose of these Bylaws and Operational Procedures (“Bylaws”) is to establish procedures the Task Force will follow in conducting its review of the Code and developing its recommendations to the City Council.
2. Members. The City Council appointed 14 members to the Task Force. The members serve at the pleasure of the City Council, are volunteers (not City employees), and are not entitled to any compensation or reimbursement of expenses. Only members personally present at a meeting may vote, no proxies or alternate members are allowed.
3. Meetings. The Task Force shall hold its regular meetings on the _____ of each month at _____ p.m. Special meetings may be called by request of at least six members. Notice of a special meeting shall be provided to the members at least three days before the date of the meeting. Task Force meetings shall be noticed and held in accordance with the Minnesota Open Meeting Law (Minn. Stat., Chap. 13D). A majority of the Task Force members shall constitute a quorum. A quorum must be present in order to hold a meeting, though less than a quorum can adjourn a meeting. A positive vote of a majority of a quorum is required to take action on any matter before the Task Force. The Task Force is not required to follow a particular set of parliamentary rules. The Task Force shall use a simple motion process for taking actions and shall otherwise operate in a manner consistent with the general consensus of a majority of Task Force members. A motion must be made and seconded before it can be acted on by the Task Force. A motion is subject to amendment before it is finally acted on, but a motion to amend must be decided before another motion to amend may be made. The Task Force may, by motion, table a matter for consideration at a later meeting. The Chairperson shall decide matters of preliminary procedure in a manner consistent with these Bylaws, except that the Task Force may overrule any such decision upon a majority vote of members present at the meeting, provided at least a quorum is present.
4. Officers. The Task Force shall select a Chairperson and Vice-Chairperson from among its members. The Chairperson shall be responsible for conducting the meetings of the Task Force. The Chairperson shall work with City staff to establish the agenda for Task Force meetings. A meeting agenda may be amended by the Task Force. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson. Documents for review and consideration by the Task Force at its meetings shall be distributed to the members by City staff. City staff will record the votes at Task Force meetings.
5. Code Review. The Task Force intends to conduct its review of the Code and to develop its recommendations in accordance with the following:

- (a) The Task Force shall assign specific sections of the Code to members for review;
 - (b) The members shall review the assigned sections and complete the review worksheet to indicate any changes they propose to the sections;
 - (c) The members shall turn the completed worksheets into City staff by the established deadline each month so the worksheets can be compiled and distributed to the other Task Force members as part of the packet for the meeting;
 - (d) The Task Force reviews, discusses, and votes on the proposed changes/recommendations; and
 - (e) City staff will summarize the Task Force's discussion and vote, and will forward the information to the City Council.
6. Amendments. These Bylaws may be amended by a majority vote of all the members of the Task Force.

Adopted on the ____ day of _____, 2015.

Chairperson

**CITY OF CRYSTAL
CODE REVIEW TASK FORCE
MEMBER WORKSHEET**

Member Name: _____

Code Chapter: _____ Section(s): _____

Member Recommendation: No Change Amend Delete Add

Purpose Recommended Change:

- Simplify Process/Language Reduce Regulatory Burdens
- Expand Regulations/Procedures Unnecessary or Outdated Language/Regulation
- Other: _____

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections: _____

Any further explanation: _____

For review at the Task Force meeting scheduled for: _____