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**CRYSTAL CITY CODE REVIEW
TASK FORCE**

JULY 23, 2015

7:00 p.m.

CONFERENCE ROOM A, CITY HALL

MEETING NOTICE AND AGENDA

1. Call meeting to order
2. Comments from Chair Richter
3. Review June 30, 2015 meeting notes
4. Review Task Force comments on Chapters 1 – 3
5. Discuss comment sheets and homework process – are they working?
6. Discuss thoughts on structural changes to City Code
7. Assignments and homework (due Monday, August 17)
8. Next meeting – August 27, 2015
9. Adjourn – 9 p.m.

CITY CODE REVIEW TASK FORCE

MEETING NOTES JUNE 30, 2015

Task Force Members Present: Kirsten Anderson, Jon Bohlinger, Bonnie Bolash, Jerry Bolash, Tim Buck, Tom Krueger, Carolyn Maristany, Nick Meyer, Amy Moser, Candace Oathout, Jennifer Pohl, Andrew Richter, David Seffren, Steve Schwappach.

Also present: Councilmember Jeff Kolb, City Attorney Troy Gilchrist and City Manager Anne Norris.

The meeting was called to order at 7:00 p.m.

Review Task Force Purpose

Councilmember Kolb reviewed the Council's purpose of the Task Force – to review, update and streamline the City Code.

Meeting Dates and Times

The Task Force agreed to meet on the fourth Thursdays of the month at City Hall at 7:00 p.m.

Meeting Organization

City Attorney Gilchrist reviewed the draft bylaws for the purpose, membership, and meetings. City Attorney Gilchrist discussed how the group makes decisions, and what the definitions of quorum and majority are. The Task Force discussed whether 8 is too low for a quorum of the Task Force. City Attorney discussed options for how the Task Force conducts the code review – whether it is the entire Task Force or something less than a quorum. There was discussion about worksheets and deadline for homework submission. The Task Force agreed staff should be brought in to answer questions after the Task Force has completed its review and comment. Staff will take notes of meetings and there will be audio recordings of the meetings. Meeting packets and recordings will be posted on the city's website.

The Task Force adopted the bylaws as discussed.

Task Force member Bohlinger volunteered to make the worksheet available electronically for those members wishing to utilize that option. There was discussion about how the worksheets should be used – for general comments and sentiment, not to wordsmith the Code.

There was discussion about the structure and format of the Code (how definitions are handled) and it was decided this would be discussed at the next meeting.

Open Meeting Law

City Attorney Gilchrist outlined the requirements of the open meeting law – meetings must be scheduled and posted, official city business must be accessible, no group email exchanges and conversations, and no sequential virtual meetings. There was a question about whether the Task Force could have subcommittees; subcommittees are acceptable as long as the members are less than the quorum number.

Legal Issues and Limitations

City Attorney Gilchrist outlined the issues associated with legal authority and limitations in drafting or revising code provisions. Statutory and City Charter authority were discussed generally. City Attorney Gilchrist also briefly discussed the federal and state limitations placed on local regulations and which may limit the extent to which the recommended Code changes can be implemented.

Task Force Assignments

The Task Force discussed whether to review the Code as a whole or with subcommittees. It was agreed the first 3 sections would be reviewed by all members of the Task Force.

Homework

Agenda packets will be sent out the Thursday prior to meetings. Task Force worksheets and comments are due back to staff by the Monday prior to the 3rd Thursday.

Select Chair and Vice Chair of Task Force

City Attorney Gilchrist reviewed the responsibilities of Chair (running the meetings and agenda input). Task Force member Seffren nominated Task Force member Richter as Chair. There were no other nominations and Task Force member Richter was named Chair by consent.

City Attorney Gilchrist reviewed the responsibilities of Vice Chair (running the meetings in the absence of the Chair). Task Force member Moser nominated Task Force member Maristany as Vice Chair. There were no other nominations and Task Force member Maristany was named Vice Chair by consent.

