



**City of Blaine
Anoka County, Minnesota
Minutes - Final**

10801 Town Square Dr.
Blaine MN 55449

City Council Workshop

**While this is a public meeting where interested persons are welcome to attend, it is a work session for Council and staff to discuss issues before them. It is not for the purpose of receiving public input.*

Thursday, November 15, 2012

6:30 PM

Cloverleaf Farm Room A

Meeting Number 12-64

NOTICE OF WORKSHOP MEETING

The meeting was called to order by Mayor Ryan at 6:30 p.m.

Quorum Present.

ALSO PRESENT: Clark Arneson, City Manager; Thomas Sweeney, City Attorney; Bryan Schafer, Planning and Community Development Director; Bob Therres, Public Services Manager; Chris Olson, Safety Service Manager/Police Chief; Bob Fiske, Community Standard Director; Roark Haver, Communications Technician; Jane Cross, City Clerk; and Recording Secretary Beth Bostrom.

Present: 5 - Councilmember Clark, Councilmember Herbst, Mayor Ryan, Councilmember Hovland, and Councilmember Swanson

Absent: 2 - Councilmember Kolb, and Councilmember Bourke

2. [MO 12-148](#)

**PROPOSED JOINT POWERS AGREEMENT FOR
CONDUCT OF ELECTIONS**

Sponsors: Cross

Attachments: [Memorandum RE JPA Elections.pdf](#)
[Proposed Fees RE JPA Elections.pdf](#)
[JPA for Election Expenses Final Draft.pdf](#)

City Manager Arneson explained that a presentation will be made by the Anoka County Elections Manager who will review new voting equipment to be purchased along with what costs the City of Blaine will be asked to share.

Cindy Reichert, Anoka County Elections Manager, stated they are hoping to purchase the equipment for Anoka County in 2013 to work with on a smaller scale. She explained that this will prepare them for the General Election in 2014. She commented that she has been working with the ACE

administrative group to discuss maintenance, how to share duties and costs. She commented they developed a proposal for the Task Force. She added that they reviewed the proposal and refined it. She explained that on November 27 they are planning to approve the final contract. The current equipment is aging and parts are not available. All cities and school districts in the County will sign on for this. She reviewed that the recommendation is to purchase new equipment. Costs will be shared and Anoka County will be the primary owner of the equipment. Ms. Reichert commented that the equipment will still be stored by the Cities. There will be an annual maintenance fee paid by the cities and schools to the County. She commented that they will use a negotiated agreement instead of the Secretary of State's plan, which is more cumbersome.

Ms. Reichert stated that the County is asking the schools to pay up front. She explained that capital and operating costs would be shared with 55 percent paid by the County up front, 15 percent paid by the schools and 30 percent paid by the City. She added that this is the first time schools are being asked to participate and they have been willing to do so. She commented that the percentages are based on the population in the 2010 census and the cost is shared proportionally between Cities. She reviewed that the negotiated agreement will cover all of the items in the Secretary of State plan. The agreement will cover who handles each responsibility such as the programming of the equipment.

Ms. Reichert summarized that they will purchase equipment in 2013. She added that there has been instability in the market place for vendors who make the equipment. She explained that they are keeping purchase estimates high as they are not sure what equipment will be purchased. She commented that on December 1 they are anticipating different manufacturers to apply for State certification. She stated that the State may arrange a contract that they could purchase from. She added that if this is not an option they would pool together with the Counties of Anoka, Washington, Ramsey, Dakota and Hennepin to jointly purchase the equipment. She recommended having the purchasing plan in place prior to the purchase. She asked if there are questions.

Mayor Ryan asked if Voter ID is adaptable for the equipment. Ms. Reichert explained that Voter ID is part of the registration system and not the voting equipment system. She added that the County is responsible for providing the poll books and registration rosters. She added that costs include things like equipment, software, ancillary systems, and servers that are part of the voting system.

Councilmember Swanson asked about provisional balloting. Ms. Reichert explained that no extra equipment will be required. She added that changing from absentee balloting to early voting will change things. She added that

vote centers will need to be set up around the County to address this. She commented that there were 14,000 absentee ballots in this last election, which were very labor intensive to review. She commented that this caused a delay in completing the counting and providing results. She added that early voting will eliminate this issue. She suggested that additional machines may eventually need to be purchased to put in the vote centers for early voting. She commented that the legislature would determine who would be involved with early voting costs.

Mayor Ryan asked about rule changes and how City personnel will be handled. He noted that there is not much staff available to work on the election. Ms. Reichert commented that Anoka County was rural but is growing more quickly. She added that the cities being asked to cover absentee voting is a way to cover handling this issue. She added that these topics will continue to be reviewed.

Councilmember Hovland asked whether capital costs will be up front and what the annual fees are. Ms. Reichert commented there will be a four-year agreement with automatic renewals annually. She commented that the capital costs of 1.3 million dollars will continue for 10 years. She added that operating costs are also around 1.3 million over 10 years. She added that every two years they have a multiplier built in to adjust costs that would cover maintenance agreements, bank agreements and software licenses.

Councilmember Hovland asked if changes will continue until equipment needs to be purchased again. He asked how much Blaine is responsible for up front. Ms. Reichert commented that changes will be continuous with voting.

City Manager Arneson added that the County will cover the capital amount up front. He reviewed that the first year will be around \$3800 and annually there will be a \$12,000 to \$13,000 payment to the County.

Mayor Ryan commented that the City of Blaine has never been embarrassed by things running well in the election process for the City. He added that Blaine has done a good job.

Councilmember Hovland asked how maintenance is covered in the budget. City Clerk Cross added that in 1999 the equipment was purchased for \$96,000. She added that several thousand dollars was added for maintenance after the one-year warranty. She added that the County was able to handle some maintenance early on but the machines eventually needed to be sent out. She commented that currently there is no one to repair the machines.

