

City of Ramsey
Agenda
City Council Work Session
Tuesday, December 11, 2018
5:30 pm
Lake Itasca Room, 7550 Sunwood Drive NW

- 1. Call to Order**
- 2. Topics for Discussion**
 1. Consider Extension for Temporarily Fulfilling Needed Building Inspection Services
 2. Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority-May be Closed to the Public
 3. Review Administration and Enforcement of City Code Violations
- 3. Topics for Future Discussion**
- 4. Mayor/Council/Staff Input**
 0. Review Future Topics/Calendar
- 5. Adjournment**

Meeting Date: 12/11/2018

Information

Title:

Consider Extension for Temporarily Fulfilling Needed Building Inspection Services

Purpose/Background:

The purpose of this discussion is to update the City Council regarding the Building Division's gap in staffing coverage as compared to the current volume of work. A considerable and above average amount of Staff resources was consumed by Permit Administration, Plan Review, and Inspections. Other tasks, such as code enforcement and activity reporting have been left unaddressed. Staff believes a temporary solution over the first half of 2019 shall be sufficient to complete outstanding obligations carried over from 2018. The City Council previously approved this same scenario through the end of 2018.

Staff does not anticipate levels as high as this year to sustain each year, and would prefer a temporary solution rather than a permanent solution. The increase in expenses are offset by increase in revenue. This is the scenario that Staff plans for each year in order to remain fiscally responsible.

As the City Council is aware, activity in the Building Division continues to be very high; as is activity within the entire Community Development Department. Staff is seeking direction from the City Council regarding what option to take in order to complete the Department's work. Staff will provide additional detail regarding alternative options when this case is discussed with the City Council; however, Staff's top recommended option is to continue utilizing a current 20-hour per week, part-time employee that is currently working in the Engineering Department. This employee is stationed in the same general work space as Community Development, has already been cross trained and is available to work full-time. Staff recommends dedicating an additional 20-hours per week to this employee's schedule, now through June 30, 2019 based on work volume and budget discussions.

Alternatively, the City Council could consider contracting for these services. Unfortunately, there are limited resources available for contracting this type of work. Additionally, there would be approximately four (4) weeks of on-the-job training, creating a lag in full capacity. Additionally, contracted services generally carry a higher per-hour rate. The benefit of contracted services is the flexibility and ability to be temporary in nature. In this case, the City has a lower-cost, more effective solution that still achieves this flexibility and temporary nature.

Timeframe:

Approximately 10 minutes.

Funding Source:

Detailed information will be provided at the meeting.

Responsible Party(ies):

Tim Gladhill, Community Development Director

Outcome:

Staff is seeking direction on allowing the current Engineering Administrative Assistant to continue to work 20 hours per week in the Building Inspection Division until June 30, 2019.

Attachments

No file(s) attached.

Form Review

Inbox

Tim Gladhill

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 12/06/2018

Reviewed By

Tim Gladhill

Kurt Ulrich

Date

12/04/2018 02:32 PM

12/06/2018 11:59 AM

Started On: 12/03/2018 12:28 PM

Meeting Date: 12/11/2018

Information

Title:

Discussion Regarding the Annual Performance Review of the City Administrator, an Individual Who is Subject to the City Council's Authority-May be Closed to the Public

Purpose/Background:

Mr. Kurt Ulrich was hired as the City Administrator in 2007. As per Mr. Ulrich's Employment Agreement with the City, the annual 360 degree performance evaluation was conducted. The Mayor and Mr. Ulrich met previously and discussed the evaluation.

Mr. Ulrich's performance evaluation includes feedback from the City Council, his direct reports and Mr. Ulrich himself. The results of the evaluation will be provided at the closed meeting where Mr. Ulrich will meet with the full City Council to discuss his performance and receive feedback. At his discretion, Mr. Ulrich may choose to open this meeting to the public.

Minnesota Statute 13D.05, Subd. 3a states that "A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting."

Please note that both the performance evaluation and the City Councils' discussion regarding Mr. Ulrich's performance are private and may not be discussed outside of the closed session.

Timeframe:

Approximately 30 minutes.

Funding Source:

There is no funding required.

Responsible Party(ies):

Colleen Lasher, Administrative Services Director

Outcome:

To arrive at a consensus regarding approval of the City Administrator's annual performance review and 2019 Professional Development Plan, to be formally adopted at the January 8, 2019 City Council meeting.