The meeting adjourned at 8:38 p.m.



Memorandum

DATE: July 16, 2015
TO: City Code Review Task Force
FROM: Anne Norris, City Manager *ala*
SUBJECT: Task Force Comments – Chapters 1-3

Attached is a spreadsheet containing all the comments received from the Task Force regarding review of Chapters 1-3 of the City Code. Many of the comments were made via the Google worksheet Jon Bohlinger set up. Several Task Force members submitted the worksheets; copies of those are attached.

Attach:

CITY CODE REVIEW TASK FORCE COMMENTS
CHAPTERS 1 - 3

Requestor Name	Which Chapter?	Which Section?	What is the reason for the proposed change?	Does the Proposed Change Affect Other Sections?	If Yes, which section(s)?	Any further explanation
Carolyn Maristany	Editorial Note					I would make the editorail a more formal preface that not only explains why things are numbered the way they area, but also gives a basic lay-out for each section so someone would know approximately what part of the section the informaiton they would want would be contained. (e.g. X.01 - Purpose X.02- Definitions S.05 Rules, etc.)
Carolyn Maristany	All					The city ordinances and city code are 2 separate sections. The city code frequently references various city ordinances, so the code is not useful to read because it's acutally the ordinance that contains the useful informaiton. I would merge the two so it's all together. This was the response when I asked Anne Norris about if the city code ocntained ordinances or if the ordinances were referenced like state statutes "the ordinances do get incorporated into the City Code but the exact changes, of course, don't show up. The ordinances are not yet available on our website but are of course available at City Hall. And your understanding is correct - the City Code should reflect the latest ordinance cited. In the case where there is no reference, there have been no amendments." In addition, I would merge Appendix and the city charter. There is no reason to have 4 separate locations when things cannot stand on their own.
Jon Bohlinger	Chapter 1	100.01	Simplify Process/Language	No		Update to include language to clarify the name of the code. E.G. instead of referencing "The Crystal city code of 1994", reference "The Crystal City Code v.20150702"

CITY CODE REVIEW TASK FORCE COMMENTS

CHAPTERS 1 - 3

Jon Bohlinger	Chapter I	100.3	Simplify Process/Language	Yes	Every section	Subsection 100.3 is a bomb. Changing it will cause every other section to need reformatting, a task that is direly required. I strongly recommend a working group to consider the effort required here.
Candace Oathout	Chapter I	.03, .07, .09	Simplify Process/Language, Unnecessary or Outdated Language/Regulation			.03- strike Arabic before letters .07 - change dates to reflect current revisions. Can we discuss revision of line 1? .09 - revise language of the first line
Jon Bohlinger	Chapter I	105	Simplify Process/Language	Yes	Many/Most	105.01 - Let's pull together the definitions into an appendix 105.11 - Does this section serve a purpose? I don't understand it.
Candace Oathout	Chapter I	105.01, 115.01	Simplify Process/Language, What is purpose of definition 105.21 Subd 12? Why is the term 501C3 required as opposed to the general 501 Section of the IRS Code?			115.01 - there should be a limit to the number of violations and fines that can accrue to an individual property.
Tom Krueger	Chapter 1	105.11	Delete	No		If the changes to the references of "beer" or "non-intoxication malt liquor" have been made, 105.11 can be eliminated. 110.07 Subd 2 - If we are examining a digital system (html, etc), there is no reason to exclude these data. Instead, they may be packaged as linked notes. 110.09 - Where are these? Are they under our purview? Does this mean that the appendices are not in fact, portions of the city code?
Jon Bohlinger	Chapter I	110	Simplify Process/Language	Yes	Many/Most	110.13 - What is going on here that the publishing of the summaries is important?
Jon Bohlinger	Chapter I	115	Simplify Process/Language	Yes	Definition Section	115.07 - Why don't we punish officials for non-performance? 115.09 - This belongs with the other definitions

