



City of Blaine
Anoka County, Minnesota
Minutes
City Council

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

Thursday, December 6, 2018

7:30 PM

Council Chambers

1. CALL TO ORDER BY THE MAYOR

The meeting was called to order at 7:36 p.m. by Mayor Ryan followed by the Pledge of Allegiance and the Roll Call.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Quorum Present.

ALSO PRESENT: City Manager Clark Arneson; Planning and Community Development Director Bryan Schafer; Police Chief/Safety Services Manager Brian Podany; Finance Director Joe Huss; Budget/Fiscal Analyst Ward Brown; Economic Development Coordinator Erik Thorvig; Communications Technician Roark Haver; Public Services Manager/Assistant City Manager Bob Therres; City Attorney Patrick Sweeney; City Engineer Dan Schluender; Senior Engineering Technician Al Thorp; and City Clerk Catherine Sorensen.

Present: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

Absent: 1 - Councilmember Hovland

4. APPROVAL OF MINUTES

4.-1

RECENTLY HELD MEETINGS

Attachments: [11-01-18 Workshop Minutes](#)
[11-01-18 Council Minutes](#)
[11-08-18 Workshop Minutes](#)
[11-15-18 Workshop Minutes](#)
[11-15-18 Council Minutes](#)

Moved by Councilmember Jeppson, seconded by Councilmember Swanson, that the Minutes of Workshop Meeting of November 1, 2018, the Minutes of the Regular Meeting of November 1, 2018, Minutes of Workshop Meeting of November 8, 2018, Minutes of Workshop Meeting of November 15, 2018, and the Minutes of the Regular Meeting of November 15, 2018 be approved.

Motion adopted. Councilmember King abstained on the November 8, 2018 Workshop meeting minutes due to his absence.

Aye: 5 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember Garvais and Councilmember Jeppson

Abstain: 1 - Councilmember King

5. AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS

5.-1 PROCLAMATION - PURPLE HEART CITY

Attachments: [Proclamation](#)

Mayor Ryan read a proclamation in full for the record proudly declaring Blaine to be a Purple Heart Community. Representatives from the Public Heart Initiative congratulated the City of Blaine for their efforts and presented the City Council with Purple Heart Community signs.

Informational: no action required

6. COMMUNICATIONS

Mayor Ryan congratulated Kwik Trip on their grand opening.

Mayor Ryan sent his condolences to the family of long-time employee Bruce Benson.

Councilmember Swanson announced the I-35W project was awarded a bid for an additional lane from Highway 36 to the Village Shopping Center in Blaine and noted this project would be completed by the end of 2021.

Mayor Ryan requested staff speak to the recycling center to see how much personal and business paper is being shredded as the intent is not for business use but for the residents.

Discussed.

7. OPEN FORUM FOR CITIZEN INPUT

Mayor Ryan opened the Open Forum at 7:50 p.m.

Diane O'Brien, 10617 Quincy Boulevard, reported her neighbors have an illegal garage with no driveway access. She discussed the number of vehicles being parked at her neighbor's property and expressed frustration with the City's lack of action. She explained her neighbors were accessing their garage through a City park and requested the City investigate this further.

Planning and Community Development Director Schafer reported staff had reviewed the property in question and had spoken to Ms. O'Brien regarding this matter.

There being no further input, Mayor Ryan closed the Open Forum at 8:02 p.m.

8. ADOPTION OF AGENDA

The agenda was adopted as amended removing Items 11.4 and 11.5 per the applicant's request.

Adopted as amended.

9. APPROVAL OF CONSENT AGENDA:

City Clerk Sorensen requested the removal of agenda item 9.2. and 9.3 for separate consideration.

Moved by Councilmember King, seconded by Councilmember Jeppson, that the following be approved:

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

9.-1

SCHEDULE OF BILLS PAID

- Attachments:** [11/21/18 Bills Paid](#)
 [11/09/18 Bills Paid](#)
 [11/16/18 Bills Paid](#)
 [11/19/18 Bills Paid](#)
 [11/21/18 Bills Paid](#)

Approved

9.-4

**RESOLUTION APPROVING STATE OF MINNESOTA
JOINT POWERS AGREEMENTS WITH THE CITY OF
BLAINE OF BEHALF OF ITS CITY ATTORNEY**

Attachments: [JPA](#)
 [Court Data Amendment](#)
 [Court Data Master Subscriber Agreement](#)

Adopted

9.-2

APPROVE 2019 ANNUAL LICENSE RENEWALS

Attachments: [Business Licenses - 2019](#)

Ms. Sorensen requested that Fast Trip and Gas & More be removed from the tobacco license renewal list for consideration at the December 20, 2018 City Council meeting.