Attachments

No file(s) attached.

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 12/06/2018

Reviewed By

Kurt Ulrich

Date

12/06/2018 11:57 AM

Started On: 11/30/2018 03:24 PM

Meeting Date: 12/11/2018

Information

Title:

Review Administration and Enforcement of City Code Violations

Purpose/Background:

This is a continued discussion from the City Council Work Session dated November 27, 2018. For this continued discussion, Staff recommends limiting discussion to the following points.

- *Council requested an opportunity to discuss certain violation types in more detail. Please outline what types are desired for additional discussion.*
- *Staff does have topics suggested for discussion as follows.*
 - *Home Occupations (home-based businesses)*
 - *Blighted (but safe) buildings and structures*
 - *Violations in Commercial and Industrial Districts (balance economic development goals)*

The purpose of this case is to review the effectiveness and responsiveness of the City's administration of enforcement of City Code Violations, more specifically Zoning Code and Nuisance Code. This case is being brought forward due to a recent comment at Citizen Input asking the City Council to consider making the program more effective. This comment has been heard during the Comprehensive Plan Update and other community conversations. Conversely, there are some in the community that believe our enforcement program is too aggressive.

In framing this conversation, our Mission Statement, Vision Statement, and Key Goals are included below, as this is an important policy discussion.

Mission Statement: It is our mission to responsibly grow our community, and to provide quality, cost-effective and efficient government services.

Our Vision for the Future: Ramsey will evolve through citizen-driven, collaborative processes that respect the balance and connectivity between its unique urban, rural, and natural environment for current and future generations.

Key Goals:

- A Balance of Rural Character and Urban Development
- An Active Community
- A Connected Community
- Smart, Citizen-Focused Government
- Financial Stability

The intent of this case is to introduce the topic and scope future discussions. This is a very broad topic, and diving into a detailed policy analysis would be difficult and inefficient. For sake of efficiency, Staff would recommend focusing on the following violation types. These represent violation types that are either difficult to enforce based on current policy direction or negative feedback on the standard itself (this shouldn't be a requirement). A more detailed presentation is attached to aide in framing conversations.

- Home-Based Businesses: Contractors (exterior storage, traffic)
- Commercial Districts (balance economic development goals)
 - Motor Vehicle Display and Storage
- Signs: Permanent and Temporary
- Blighted Buildings

- Hazardous Structures

The City has the following tools to employ to enforce violations of City Code.

- Voluntary Compliance by Owner
- Administrative Fines
- District Court Injunctions and Restraining Orders (limited availability)
- Abatement (cleanup by City, costs assessed back to property)
- County Citation/Criminal Charges

Generally speaking, a majority of violations are resolved through voluntary compliance by the Owner. Often these are long-grass complaints, inoperable vehicles, and parking. Enforcement of Building Code and Zoning Code is a bit more complex. In these scenarios, the City is often faced with the policy decision to enforce a violation that could result in the impact of the Owner's ability to occupy a building or use a property in a particular manner.

A more detailed presentation to help frame and focus discussion is attached.

Timeframe:

30 minutes

Funding Source:

This case is being handled as part of normal Staff duties.

Responsible Party(ies):

Community Development Director
Police Chief

Outcome:

Provide direction on suggested changes to policy of Code Enforcement for specified enforcement types.

Attachments

Presentation

Form Review

Inbox

Kurt Ulrich

Form Started By: Tim Gladhill

Final Approval Date: 12/06/2018

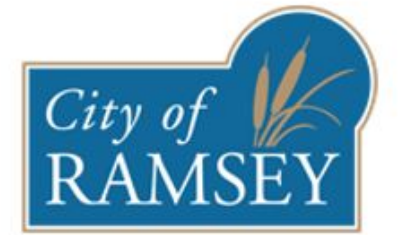
Reviewed By

Kurt Ulrich

Date

12/06/2018 11:44 AM

Started On: 12/04/2018 10:15 AM



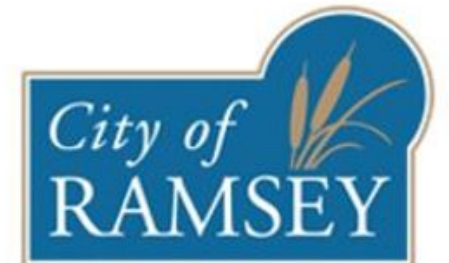
CODE ENFORCEMENT PROGRAM OVERVIEW

City Council

POLICY QUESTION:

