



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

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

Thursday, January 3, 2019

7:30 PM

Council Chambers

1. CALL TO ORDER BY THE MAYOR

The meeting was called to order at 7:30 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 Attorney Patrick Sweeney; Planning and Community Development Director Bryan Schafer; Public Services Manager/Assistant City Manager Bob Therres; Finance Director Joe Huss; Police Chief/Safety Services Manager Brian Podany; City Engineer Dan Schluender; Public Works Director Jon Haukaas; Communications Technician Roark Haver; Economic Development Coordinator Erik Thorvig; Senior Engineering Technician Al Thorp; and City Clerk Catherine Sorensen.

Present: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

4. APPROVAL OF MINUTES

4.-1 [MIN 19-01](#) RECENTLY HELD MEETINGS

Moved by Councilmember Hovland, seconded by Councilmember King, that the Minutes of the Workshop Meeting of December 13, 2018, and the Minutes of the Regular Meeting of December 13, 2018 be approved.

Motion adopted 6-0-1. Councilmember Jeppson abstained from voting on the minutes due to her absence.

Aye: 6 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

Abstain: 1 - Councilmember Jeppson

5. AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS

5.-1 [RES 19-01](#)**RESOLUTION IN APPRECIATION TO COUNCILMEMBER DAVE CLARK**

Mayor Ryan presented Councilmember Clark with a plaque and thanked him for his 20 years of dedicated service to the City of Blaine.

Councilmember Clark thanked the Blaine constituents for their continued support over the years. He discussed how the City has changed and grown over the past 20 years while he has served on the City Council. He thanked the Mayor, Councilmembers and staff stating it had been an honor to serve with them.

Resolution 19-01 in Appreciation to Councilmember Dave Clark was adopted unanimously.

5.-2 [RES 19-02](#)**RESOLUTION IN APPRECIATION TO COUNCILMEMBER JASON KING**

Mayor Ryan presented Councilmember King with a plaque and thanked him for his four years of dedicated service to the City of Blaine.

Councilmember King thanked the public for their support and stated it was very humbling for him to be able to serve this community.

Mayor Ryan wished Councilmember Clark and Councilmember King all the best and thanked them for their service to the City. A round of applause was offered by all in attendance.

Resolution 19-02 in Appreciation to Councilmember Jason King was adopted unanimously.

2018 CITY COUNCIL ADJOURNS SINE DIE

Motion by Councilmember King, seconded by Councilmember Clark, to adjourn the 2018 City Council Sine Die.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

OATHS OF OFFICE - COUNCILMEMBERS PAUL AND ROBERTSON

Mayor Ryan adjourned the 2018 City Council Sine Die to complete the Oath of Office at 7:48 p.m.

The Oath of Office was administered by City Attorney Sweeney to Councilmembers Hovland, Paul and Robertson.

Councilmember Robertson introduced herself to the City Council and thanked her family for their support. She shared that she has been a member of this community for 20 years and was looking forward to serving.

Councilmember Paul introduced himself and his family and thanked his neighbors and community for their support. He shared his background that included moving to Blaine from Brooklyn Park but was born in South Sudan. He explained he fled Sudan and went to Nairobi, noting he relocated to Minnesota in 1995. He stated Blaine was a great place to live and raise children. He provided further comment on his work history and involvement in the community and said he looked forward to serving this community as a Councilmember.

Mayor Ryan welcomed the new members to the City Council.

RESUMPTION OF ADJOURNED MEETING

Mayor Ryan reconvened the meeting at 8:00 p.m.

1. ROLL CALL

Quorum Present.

Present: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

2. AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS

2.-1 [RES 19-03](#) MISSION STATEMENT AFFIRMING COUNCIL/STAFF RESPONSIBILITIES

Mayor Ryan explained the City Council initially adopted Resolution No. 86-41 defining certain responsibilities, defining expected Council/staff relationships and performance expectations, assuring no recriminations for acting in the public interest, and pledging no self-serving activities at the expense of the public interest. This resolution has come to City Council each year since 1986 for consideration and adoption at the first official meeting of the year.

Moved by Councilmember Jeppson, seconded by Councilmember Garvais, that Resolution 19-03, "a Resolution approving a Mission Statement Affirming Council/Staff Responsibilities," be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

2.-2 [MO 19-01](#) DESIGNATE OFFICIAL NEWSPAPER FOR 2019

City Clerk Cathy Sorensen stated State Law and City Code require that Council designate a single newspaper as its official newspaper. Staff recommended the *Blaine/Spring Lake Park Life* be chosen.

