

AGENDA: Ramsey City Council

TYPE: Work Session

TIME/DATE: 7:05 p.m. – or immediately following Special City Council
Tuesday, July 17, 2007

LOCATION: Ramsey Municipal Center – Alexander Ramsey Room
7550 Sunwood Drive NW

CALL TO ORDER

TOPICS FOR DISCUSSION – JULY 17 – following Public Works & Special CC

- 1) Administrative Fees for Minor Traffic Violations
- 2) Time Limit for Outdoor Music Events/Special Events Permits
- 3) Work Sessions on QCTV
- 4) Communications Plan

TOPICS FOR DISCUSSION – JULY 24 – prior to City Council Meeting

- 1) Shade Tree Creek Sketch Plan
- 2) TSM Concept Plan for Commercial Development Project/NE Corner of Ramsey and Bunker Lake Boulevards

TOPICS FOR DISCUSSION – JULY 31

- 1) Anoka County EDA – Karen Skepper – 5:30 – 6:15
- 2) Budget 2008 – 6:15 – 8:30

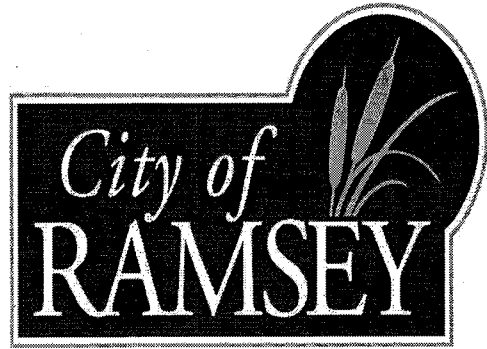
FUTURE TOPICS

- 1) City Administrator Recruitment-Interviews (July 12-13)
- 2) PERA & Social Security for Councilmembers (To be scheduled)
- 3) EDA/HRA Roles (To be scheduled)
- 4) Public Works Space Needs Analysis (To be scheduled)
- 5) PSD LLC/Gold's Gym Concept Plan (To be scheduled)
- 6) Discuss Board of Review (To be scheduled)
- 7) Format of CC Minutes (To be scheduled)
- 8) Community-Wide Technology Plan (To be scheduled)
- 9) Fire Policies for City Code(Jerry S.) – (To be scheduled)

MAYOR AND COUNCIL

ADJOURN

CITY COUNCIL WORK SESSION
Topic Report: Administrative Fines for
Minor Traffic Violations
By: James Way Police Chief



Background:

At the request of a councilmember, staff was asked to gather information outlining administrative fines for minor traffic violations. At a Council Work Session on 5-1-07, council members were given information on administrative fines. After much discussion, it was decided to bring the issue back after the Minnesota legislative session was complete.

Because MN State Statute does not specifically allow the use of administrative fines, there are very few cities that currently use this practice. Legislation was introduced to allow cities to use administrative fines under State Statute. The legislation did not pass and therefore did not become law.

Several cities that were using the administrative fines for traffic offenses received notification from the Office of the State Auditor that they had to remit money to the State that was collected by the use of administrative fines. A "Statement of Position" by the State Auditor is attached to this case.

There are several factors that will need to be considered for the City of Ramsey to implement the use of administrative fines. Staff is seeking direction from Council regarding whether or not there is a desire to implement an administrative fine policy.

Action Statement:

Based on discussion.

Reviewed by:

Police Chief
Interim City Administrator

CCWS: 7/17/07



REBECCA OTTO
STATE AUDITOR

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Statement of Position Administrative Penalties for Traffic Offenses

Minnesota law regulates traffic enforcement in Minn. Stat. ch. 169. Some Minnesota cities and counties have attempted to implement their own administrative system of traffic enforcement. We believe that local administrative civil penalty traffic tickets are not in compliance with Minnesota law.

In December 2003, the Minnesota Attorney General addressed the issue of cities using "administrative fines" for state traffic offenses. The Minnesota Attorney General quoted Minn. Stat. § 169.022:

The provisions of this chapter shall be applicable and uniform throughout this state and in all political subdivisions and municipalities therein, and no local authority shall enact or enforce any rule or regulation in conflict with the provisions of this chapter unless expressly authorized herein. Local authorities may adopt traffic regulations which are not in conflict with the provisions of this chapter; provided, that when any local ordinance regulating traffic covers the same subject for which a penalty is provided for in this chapter, then the penalty provided for violation of said local ordinance shall be identical with the penalty provided for in this chapter for the same offense.