CITY CODE REVIEW TASK FORCE COMMENTS

CHAPTERS 1 - 3

Tom Krueger	Chapter II	200.01	Amend and clarification	No		"Meetings of the council must be open to the public." What about executive sessions for discussions where data privacy are involved. Does not this language preclude such closed sessions? Does closed executive sessions need to be specified to avoid conflict with the current language?
Nicholas Meyer	Chapter II	200.03	Question	No		Is it possible to appoint councils members (i.e. to fill a vacancy) and how does that apply to 'council members elected'?
Jon Bohlinger	Chapter II	210	Unnecessary or Outdated Language/Regulation	No		This is a placeholder code and can be removed. I here is quite a bit of temporal language in Subdivision 1 that make it very hard to parse. This is a great candidate for simplification.
Jon Bohlinger	Chapter II	211	Simplify Process/Language	No		e.g. Notwithstanding, foregoing, may enact to take effect before, next succeeding, in effect for 12 months, unless another period of time, after which, immediately before.
Stephen Schwappach	Chapter II	211.01	Unnecessary or Outdated Language/Regulation	No		Delete paragraph starting with "Notwithstanding" and ending with "enacted". Can only see a punitive cause for the meaning of the paragraph.
Jon Bohlinger	Chapter II	215	Unnecessary or Outdated Language/Regulation	No		215.09 - The language used here isn't suitable for use in the code. As written, it's a change order with guided steps, not a list of ongoing rules. Propose that the Council adopt language to express term limits and election years based on state/federal offices.
Carolyn Maristany	Chapter II	215.11	Simplify process/language	Yes	215.11 Subd. 3a	It's just repetitive wording I would make 215.11 more succinct and just use the last two sentences with some rewording of the first to make more sense.
Nicholas Meyer	Chapter II	215.09	Unnecessary or Outdated Language/Regulation	No		may subdivisions of this section are not relevant and should be stricken.
Kirsten Andersen	Chapter II	215.09	Unnecessary or Outdated Language/Regulation	No		This seems like it was added to cover a transitional period that has expired.
Nicholas Meyer	Chapter II	215.11	Reduce Regulatory Burdens	No		Subd 3 b - recommend to strike b. All required information should be listed in the code. 'Such information deemed necessary by the city council' is too broad and easily subject to abuse.

CITY CODE REVIEW TASK FORCE COMMENTS

CHAPTERS 1 - 3

						305.07 - My reading of this is that being appointed to a second board vacates you from a first board. This should either be clarified or eliminated. Further clarification should be added to term limits as our commission is limited to one year and our terms are apparently three years long.
						305.15 - Our own Bylaws do not conform to these requirements (attendance, month of officer appointment, etc)
						305.23 - Placeholder, can be struck.
						305.25 - Does this commission exist? If yes, why isn't it listed in the Commissions Corner of the website? If not, should we move to create it or strike this portion from the code?
Jon Bohlinger	Chapter III	305	Reduce Regulatory Burdens	No		305.27 subd 1. a. - Include "Gender Identity" in massive list of things which are not discriminated against.
Jon Bohlinger	Chapter III	305	Expand Regulations/Procedures	No		
Carolyn Maristany	Chapter III	305.09 Subd. 4	Amend	No		305.17 also needs to be amended
Candace Oathout	Chapter III	305.33	Expand Regulations/Procedures, Improve resident participation by restoring the Economic Development Advisory Committee with modifications, such as, decreasing membership from 10 to 7.			This would increase transparency and improve public input concerning the city's future.
Tom Krueger	Chapter III	305.33	Delete			Does the EDA Advisory Commission even exist anymore? Can this section just be removed? Or does leaving it in the code give the Council the opportunity to reconstitute it in the future?
Jon Bohlinger	Chapter III	306	Simplify Process/Language	No		Subsections 306.01 and 306.03 are edge of knowledge statements that do not actually regulate anything. The just list the title and purpose of the section.