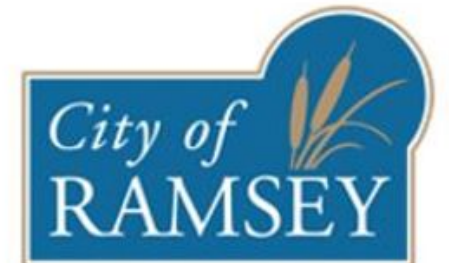
WHAT ARE WE TRYING TO ACHIEVE?

- Based on feedback from residents:
 - IS OUR CODE ENFORCEMENT PROCESS INEFFECTIVE AND IN NEED OF UPDATE?
- Staff Recommended Scope of Discussion
 - Enforcement of Zoning and Building Code Violations
 - Home Based Businesses
 - Blighted Buildings and Accessory Buildings
 - Hazardous Building
 - Enforcement in Commercial Districts
 - Enforcement of Routine Violations Adequate
 - Long Grass
 - Motor Vehicles

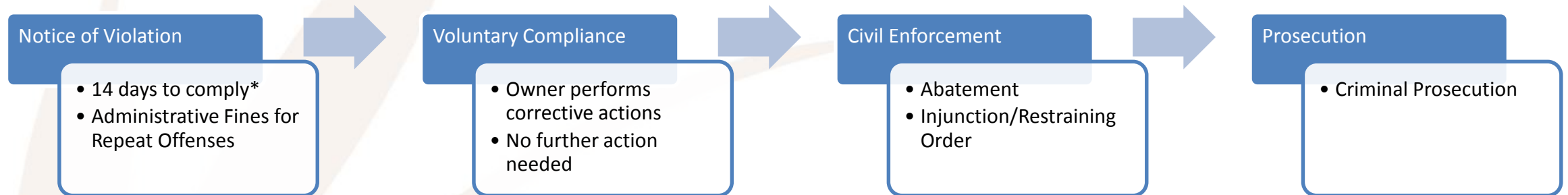


SCOPE OF POLICY REVIEW

- Policy Issue or Enforcement Issue?
- Strategic Priorities
 - A Balance of Rural Character and Urban Growth
 - Smart, Citizen-Focused Government
 - Financial Stability
- Commercial Enforcement vs. Residential Enforcement
- Do standards need to change?
 - Is City Code Effective?
 - Is City Code Too Restrictive?
- Does the fine structure need to change?
- Cost and Budget Implications of Abatement?
- Dedicated Code Enforcement Coordinator?
 - Future Budget Impact

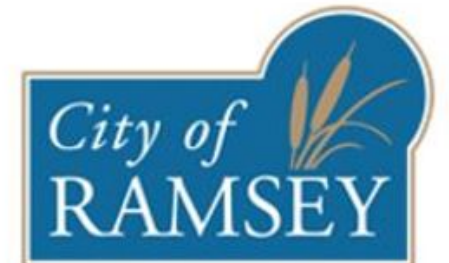


CODE ENFORCEMENT STANDARD PROCESS



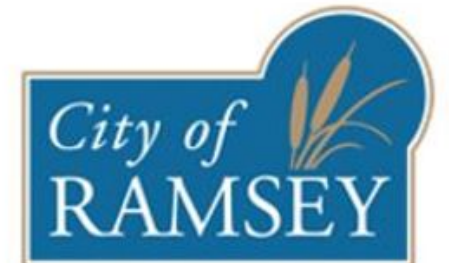
CIVIL ENFORCEMENT

- City issues Notice of Violations
- No impact to Criminal Record
- No potential for arrest for outstanding warrant
- Can be lengthy if no action by owner.
- Can be costly if no action by owner.
- “So What?” – You’re a Planner, not a Police Officer
- Other Options (avoiding the “So What?”)
 - Injunctions
 - Restraining Orders
 - Both have limited application



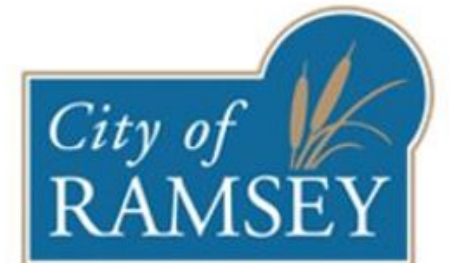
ABATEMENT – NEXT LEVEL CIVIL ENFORCEMENT