Moved by Councilmember King, seconded by Councilmember Clark, that Motion 18-147, "Approve 2019 Annual License Renewals," be approved as amended removing Fast Trip and Gas & More for consideration on December 20, 2018.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

9.-3

FIRST READING

**AMENDING APPENDIX D - FEE SCHEDULE OF THE
MUNICIPAL CODE OF THE CITY OF BLAINE**

Attachments: [Proposed 2019 Fee Schedule](#)

Police Chief/Public Safety Services Manager Podany discussed Ordinance 18-2418 and requested the finger printing fee be increased from \$10 to \$15.

Declared by Mayor Ryan that Ordinance No. 18-2418, "Amending Appendix D – Fee Schedule of the Municipal Code of the City of Blaine," be introduced and placed on file for second reading at the December 20, 2018 Council meeting.

10. 7:30 P.M. - PUBLIC HEARING AND ITEMS PUBLISHED FOR A CERTAIN TIME

None.

None.

11. DEVELOPMENT BUSINESS

11.-1

FIRST READING

GRANTING A REZONING FROM FR (FARM RESIDENTIAL) TO DF (DEVELOPMENT FLEX) FOR APPROXIMATELY 40 ACRES AT 13045 LEVER STREET. MILL POND (CASE FILE NO. 18-0012/SLK)

Attachments: [Attachments](#)

Mr. Schafer stated currently, the property has an existing zoning designation of FR (Farm Residential) and is guided in the Comprehensive Plan as LDR (Low Density Residential). The property is within the MUSA (Metropolitan Urban Service Area) which indicates it is intended to be served with City sewer and water. The project zoning is proposed to be DF (Development Flex) to cover the residential use. With the DF zoning, housing products and neighborhood design issues will require and be regulated by a Conditional Use Permit (CUP).

Declared by Mayor Ryan that Ordinance No. 18-2419, "Granting a Rezoning from FR (Farm Residential) to DF (Development Flex) for Approximately 40 Acres at 13045 Lever Street," be introduced and placed on file for second reading at the December 20, 2018 Council meeting.

11.-2

SECOND READING

GRANTING A REZONING FROM FR (FARM RESIDENTIAL) TO R-1AA (SINGLE FAMILY) FOR APPROXIMATELY 60 ACRES AT RADISSON ROAD/125TH AVENUE. RADISSON WOODS ON MAIN. (CASE FILE NO. 18-0030/LSJ)

Attachments: [Attachments](#)

Mr. Schafer stated a majority of this property is zoned FR (Farm Residential) and a small portion of the property is zoned R-1AA (Single Family). Parcels A and B are the parcels that are zoned FR and parcels C, D and E are zoned R-1AA as those parcels were rezoned and platted as outlots with different phases of the Partridge Preserve development. With this request it is proposed that Parcels A and B be rezoned to R-1AA to be consistent with the zoning of parcels C, D and E, and the surrounding development.

Moved by Councilmember King, seconded by Mayor Ryan, that Ordinance No. 18-2417, "Granting a Rezoning from FR (Farm Residential) to R-1AA (Single Family) for Approximately 60 Acres at Radisson Road/125th Avenue," be

approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark,
Councilmember King, Councilmember Garvais and Councilmember Jeppson

11.-3

**GRANTING PRELIMINARY PLAT APPROVAL TO
SUBDIVIDE APPROXIMATELY 60 ACRES INTO 5
SINGLE FAMILY LOTS AND ONE OUTLOT TO BE
KNOW AS RADISSON WOODS ON MAIN LOCATED ON
THE NORTHEAST CORNER OF RADISSON ROAD AND
125TH AVENUE. SHADE TREE CONSTRUCTION (CASE
FILE NO. 18-0030/LSJ)**

Mr. Schafer stated the proposed plat contains five lots on 60 acres. The lots are large in size compared to other lots zoned R-1AA due to the amount of wetlands on these lots. The wetland boundaries have been determined and agreed to and the developer has placed the house pads on the upland portion of the lots. It is unlikely that these lots will be further subdivided in the future due to the wetland constraints. The smallest lot being platted is 3.17 acres and the largest being platted is 12.18 acres.

Moved by Councilmember Clark, seconded by Councilmember King, that Resolution No. 18-220, "Granting Preliminary Plat Approval to Subdivide Approximately 60 Acres into Five (5) Single Family Lots and One (1) Outlot to be know as Radisson Woods on Main located on the Northeast Corner of Radisson Road and 125th Avenue," be approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark,
Councilmember King, Councilmember Garvais and Councilmember Jeppson

11.4 **Removed by Applicant Prior to Meeting**

This item was removed from the agenda per the applicant's request.