CITY CODE REVIEW TASK FORCE COMMENTS

CHAPTERS 1 - 3

Jon Bohlinger	Chapter III	306	Simplify Process/Language	No		306.09 Sub 7 contains a list of all the factors that a hearing officer may consider. The 10th factor is carte blanche to include anything, rendering the rest of the list moot.
Jon Bohlinger	Chapter III	306	Simplify Process/Language	No		Section 306 uses the words fine, fee, and penalty interchangeably. It may be advantageous to either specify that the words may be used interchangeably or to unify them.
Carolyn Maristany	Chapter III	306	Add - never says who is responsible for enforcement	Not sure		I don't know whether the city hires someone to look for the code enforcement, the police is responsible or if the council members or the city staff does it. I also don't know if enforcement is neighbor dependent. If it's just based on your neighbors, then depending on the neighborhood the enforcement could be lenient or strict.
Tom Krueger	Chapter III	306.05 Subd. 2	Amend and clarify	No		Administrative enforcement exemption. Alcohol and tobacco not subject to... Should there be a reference included on where in the code Alcohol and Tobacco violations are found?
Candace Oathout	Chapter III	306.05 Subd. 4, 306.16 Subd 4b, 306.17 Sec. b	Reduce Regulatory Burdens			306.05 Subd. 4 - Delete last line. The penalty for violation should have specific number of days. The way this reads it could be used to confiscate the owner's property. 306.16 Subd 4b - these penalties are unnecessarily harsh. 306.17 Sub. B Amend the last line. Simply changing the last date should not grant the power to readjudicate the same facts simply by changing the date.
Jon Bohlinger	Chapter III	310	Simplify Process/Language	No		This section does not need to exist. It reads like a motion to the council, not as actual functional code.
Tom Krueger	Chapter III	310.03	Delete and Simplify Process/Language	No		Is it practice to include intent language in code? I would think stating the policy should be sufficient without including intent. Subsection 310.07 states that the appendix may be amended. This does not need to be stated if the Appendices are part of the code.
Carolyn Maristany	Chapter III	311.01 Subd. 1	Simplify Process/Language	Yes	Subd. 1 and 2	

CITY CODE REVIEW TASK FORCE COMMENTS

CHAPTERS 1 - 3

						I guess I find it hard to determine the difference between applicants for positions with the city and applicants who are finalist for paid...positions with th ecity. I also don't think the city manager should be the one that determines if a crime may related to the position sought. There should be clear standards and practices that disclude people based on prior actions.		
Jon Bohlinger	Chapter III	315	Simplify Process/Language	Yes	305.07	315.05 Subd 3 uses the phrase "creating a vacancy on" instead of saying "resigning from" or "leaving" or really anything a non-lawyer would say. This is also a problem in section 305.07.		
Jon Bohlinger	Chapter III	315	Simplify Process/Language	No		Additionally, the handling of vacancies on the ERB is handled in both 315.05 and 305.07. It should only be in one of those places.		
Tom Krueger	Chapter III	315.01	Amend and Simplify Process/Language	No		Current language is redundant. Sentence one says it is established. Sentence three says it was established under. Don't think the first sentence is even needed.		
Andrew Richter	Chapter III	305.17	Unnecessary or Outdated Language/Regulation	No		The second half of 315.09 is a restatement of 305.05		
Andrew Richter	Chapter III	305.13	Simplify Process/Language	No		I'd like to remove subdivision 4 the part about a liaison. I don't see a liaison is necessary.		
Andrew Richter	Chapter III	305.33	Unnecessary or Outdated Language/Regulation	No		I'd like to change the removal from office from a majority to a 2/3 majority. This protects commissioners from being removed for political reasons or because the council disagrees with them.		
Andrew Richter	Chapter III	305.25	Unnecessary or Outdated Language/Regulation	No		I'd like to remove the section on the economic development advisory commission. I don't know if this commission even exists and I see no reason for it in our code.		
Carolyn Maristany	Chapter III	315	Unnecessary or Outdated Language/Regulation			Does a youth commission even exist? If it doesn't then let's repeal it		