Cities have only the authority expressly given to them in statute or in a city charter, or necessarily implied by the express authority given to them. *Mangold Midwest Co. v. Village of Richfield*, 143 N.W. 2d 813, 819-20 (Minn. 1966). Counties are subordinate agencies of the State. It is a function of counties to implement State policy. They do not exist exclusively for the benefit of their citizens. *Kasch v. Clearwater County*, 289 N.W.2d 148, 151 (Minn. 1980). A state law may fully occupy a particular field so that there is no room for local regulation. *Id.* Moreover, a local regulation may not conflict with state law. *Id.*

The Minnesota Attorney General concluded that, by enacting Minn. Stat. ch. 169, the State has pre-empted the field with respect to these traffic offenses. Consequently, neither cities nor counties are authorized to change the nature of penalties for traffic offenses specified by chapter 169.

The adoption of administrative civil penalty tickets for State traffic offenses is a violation of state law. The administrative ticket process allows violators of state traffic laws to pay a lower fine than state law prescribes, and allows the city or county to retain all of the revenue without forwarding any portion to the State. In addition, state traffic violations

Reviewed: March 2007
Revised: March 2007

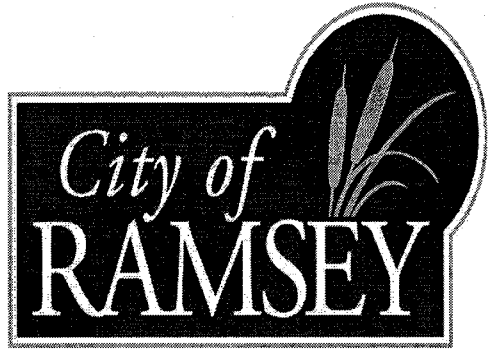
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handled through the administrative ticket process are kept off the State's driving records, leaving the violations unknown to insurance companies, law enforcement officers in other agencies, and the Minnesota Department of Public Safety.

Further, Minn. Stat. § 169.99 prescribes a uniform ticket to be used for "violations of this chapter and ordinances in conformity thereto." The administrative tickets we have seen used by cities and counties do not comply with this statute. Therefore, the use of administrative tickets for Minn. Stat. ch. 169 traffic offenses violates the express requirements of Minn. Stat. § 169.99.

Until Minnesota law is changed, we will continue to follow the Minnesota Attorney General's opinion. We view the use of local administrative penalty traffic tickets as a legal compliance issue.

CITY COUNCIL WORK SESSION
Topic Report: Nuisances Affecting Public
Peace (music)
By: Jim Way, Chief of Police



Background:

In recent months, the City has received three requests for outdoor music permits and will have a fourth with our own Happy Days event. There has been much discussion about the hours that outdoor music events take place. As part of City Code 5.08.07 Sub. 1 b, outdoor music is not allowed after 10:00 P.M. Council has granted a special permit in the past to allow events to continue past the 10:00 P.M. time limit. We currently have no consistency on the regulation or permitting of outdoor music events.

There are several options available to deal with the issue.

- The City Council could continue to look at each request on a case by case basis.
- The hours could be changed for certain days of the week or holidays.
- Permits could be granted based on zoning.
- Allow no permits outside of the current City Code.

A color-coded zoning map is included in your packet. This map will be referred to during the discussion.

Action Statement:

Based on discussion.

Reviewed by:

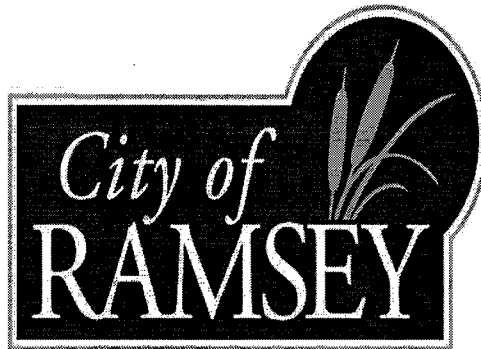
Police Chief
Interim City Administrator

CCWS: 7/17/07

CITY COUNCIL WORK SESSION

Topic Report: Work Sessions on QCTV

By: Heidi A. Nelson, Interim City Administrator



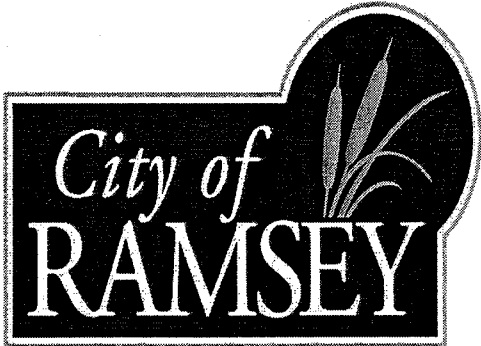
Background:

The City Council has requested a work session topic to discuss televising the work sessions. Staff is prepared to discuss this issue with the City Council this evening.

Action Statement:

Based upon discussion.