- City removes the issue
- City incurs initial costs, costly
 - Assesses costs to property
- Removing items related to home-based businesses
 - Income stream
- Not effective for Blighted Structures
 - City doesn't want to be a home improvement contractor
 - Costly, even though costs are eventually recovered
- Statutory Authority for Hazardous Structures

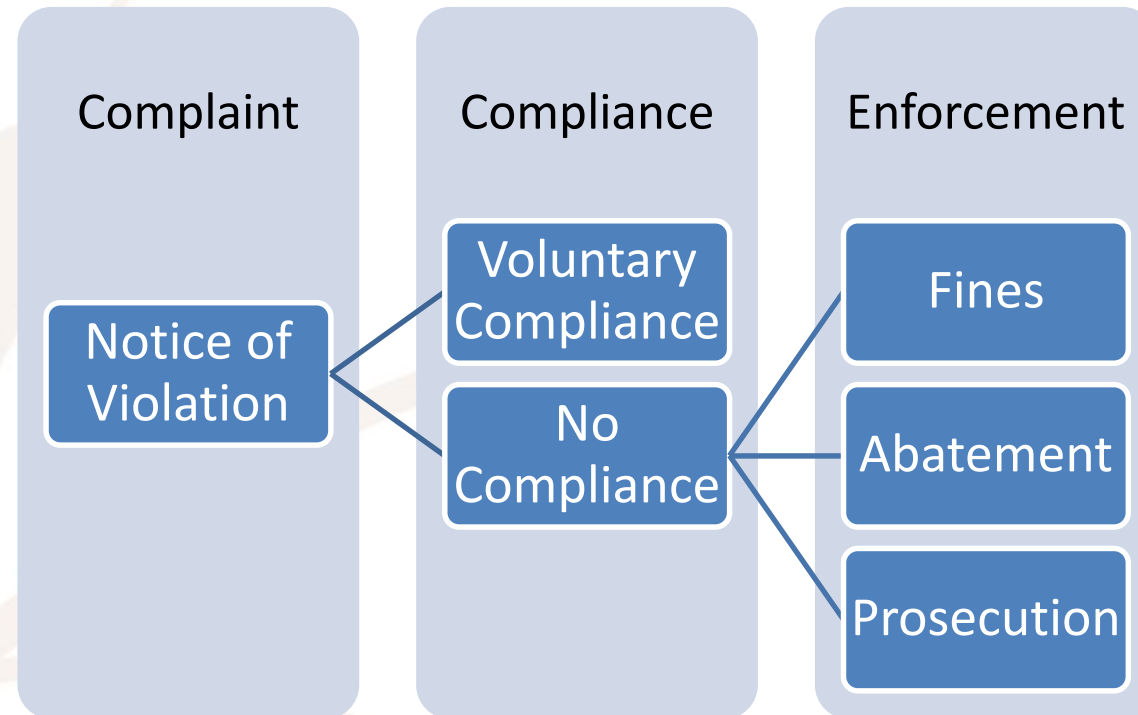


CRIMINAL PROSECUTION

- Quick direction from District Court
- Misdemeanor on record
- Potential for arrest for outstanding warrant
 - Many nuisance violations are per
- Mixed success
- “So What?” – I’ll just pay the fine, but not correct the issue

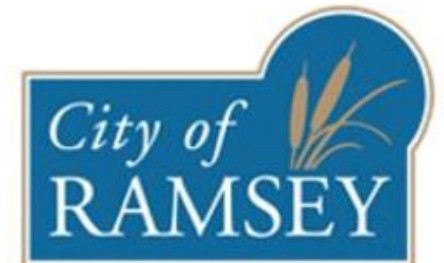


ESCALATING ENFORCEMENT ACTION: HOW QUICKLY SHOULD WE CLIMB THE LADDER?