CITY CODE REVIEW TASK FORCE COMMENTS

CHAPTERS 1 - 3

						Section 312 should just be all of ordinance 97-4. It seems incomplete because there isn't a section on how fire personal are chose, promoted and demoted. There are also no duties listed for the other fire personal besides the chief. It also seems odd that the city manager suspended/discharges probationary or regular firefighters and not the fire chief (Subd. 5 and 7), as the chief is going to be the one that has better knowledge for what is acceptable or not for fire fighters. Also it's the city manager that appoints the fire chief in the first place, so shouldn't they trust their appointment to handle the department? Finally, I found it odd that there was not a similar section for the police department near this section.		
Jon Bohlinger	Chapter III	321.09	Simplify Process/Language	No				
Tim Buck	Chapter III	321.07/ Subd. 3	Add			Add - any equipment and apparatus is for city use/work only - no personal use May need to put it in diff areas		
Jon Bohlinger	Chapter III	325	Simplify Process/Language	No		This subsection can probably be struck or rolled into 321.03.		
Jon Bohlinger	Chapter III	325	Simplify Process/Language	No		325.05 Can be struck. Subsection 325.11 is probably preempted by county, state, or federal statutes.		
Jon Bohlinger	Chapter III	330	Simplify Process/Language Unnecessary or Outdated	No				
Jon Bohlinger	Chapter III	335	Language/Regulation	No		Subsection 330.01 Sudb 2 is as clear as mud. 335.01 Subd 1 - I don't believe we need to state where we get the authority for every piece of code.		
Jon Bohlinger	Chapter III	335	Simplify Process/Language Unnecessary or Outdated	No				
Andrew Richter	Chapter III	315	Language/Regulation	No		335.01 Subd 2 & 3 need editing for clarity and flow.		
Andrew Richter	Chapter III	320.07	Language/Regulation Unnecessary or Outdated	No		I know the Employee Review Board is in our charter but I think we should recommend it be removed.		
Tom Krueger	Chapter III	321.07	Amend and Clarification	No		I'll admit, I'm not totally attuned to the structure between the code and West Metro Fire. Now, since we do have West Metro and only one Fire Chief, under duties of the Fire Chief, "The policies and procedures must be approved by the city manager." Shouldn't that need further explanation?		

CITY CODE REVIEW TASK FORCE COMMENTS

CHAPTERS 1 - 3

Carolyn Maristany	Chapter III	330 Subd. 2	Typo						The board is factually incorrect. There are 7 members not 9. It is one member from each council and one citizen representative from each city with the two city managers and one member approved by both cities. I'd also like to add language that the citizen representative can't be a council member.
Carolyn Maristany	Chapter III	335.03 b)	Amend - simplify process/language						Forth line - without interest should read without interest Wouldn't it be easier to have the following documentation instead of the 7 items listed: Instead of items 1-3 and 5- just provide a print out of the property information from the Hennepin county property information search. Instead of item 6(i) birth certificate or similar documentation
Andrew Richter	Chapter III	340	Unnecessary or Outdated Language/Regulation	No					
Kirsten Andersen	Chapter III	311.01	Simplify Process/Language, Reduce Regulatory Burdens, Expand Regulations/Procedures, Unnecessary or Outdated Language/Regulation	Yes	Too many to list				With gay marriage now legal, I'm wondering whether this section is necessary at all anymore. At the risk of opening a massive can of worms, it might be fruitful to discuss background checks and the types of businesses that are required to undergo them.
Andrew Richter	Chapter III	305	Unnecessary or Outdated Language/Regulation	No					
Stephen Schwappach	Chapter III	340	Unnecessary or Outdated Language/Regulation	No					I'd like to consider removing language about what commissions we have with the exception of the planning commission which is provided by state law. I'm not advocating getting rid of the commission, I'm advocating getting them out of the city code so the city has the flexibility to change things if they deem necessary by resolution.
Carolyn Maristany	Chapter III	340	Unnecessary or Outdated Language/Regulation						Now legal for everyone to marry. If a couple needs or wants the benefits of a legal partnership. A city shouldn't be regulating anymore.
Candace Oathout	Chapter III	340	Unnecessary or Outdated Language/Regulation						Strike this section. It has been superseded by Federal Law 2015
Tim Buck	Chapter III	340							What's the purpose, why do it