Removed from agenda.

11.5 **Removed by Applicant Prior to Meeting**

This item was removed from the agenda per the applicant's request.

Removed from agenda.

11.6

**RELEASING LOTS 1 AND 2, BLOCK 1 BLAINE
PRESERVE BUSINESS PARK DEVELOPMENT
AGREEMENT (CASE FILE NO. 18-0068/BKS)**

Attachments: [Attachments CC 120618](#)

Mr. Schafer stated the City is requested to release Development Agreements from specific lots on a fairly regular basis. In this case the original developer is selling the property (two multi-tenant industrial/office buildings) and wishes to remove the Development Agreements from the title as part of the sale. The City Council must adopt a resolution that authorizes the Mayor and Clerk to execute the release. There are no development agreement related issues with these two parcels.

Moved by Councilmember King, seconded by Councilmember Garvais, that Resolution No. 18-217, "Releasing Lots 1 and 2, Block 1 Blaine Preserve Business Park Development Agreement," be approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

12. ADMINISTRATION

12.-1

FIRST READING

AMENDING CHAPTER 58 - PERSONNEL, ARTICLE II. - LEAVE, SEC. 58-52. - VACATION LEAVE. AND SEC. 58-53. - SICK LEAVE.

Attachments: [Proposed Policy](#)

City Manager Arneson stated in August of this year department heads began a review of the City's vacation and sick leave ordinance to determine if Blaine was competitive in terms of compensation to other metro area cities of similar demographics with the goal of bringing forward a revised policy for Council review. After a review of 13 peer cities, a draft policy was prepared and reviewed at a Council workshop on November 8. Staff provided the Council with a summary of staff recommendations.

Councilmember Garvais stated he has some concern with the accrual rates being determined by the City Manager and explained he wanted this to be set by the City Council.

Declared by Mayor Ryan that Ordinance No. 18-2420, "Ordinance No. 18-2420, Amending Chapter 58 – Personnel, Article II.-Leave, Sec. 58-52, -Vacation Leave, and Sec. 58-53.-Sick Leave," be introduced and placed on file for second reading at the December 20, 2018 Council meeting.

12.-2

FIRST READING

ARTICLE III. - PUBLIC RIGHT-OF-WAY

**MANAGEMENT, SEC. 70-62. - DEFINITIONS., SEC.
70-71. - ISSUANCE OF PERMIT; CONDITIONS., AND
SEC. 70-72. - ACTION ON SMALL WIRELESS FACILITY
PERMIT APPLICATIONS.**

Ms. Sorensen stated as part of the small wireless legislation passed in 2017 that allows small cell wireless equipment to be placed on City-owned infrastructure in the right-of-way, staff is suggesting amendments to the Public Right-of-Way Management portion of City Code.

Declared by Mayor Ryan that Ordinance No. 18-2421, "Ordinance No. 18-2421, Article III.-Public Right-of-Way Management, Sec. 70-62.-Definitions, Sec.70-71. -Issuance of Permit; Conditions, and Sec. 70-72.-Action on Small Wireless Facility Permit Applications," be introduced and placed on file for second reading at the December 20, 2018 Council meeting.

12.-3

2018 BUDGET AMENDMENTS

Finance Director Huss stated as part of the 2018 budget process, appropriations were made that were consistent with the best information available at the time of budget adoption in December 2017. As 2018 has unfolded, there are certain areas wherein circumstances have led the City Council to authorize budget amendments for 2018. These adjustments are associated with events that occurred in 2018 that were not anticipated at the time the General Fund Budget was adopted in 2017. Staff reviewed the proposed amendments in detail with the Council and recommended approval.

Moved by Councilmember King, seconded by Councilmember Jeppson, that Resolution 18-221, "2018 Budget Amendments," be approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

12.-4

ADOPT 2019 CAPITAL EQUIPMENT BUDGET

Attachments: [2019 Capital Equipment Budget-Request](#)

City Engineer Schluender stated Council has reviewed the proposed list of capital purchases for 2019 at the City Council Workshops of October 11 and 18, 2018. Based on discussions from those meetings, the attached 2019 proposed Capital Budget is presented for Council's consideration and adoption. Total planned capital expenditures for 2019 are \$2.7 million, about \$100,000 less than the 2018 Budget. It has become customary of the Council to fund capital purchases with the use of unrestricted General Fund reserves when those reserves are available. Current projections indicate that available unrestricted reserves remaining at 2018 year-end will fully fund all proposed capital purchases in 2019. The budget indicates the issuance of a capital certificate of indebtedness to fund the remainder if 2018

year-end unrestricted reserves do not prove adequate. Also presented herein is the five-year outlook for the Capital Equipment Fund. Projections indicate declining but stable capital expenditures annually in the succeeding four years. Staff will be reviewing this projection more thoroughly in 2019 as part of its comprehensive capital and strategic planning initiative.