CITY COUNCIL WORK SESSION
Topic Report: Communications Plan
By: Heidi A. Nelson, Interim City Administrator



Background:

During the 2007 Strategic Planning/Goal Setting session that was held in mid-January, Council identified a new goal of creating a communication plan for external and internal City communications. Staff was directed to bring the topic to work session for discussion and to develop specific performance points to be addressed during 2007-2008.

As a starting point for the discussion, staff has outlined the current external and internal communications efforts the city has in place; they are as follows:

EXTERNAL COMMUNICATIONS

- www.ci.ramsey.mn.us The website content is managed in-house by the IT Manager and Records Management Clerk. Specific department content is provided by departments. The website is updated several times per week with "In the News" items, new documents, meeting schedules, agendas, etc. The website contains a subscriber service that allows visitors to the site to subscribe to receive an e-mail update when new information is added to the website in the area that they have subscribed to.
- Ramsey Resident. The City produces the city newsletter at least six times per year. It is generally a 10-14 page document with pertinent city and community information. Articles are requested from departments, community groups and are formatted by the part-time Administrative Secretary/Receptionist. The Asst. City Administrator serves as the editor of the newsletter content. In recent months, Mgmt. Intern Tim Gladhill has taken on the task of writing articles about various topics. This assistance has helped in managing the time requirement for preparation of the newsletter.
- QCTV. Channels 15 and 16 carry local broadcasting from QCTV including regular City Council, Work Session in Review, Park and Recreation Board, and Planning Commission meetings. In addition, special programming is provided, such as Ramsey Roll Call, Firewise, Planning Commission Update, and an Economic Development Update. These special programs are generally hosted by a member of staff and are taped on a monthly or quarterly basis.
- Special Mailings. In recent years, staff has utilized special post card mailings to notify residents of important city or community events. These community-wide special mailings generally cost in the range of \$2500-

\$3000 per event. In-house GIS technology has made the process of doing targeted mailings to neighborhoods easier and more efficient for staff.

- Community meetings. In recent months, staff has increased the use of informational open houses/meetings for projects such as street maintenance, new road extensions, and transportation planning. In addition, the Ramsey3 process began in early 2007 and will include a community planning process in early May. Several community meetings are planned as a part of the 2008 Comp Plan update process.
- Public Posting Board at Municipal Center. All official notices, agendas, meeting schedules and general community information are posted in the lobby of the Municipal Center.

INTERNAL COMMUNICATIONS

- All Staff Meetings. Approximately twice a year or more frequently if needed, the Administrator and Department Head group conduct all staff meetings. Updates are provided about what is going on in every department and in the community at large. Staff is offered the opportunity to submit anonymous questions ahead of the meeting and there is a question and answer period at the end of each department's presentation.
- City Intranet. Staff has developed an internal website for employees to reference information regarding employee benefits, city policies, and general city information.
- Weekly Update. Every Friday, the Weekly Update is produced by the City Administrator for the City Council. This document is also shared internally to provide staff information about what is happening in the week ahead and updates about development and/or improvement projects. Various community events are also included in the weekly communication with Council.
- Department Meetings. Departments generally conduct monthly or quarterly meetings with staff.
- Training opportunities. Training opportunities are offered several times throughout the year. They include communication about specific city goals for which the training is being conducted or general information about the mission of the organization.
- Pay check stuffers. Informational flyers are included with pay stubs from time to time about various events.
- Employee break room bulletin board. Information is posted on the bulletin board on various topics, including federal labor laws, HR information and employee postings.

In recent budget years, a Communications Coordinator position has been proposed, but has not been successful in making it through the budget process. Currently, with the Asst. City Administrator acting as Interim City Administrator, time is limited to embark upon an aggressive new campaign without additional resources being directed to that effort. Staff has discussed the option of bringing in a communications consultant to assess the current communications strategies and to develop a plan to improve or redirect