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

Member Name: Carolyn Maristany _____

Code Chapter: Editorial Note _____ 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: I would make the editorial a more formal preface that not only explains why things are numbered the way they are, but also gives a basic lay-out for each section so someone would know approximately what part of the section the information they would want would be contained. (e.g. X.01-Purpose X.02-Definitions X.05Rules, etc. _____

For review at the Task Force meeting scheduled for: 23Jul2015 _____

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

Member Name: Carolyn Maristany _____

Code Chapter: All 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: Combine Ordinances with city code

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections: _____

Any further explanation: The city ordinances and city code are 2 separate sections. The city code frequently references various city ordinances, so the code is not useful to read because it's actually the ordinance that contains the useful information. I would merge the two so it's all together. This was the response when I asked Anne Norris about if the city code contained ordinances or if the ordinances were referenced like state statues "The ordinances do get incorporated into the City Code but the exact changes, of course, don't show up. The ordinances are not yet available on our website but are of course available at City Hall. And your understanding is correct – the City Code should reflect the latest ordinance cited. In the case where there is no reference, there have been no amendments. In addition, I would merge Appendix and the city charter. There is no reason to have 4 separate locations when things cannot stand on their own.

For review at the Task Force meeting scheduled for: 23Jul2015

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

Member Name: Carolyn Maristany _____

Code Chapter: 306 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: It never says who is responsible for the enforcement

Does the Proposed Change Affect Other Sections: ? No Yes

If yes, the sections: _____

Any further explanation: I don't know whether the city hires someone to look for the code enforcement, the police is responsible or if the council members or the city staff does it. There is also a reference to appendix V (310.07), and we don't have it. I also don't know if enforcement is neighbor dependent. If it's just based on your neighbors, then depending on the neighborhood the enforcement could be lenient or strict. _____

For review at the Task Force meeting scheduled for: 23Jul2015 _____

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

Member Name: Carolyn Maristany _____

Code Chapter: 311..01_ Section(s): .Subd. 1 _____

Member Recommendation: No Change Amend Delete Add

Purpose Recommended Change:

- X Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulations/Procedures Unnecessary or Outdated Language/Regulation

Other: _____

Does the Proposed Change Affect Other Sections: No X Yes

If yes, the sections: Subd. 1 and 2

Any further explanation: I guess I find it hard to determine the difference between applicants for positions with the city and applicants who are finalists for paid...positions with the city . I also don't think that the city manager should be the one that determines if a crime may relate to the position sought. There should be clear standards and practices that disclude people based on prior actions.

For review at the Task Force meeting scheduled for: 23Jul2015 _____

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

Member Name: Carolyn Maristany _____

Code Chapter: 315 _____ Section(s): _____

Member Recommendation: No Change Amend Delete Add

Purpose Recommended Change:

- Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulations/Procedures X Unnecessary or Outdated Language/Regulation

Other: _____

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections: _____

Any further explanation: More appendix V mentioned. I'm thinking that the Employee review board is more a city staff human resources. The language doesn't sound like it's a place for the citizens of Crystal to comment on the people employed by Crystal. It's also might be a conflict of interest if it is the city manager that recommends people for the board to the council (315.05) and then depending on whether the board agrees with the manager or not depends on if the city pays the court cost for the grievance. The board are all members of the city, so that assumes that they are not going to want to have the city pay more for something even if they think the manager was wrong. I almost think that people that do not have an interest in the city should be reviewing and ruling on grievances instead of someone that gets their life blood from the city or is invested in the city..