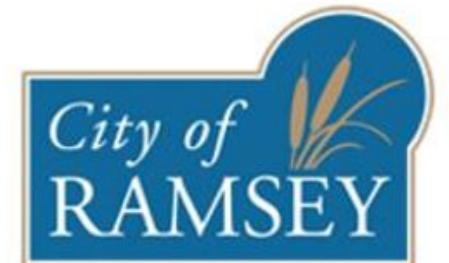
CURRENT ABATEMENT POLICY

Abatement Authorized: “Level 1 Violations” (not official designation)	Abatement Not Authorized - Proceed to Criminal Prosecution: “Level 2 Violations” (not official designation)
Long Grass	Home Occupations
Inoperable Vehicles	Blighted (but safe) Buildings
Outdoor Storage	
Hazardous Structures; Not fit for human occupancy	



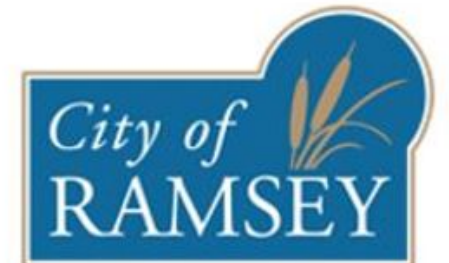
SUGGESTED EXTENSION POLICY: LEVEL 2 VIOLATIONS

Extension Request	Required Authorization
1 st 14 Day Extension	Case Manager
2 nd 14 Day Extension	Case Manager
3 rd 14 Day Extension	Department Head
4 th 14 Day Extension	City Administrator
Additional Extensions	City Council



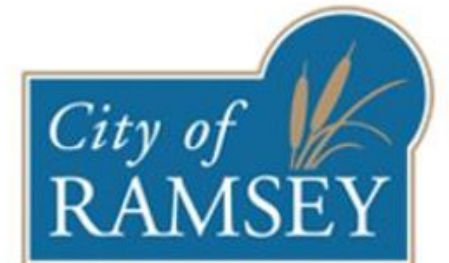
CASE STUDY A: MOTOR VEHICLE REPAIR IN RESIDENTIAL DISTRICT

- Multiple Vehicles, not all owned by Property Owners
 - “Friends and Family”
- Some are inoperable, some are operable
- Rotating Stock



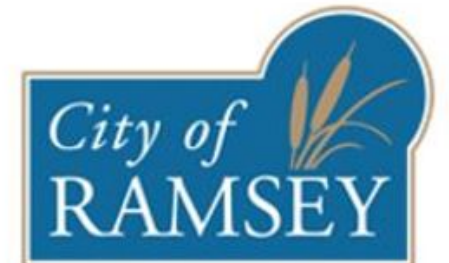
CASE STUDY B: LANDSCAPE CONTRACTOR IN RESIDENTIAL DISTRICT

- Commercial Vehicles
- Outside Storage
- Non-Resident Employees
- Potential excessive traffic
- Numerous complaints



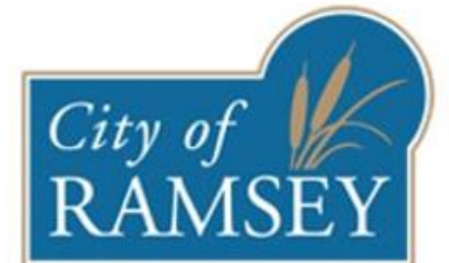
CASE STUDY C: TEMPORARY SIGNS IN BUSINESS DISTRICT

- Repeat Violator
- Used majority of the year; same sign, changing message
- Popular destination



CASE STUDY D: OUTSIDE STORAGE AND PARKING IN COMMERCIAL/INDUSTRIAL DISTRICT

- Reputable business
- Large employer
- Parking on unimproved surface
- Exceeding outside storage allowances and screening



HOME BASED BUSINESS EXAMPLE (HOME OCCUPATIONS)