Moved by Mayor Ryan, seconded by Councilmember Garvais, that Resolution 18-222, "Adopt 2019 Capital Equipment Budget," be approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

12.-5

ADOPT 2019 FACILITIES MANAGEMENT FUND BUDGET

Attachments: [2019 Facilities Fund Budget](#)
 [Maint Fund GF Reconciliation](#)
 [Maint Fund Reconciliation 2](#)

Mr. Huss stated staff reviewed the creation of a new Internal Services fund for Facilities Management at two previous Council Workshops - October 18 and November 8. The consensus among the Council was generally positive, but to bring back a budget proposal that provided greater clarity as to how the new fund would operate. To provide some background, the new fund is being proposed as part of the city's efforts to stabilize its General levy and provide a mechanism for ensuring that long-term funding of facilities improvements is in place. The new Facilities Management Fund will be an Internal Service Fund. Internal service funds are used to account for the financing of goods and services provided by one department or activity to other departments or activities of the government on a cost reimbursement basis. The facilities that would be managed under this fund include all facilities currently accounted for in the General Fund - City Hall and attached garages, Public Works and the PW cold storage facility, the Police training facility and the Senior Center. To help provide some clarity to how the fund would operate, Staff has prepared three worksheets that reconcile how the fund's establishment would impact the General Fund as well as other operating funds that would be charged the internal fee that funds the Facilities Management operation.

Moved by Councilmember Swanson, seconded by Councilmember King, that Resolution 18-223, "Adopt 2019 Facilities Management Fund Budget," be approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

12.-6

ADOPT 2019 STORM DRAINAGE UTILITY FUND BUDGET

Attachments: [2019 Storm budget write-up](#)

Mr. Huss stated the proposed 2019 Storm Drainage Utility Fund Budget was reviewed by Council at the November 15 Workshop. At that Workshop, staff presented Council with a proposed budget that included a fee increase of \$1.00/quarter (\$4.00/year) and no additional staffing requests. Based upon the discussion that took place at that workshop, staff has brought forward for Council consideration the same budget that Council discussed on November 15. The proposed budget includes \$1,423,000 in operating revenue and \$1,533,190 in operating expenses. Five-year projections for the Storm Drainage Fund indicate declining operating deficits over the next five years as rate increases of \$2.00/year are implemented annually. The proposed budget also includes \$535,000 in capital projects and \$232,500 in equipment for 2019, and another \$1.875 million in capital projects budgeted for 2019 through 2022. Fund reserves would see declining balances to below \$200,000 by 2022, indicating a need for either a higher fee increase in year four of the plan or capital spending reductions.

Moved by Mayor Ryan, seconded by Councilmember Clark, that Resolution 18-224, "Adopt 2019 Storm Drainage Utility Fund Budget," be approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

12.-7

ADOPT 2019 SANITATION UTILITY FUND BUDGET

Attachments: [Refuse Fund Narrative 2019](#)

Mr. Huss stated Council reviewed the proposed 2019 Sanitation Utility Fund Budget at the November 15, 2018 Workshop. At the workshop, Council provided direction to bring forward for adoption the budget as presented on November 15. There are two significant changes to the City's sanitation program proposed for 2019. Those changes resulting in a significant reduction in waste disposal costs and a more moderate increase in recycling costs. On the whole, the changes benefit the City's sanitation operation, and as discussed with Council at the Workshop, requires no adjustment to sanitation fees for 2019.

Moved by Councilmember Swanson, seconded by Councilmember Clark, that Resolution 18-225, "Adopt 2019 Sanitation Utility Fund Budget," be approved.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

13. OTHER BUSINESS

Mayor Ryan commented on the Civil Air Patrol request for charitable gambling funds. It was noted staff will bring forward a budget amendment for 2019 and

schedule this item for further discussion at a future workshop meeting.

Moved by Councilmember Swanson, seconded by Councilmember Clark, to direct staff to prepare an RFP for selection of a new City Manager.

Motion adopted unanimously.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson

14. ADJOURNMENT

Moved by Councilmember Clark, seconded by Councilmember Garvais, to adjourn the meeting at 8:35 p.m.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember King, Councilmember Garvais and Councilmember Jeppson