For review at the Task Force meeting scheduled for: 23Jul2015 _____

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

Member Name: Carolyn Maristany _____

Code Chapter: 320 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: This section has the definitions defined as they are used in document.

Section 105 has a definitions section written into the document. I haven't read the rest of the code, so I don't know which method is more frequent, but either one or the other needs to be done.

Everything should be standardized throughout the code. Also are resolutions the same as ordinances (97-120 AND 98-12 are mentioned in 320.03)? Having a prolog that defined the difference purpose between state statue, city code, city ordinance, city resolutions and city charter would be helpful.

For review at the Task Force meeting scheduled for: 23Jul2015 _____

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

Member Name: Carolyn Maristany

Code Chapter: 321 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: Section 312 should just be all of ordinance 97-4. It seems incomplete because there isn't a section on how fire personal are chosen, promoted and demoted. There are also no duties listed for the other fire personal besides the chief. It also seems odd that the city manager suspended/discharges probationary or regular firefighters and not the fire chief (Subd. 5 and 7), as the chief is going to be the one that has better knowledge for what is acceptable or not for fire fighters. Also it's the city manager that appoints the fire chief in the first place, so shouldn't they trust their appointment to handle the department? Finally, I found it odd that there was not a similar section for the police department near this section. _____

For review at the Task Force meeting scheduled for: 23Jul2015

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

Member Name: Carolyn Maristany

Code Chapter: 335.03 Section(s): b)

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: Wouldn't it be easier to have the following documentation instead of the 7 items listed: Instead of items 1-3 and 5-just provide a print out of the property information from the Hennepin county property information search. Instead of item 6 (i) birth certificate or similar documentation _____

For review at the Task Force meeting scheduled for: 23Jul2015

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

Member Name: Carolyn Maristany _____

Code Chapter: 340 _____ 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: Federally, the defense of marriage Act (DOMA Pub. L. 104-199) was passed in 1996. On 14May2013, Minnesota passed a similar bill that went into effect in August 2014, so our domestic partnership registration is really unnecessary. There is no reason for any couple that wants the privileges of marriage to just get married. Nothing is preventing any couple regardless of sexual or racial orientation from marrying now.

For review at the Task Force meeting scheduled for: 23Jul2015 _____

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

Member Name: Candace Oathout

Code Chapter: 3 Section(s): 306.05 Sub. 4, 306.16 Sub4b, 306.17 section b

Member Recommendation: No Change Amend X Delete Add

Purpose Recommended Change: Penalties listed are unnecessarily harsh and confiscatory.

- Simplify Process/Language X 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: 306.05 Sub. 4 Delete last line. The penalty for violation should have specific number of days. The way this reads it could be used to confiscate the owner's property.

306.16 Sub. 4b. These penalties are unnecessarily harsh.

306.17 Sub. b Amend the last line. Simply changing the last date should not grant the power to re-adjudicate the same facts simply by changing the date.

For review at the Task Force meeting scheduled for: July 23, 2015

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

Member Name: Tom Krueger

Code Chapter: I Section(s): 105.11

Member Recommendation: No Change Amend Delete Add

Purpose Recommended Change:

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

x Other: If the changes to the refernces of "beer" or "non-intoxication malt liquor" have been made, 105.11 can be eliminated.

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections: _____

Any further explanation:

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

Member Name: Tom Krueger

Code Chapter: I Section(s): 115.07

Member Recommendations: No Change Amend Delete Add

Just looking for a clarification.

Purpose Recommended Change:

Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulation/Procedures Unnecessary or Outdated Language/Regulation
 Other

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections:

Any further explanation:

Failure of officers to perform duties:

Penalties imposed by this section do not apply to officer or employee to perform. Question, if an employee does not comply, are their penalties or procedures laid out in the employee manual or somewhere else applicable to that failure to perform?