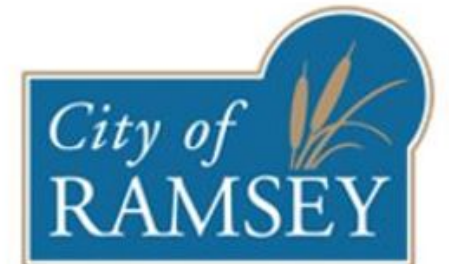


TEMPORARY SIGN EXAMPLE

OK FOR A TEMPORARY PERIOD OF TIME



OTHER TEMPORARY SIGNS



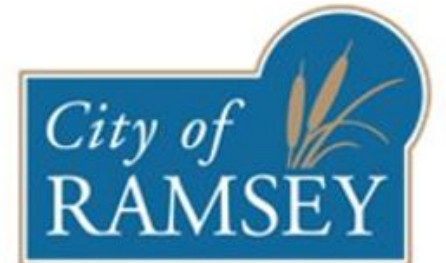
INOPERABLE VEHICLE EXAMPLE



BLIGHTED BUILDING EXAMPLE



TEMPORARY ACCESSORY STRUCTURE EXAMPLE



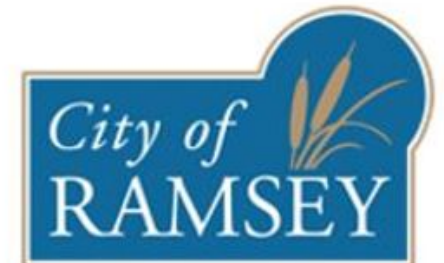
FENCE EXAMPLE

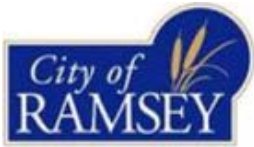


- Other fence issues
 - Maintenance and Upkeep
 - Fences in wetlands

POLICY DIRECTION

Violation Type	Council Direction
Home-Based Businesses	Abate or Prosecute or Seek Council Authorization?
Hazardous Structures	Abate or Prosecute or Seek Council Authorization?
Temporary Accessory Structures	Abate or Prosecute or Seek Council Authorization?
Temporary Signs	Abate or Prosecute or Seek Council Authorization?
Commercial Districts	Abate or Prosecute or Seek Council Authorization? Refine Notice of Violation?
Administrative Fines	Use more regularly?





Our Mission: To work together to responsibly grow our community, and to provide quality, cost-effective, and efficient government services.

CC Work Session

4.0.

Meeting Date: 12/11/2018

By: Colleen Lasher, Administrative Services

Information

Title:

Review Future Topics/Calendar

Purpose/Background:

Attached is the current list of future topics for work session discussion. Items are drawn from Council requests at meetings, or are related to topics that have been identified in the City's strategic plan. Tentative dates have been assigned.

Recommendation:

N/A

Action:

For Council review - no formal action necessary.

Attachments

Future Topics List

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 12/06/2018

Reviewed By

Kurt Ulrich

Date

12/06/2018 11:43 AM

Started On: 11/30/2018 03:20 PM

City Council Future Topics – Work Session

(Draft)

Date	Topics for Discussion – Council Action
January	Review History of Land Use Plan and Branding for The COR -- Gladhill
Date	Topics for Discussion – Regulatory
NA	Not applicable at this time.
Date	Topics for Discussion – Policy
February	Discuss Planning for Future Potable Water Supply --Westby
March	Intersection Control Evaluation for Spot Improvements on Armstrong -- Westby
April	Review and Consider Adoption of Ramsey’s Portion of Previous Highway 47 Study – Westby
TBD	Newsletter Policy to Address Advertising and Content Control --Ulrich
TBD	Discuss Pet Licensing and Pet Clinics – Katers
TBD	Review Policy Re. Remote Attend. & Participation in Council and Comm. Meetings -- Ulrich
Date	Topics for Discussion – Planning and Budget
January	Summary of Employee Compensation and development plan --Lasher
February	Strategic Planning Session – Ulrich
March	Trail Maintenance Policy - Westby
May	Stormwater Pond Maintenance Policy -Westby
TBD	Accounting of City Engineering Staff Time for City Projects
TBD	Capital and Equipment Funding and Existing Fund Balances
TBD	Water Treatment Plant - Westby-
TBD	Discuss Financing of the New Public Works Campus - Ulrich
Date	Topics for Discussion – Information
February	2018 Business Retention and Expansion Program Report --Gladhill/Sullivan
TBD	Discuss Regarding the Historic Town Hall – Ulrich

Future CC

Annual Future Items

1. Board and Commission Interviews – first work session in March of each year
2. Appoint and Reappoint Board and Commission members
 - second regular meeting in March – regular agenda
3. Public Presentation – Recognize New Board and Commission Members / Oath of Office
 - first regular meeting in April
4. Adopt Resolution Establishing Precinct and Polling Locations for 2019 Election Year
 - first regular meeting in December.
5. (Must be done prior to December 31 and also must be done every year –
 - even in a non-election year).