Councilmember Hovland asked about hiring someone to repair the voting equipment for the County. Ms. Reichert commented that a certification is needed to work on the machines now. This was designated by the Help

America Vote Act of 2002. She added that a person is certified for \$200,000 to meet these standards. She also stated that the certification goes with the staff person, not the entity. She stated that the equipment is highly technical and computerized. She added that the equipment costs have gone up three times over the last ten years and other costs have gone up 11 percent. She stated that they do not have a choice but to use computerized equipment. She stated that they will be using optical scan paper ballots, which are stable technology.

Councilmember Clark arrived at 6:45 p.m.

City Manager Arneson confirmed that Council can expect the Joint Powers Agreement on December 20 for consideration. Ms. Reichert agreed.

Councilmember Clark asked if there is a paper ballot that is a physical document. Ms. Reichert answered in the affirmative.

Discussed

1. WS 12-60

BLAINE HISTORICAL SOCIETY

Orville Lindquist, President of Blaine Historical Society, introduced himself along with Karen Klinkenberg who is Vice President. He referred to display boards that highlight people, places and events in Blaine's history. He asked the Council for advice, guidance and help in preparing for Blaine's 50th anniversary. Blaine was chartered in December, 1964. He stated that for a year they have been contemplating how to put a book together commemorating the 50th anniversary. They have determined that their staff does not have enough resources to complete it and would like help. He noted that they are not aware of a book on Blaine. He stated that they have lost some members and would like to attract people both to join their effort in creating the book and in adding new members. He asked for ideas. He suggested the City make a request to attract people. He reviewed that there is a poster series displayed regarding the Northtown Mall area in honor of its 40th anniversary. He stated that this display will soon be moved to City Hall. He added that they are working on a poster series for the airport area.

Councilmember Swanson asked if Mr. Lindquist has gotten in touch with Chris's uncle who was the first airport manager as he is getting older.

Mayor Ryan stated that Norm Lindquist is excited to participate as he had one of the largest farms in the center of Blaine. He suggested taping his stories now so they will be available to work with later. He reported that Norm Lundquist worked with and knew the Elwells. Mr. Lindquist agreed that this should be done. He explained that this is why they need more people to help.

Councilmember Herbst asked if the website is being used to attract members. He recommended using the City newsletter. Mr. Lindquist stated that it is on the website along with many other items.

Councilmember Swanson stated that if they are given a script he could talk to Chris's uncle and pursue an interview.

Mr. Lindquist stated that they could talk to early farmers. He questioned how to cover cemeteries when there are none in Blaine. He recommended talking about schools, barbers and more to tell stories that need to be told.

Councilmember Hovland asked if the City is planning a celebration for their 50th anniversary.

Mayor Ryan suggested making a request during the Council meeting for the viewing public to be made aware that their help is needed.

Councilmember Clark asked about making charitable gambling funds available for this. He suggested hosting a party for people who have lived in the City for 50 years.

Councilmember Swanson commented that there is a citywide newspaper that could be used.

Councilmember Clark suggested engaging Blaine High School social studies students to writing stories after interviewing people. He recommended putting a program together for cable TV.

Discussed

3. [WS 12-51](#)

SENIOR BUILDING MANAGEMENT RFP REVIEW

Sponsors: Fiske

Community Standard Director Fiske reported the City received four responses to its RFP for management of the two City-owned senior buildings, Blaine Courts and Cloverleaf Courts. He commented that the RFPs were advertised in Blaine Life for a few weeks and sent out to nine different management companies. He noted that some did walkthrough's of the facilities. He noted that a closing was in October. He reviewed that staff took the proposals and identified comparison points. He presented a comparison of staffing plans, costs, management fees and senior home management experience. He reviewed a comparison chart of Avinity, Kingwood, Shelter and Durand staffing plans and proposed fee schedules. He added that there was no response from Durand on a staffing plan despite follow-up requests.

Councilmember Clark asked about exploring the experiences of Shelter. Community Standard Director Fiske reviewed that the properties they manage are comparable with others out in the community.

Councilmember Swanson asked what service they would lose if they went with Shelter. Community Standard Director Fiske reviewed that the largest difference is the hours and staff. He added that the City can have a say in the amount of staffing. He commented that other costs are similar.

Finance Director Huss commented that there is an increase on the per unit fee. He stated that if the occupancy is lower the management fee would remain the same.

Councilmember Herbst asked if a five-year contract is necessary in case they change who they are currently working with. He asked how they can get out of the agreement if the change is not favorable. Community Standard Director Fiske commented that there are termination clauses for either party. He added that they are reviewing proposals and not the final contracts.

Finance Director Huss stated that there can be a termination of contract and the City would be responsible to pay out the contract for time not used if a good cause is not used for termination. He commented that they can ask to reduce staffing and the management fee as they are the owner.

Councilmember Clark asked if the hours are the same, how the estimated costs are impacted. He asked how many units could be lost before their costs go backward. Finance Director Huss stated that currently it is just under six percent.

Councilmember Swanson asked what the amount would be by comparison in five years. He asked how the rent is impacted. Finance Director Huss stated that for senior housing last year they looked at an increase of one percent, which is what they will be losing.

Councilmember Clark asked how much the savings would be if they pass it on to the renters.

Mayor Ryan suggested adding in the cost of the driver as the van will not be useful without a driver.

Councilmember Clark asked how cutting back on staff impacts the residents. City Manager Arneson stated that it is generally maintenance.

The consensus of the Council was to continue discussion after more information is available to answer their questions on the RFP.

Discussed

ADJOURN

The Workshop adjourned at 7:15 p.m.