For review at the Task Force meeting scheduled for:

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

Member Name: Tom Krueger

Code Chapter: II Section(s): 200.01

Member Recommendations: No Change Amend Delete Add

Purpose Recommended Change:

Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulation/Procedures Unnecessary or Outdated Language/Regulation
 Other: Clarification

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections:

Any further explanation:

“Meetings of the council must be open to the public.” What about executive sessions for discussions where data privacy are involved. Does not this language preclude such closed sessions? Does closed executive sessions need to be specified to avoid conflict with the current language?

For review at the Task Force meeting scheduled for:

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

Member Name: Tom Krueger

Code Chapter: II Section(s): 305.33

Member Recommendations: No Change Amend Delete Add

Purpose Recommended Change:

Simplify Process/Language

Reduce Regulatory Burdens

Expand Regulation/Procedures

Unnecessary or Outdated Language/Regulation

Other

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections:

Any further explanation:

Does the EDA Advisory Commission even exist anymore? Can this section just be removed? Or does leaving it in the code give the Council the opportunity to reconstitute it in the future?

For review at the Task Force meeting scheduled for:

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

Member Name: Tom Krueger

Code Chapter: III Section(s): 306.05 Subd. 2

Member Recommendations: No Change Amend Delete Add

Purpose Recommended Change:

Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulation/Procedures Unnecessary or Outdated Language/Regulation
 Other: Clarify

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections:

Any further explanation:

Administrative enforcement exemption. Alcohol and tobacco not subject to...

Should there be a reference included on where in the code Alcohol and Tobacco violations are found?

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

Member Name: Tom Krueger

Code Chapter: III Section(s): 310.03

Member Recommendations: No Change Amend Delete Add

Purpose Recommended Change:

Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulation/Procedures Unnecessary or Outdated Language/Regulation
 Other

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections:

Any further explanation:

Is it practice to include intent language in code? I would think stating the policy should be sufficient without including intent.

For review at the Task Force meeting scheduled for:

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

Member Name: Tom Krueger

Code Chapter: III Section(s): 315.01

Member Recommendations: No Change Amend Delete Add

Purpose Recommended Change:

Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulation/Procedures Unnecessary or Outdated Language/Regulation
 Other

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections:

Any further explanation:

Current language is redundant. Sentence one says it is established. Sentence three says it was established under. Don't think the first sentence is even needed.

For review at the Task Force meeting scheduled for:

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

Member Name: Tom Krueger

Code Chapter: III Section(s): 321.07

Member Recommendations: No Change Amend Delete Add

Purpose Recommended Change:

Simplify Process/Language Reduce Regulatory Burdens
 Expand Regulation/Procedures Unnecessary or Outdated Language/Regulation
 Other: Clarification

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections:

Any further explanation:

I'll admit, I'm not totally attuned to the structure between the code and West Metro Fire.

Now, since we do have West Metro and only one Fire Chief, under duties of the fire chief, "The policies and procedures must be approved by the city manager." Shouldn't that need further explanation?

CITY OF CRYSTAL
CODE REVIEW TASK FORCE
MEMBER WORKSHEET

Member Name: Tim Buck

Code Chapter: III Admin. Section(s): 321.07 Subd 3.

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: Add to

Does the Proposed Change Affect Other Sections: No Yes

If yes, the sections: maybe, haven't got in to code for EUCO

Any further explanation: _____

Add - may Equip & Apparatus is for
City use/work only - NO PERSONAL USE

MAY NEED to PUT IN in DIFF AREAS

For review at the Task Force meeting scheduled for: _____

CITY OF CRYSTAL
CODE REVIEW TASK FORCE
MEMBER WORKSHEET

Member Name: Tim Buck

Code Chapter: III Admin Section(s): 340.01

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: _____

What's the Purpose, why do it

For review at the Task Force meeting scheduled for: _____