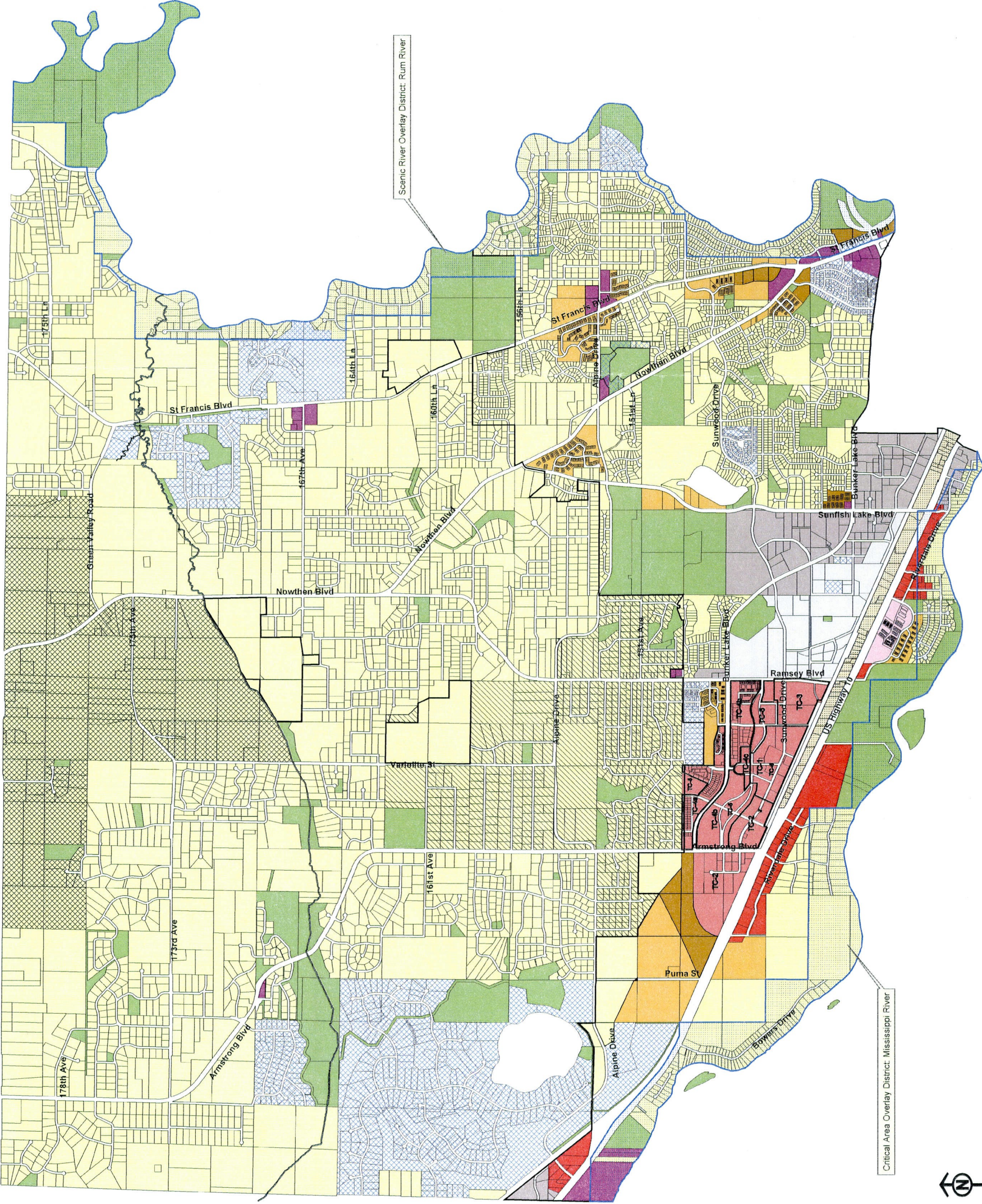
the current efforts. Staff is seeking direction from the Council with regard to developing new communication strategies or making changes to existing communications strategies.

Action Statement:

Direct staff with regard to new communications strategies or changes to the current mediums of and strategies for communications.

CCWS: 07/17/07

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City of Ramsey



Zoning Map

Updated: February 28, 2006

LEGEND

- R-1: Rural Preserve
- R-1: Rural Reserve
- R-1: Rural Developing (outside MUSA)
- R-1: MUSA
- R-2: Medium-Density Residential
- R-3: High-Density Residential
- B-1: Business District
- B-2: Business District
- H-1: Business District/Official Map Overlay
- E-1: Employment District
- E-2: Employment District
- MU-PUD: Mixed-Use, Planned Unit Development
- PUD: Planned Unit Development
- TC: Town Center
- P - Public/Quasi Public District
- *Public District currently under review, map in process of being updated
- Mississippi/Rum River Overlay Districts

Data Source: Anoka County GIS Department, City of Ramsey

This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally binding document nor a warranty of any kind. The City of Ramsey is not responsible for any errors or omissions in this map. The City of Ramsey is not responsible for any damages or losses resulting from the use of this map. The City of Ramsey is not responsible for any damages or losses resulting from the use of this map.

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- Revised: July 11, 2002
- Corrected: October 19, 2002
- Corrected: March 17, 2004
- Corrected: March 17, 2004
- Corrected: March 3, 2003
- Corrected: May 13, 2004
- Corrected: August 25, 2003
- Corrected: September 23, 2003
- Corrected: November 3, 2003
- Revised: November 25, 2003
- Revised: January 17, 2005
- Corrected: January 6, 2004
- Revised: February 24, 2004
- Corrected: March 17, 2004
- Revised: April 17, 2004
- Revised: May 12, 2004
- Revised: July 13, 2004
- Corrected: December 17, 2004
- Revised: March 22, 2005
- Revised: April 12, 2005
- Revised: April 29, 2005
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