Moved by Councilmember Swanson, seconded by Councilmember Jeppson, that Motion 19-01, "Designating the Blaine/Spring Lake Park Life the Official Newspaper for 2019," be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

2.-3 [MO 19-02](#)

RULES OF PROCEDURE AND QUORUM - ORDERS OF BUSINESS

Ms. Sorensen reported Section 3.03 of the City Charter, Procedure of Council, states that the Council shall determine its own Order of Business. As this is the first organizational meeting of the year staff is suggesting one minor modification to the Council's current Orders of Business for consideration:

- *Approval of Minutes* -include Approval of Minutes as part of the Consent Agenda which would allow the Council to approve the minutes as a body rather than individually. Should Council have any changes or corrections to the minutes they can be pulled from the Consent Agenda similar to any other Consent Agenda item and addressed separately or Council could contact staff prior to the meeting and communicate any corrections which would then be incorporated prior to the meeting.

Ms. Sorensen stated Council should also note a clarification has been made to the Public Hearing portion of Orders of Business to better explain how Public Hearings are held after the meeting begins at 7:30 p.m. following the Consent Agenda.

Councilmember Swanson requested City Council minutes remain a separate agenda item as this was the legal written form of what happened at City meetings and did not want to see City Council minutes approved under the Consent Agenda. Ms. Sorensen stated the suggestion was made to assist in streamlining City Council meetings and that approval of minutes could remain a separate agenda item.

Council consensus was to retain approval of minutes as a separate agenda item.

Moved by Councilmember Swanson, seconded by Councilmember Hovland, that Motion 19-02, "Approving Rules of Procedure and Quorum – Orders of Business," be approved.

Motion adopted as amended unanimously.

2.-4 [MO 19-03](#)

RECORDING SECRETARY SERVICE ADDENDUM TO THE

AGREEMENT FOR 2019

Ms. Sorenson explained TimeSaver Off Site Secretarial Service (TOSS) has been recording minutes for City Council meetings since July 1993. In 2000, a formal Recording Secretary Service Agreement was signed and each year thereafter an addendum to the agreement has been submitted for Council approval and the City Manager's signature. It was noted the Addendum reflects a 2.5% increase in rates for 2019. The addendum will become part of the original contract if approved by Council. The original contract contains a clause that allows either party to cancel this Service Agreement with or without cause upon thirty (30) days written notice.

Moved by Councilmember Swanson, seconded by Mayor Ryan, that Motion 19-03, "Approving the Recording Secretary Service Addendum to the Agreement for 2019," be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

2.-5 [MO 19-04](#)**DESIGNATE OFFICIAL CITY DEPOSITORIES FOR 2019**

Finance Director Huss reported this item fulfills the requirement of Minnesota State Statute 118A.02. 21st Century Bank serves as the City's primary banking services provider and US Bank is used as a depository for certain investment transactions. In 2019, as part of the City's investment portfolio, it is intended that a certain amount of funds will be set aside for investment in local Community Banks, most likely in the form of certificates of deposit. In order to implement such a program, it is necessary to designate a bank as an official depository before placing funds with the bank. Should it become necessary to approve additional depositories in 2019, the item would be brought up at that time.

Moved by Councilmember Jeppson, seconded by Councilmember Hovland, that Motion 19-04, "Designating the Official City Depositories for 2019 as corrected, reflecting the name change from Anchor Bank to Old National Bank," be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

2.-6 [MO 19-05](#)**ACKNOWLEDGEMENT OF FINANCIAL CONTRIBUTIONS OF ORGANIZATIONS CONDUCTING LAWFUL GAMBLING**

Mr. Huss reported pursuant to Minnesota State Statute 349.213, the City is required to acknowledge the financial contributions of organizations conducting lawful gambling in the community. With regard to State Statute, the City Council

acknowledges the following organizations for their contributions to the City's Charitable Gambling program:

Blaine Youth Hockey
Blaine Festival
Centennial HS Football Boosters
Sgt. John Rice VFW
Spring Lake Park Lions

Mr. Huss stated in total, the groups listed above contributed over \$120,000 in charitable contributions to Blaine in 2018, helping to fund numerous charitable organizations including local food shelves, shelter services, and Blaine area high schools.

Mayor Ryan thanked these charitable organizations for their generous donations to the community.

Moved by Councilmember Hovland, seconded by Councilmember Swanson, that Motion 19-05, "Acknowledging the Financial Contributions of Organizations Conducting Lawful Gambling," be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

2.-7 [MO 19-06](#)

APPOINTMENT OF LIAISONS TO VARIOUS BOARDS AND COMMISSIONS

Councilmember Garvais requested staff provide the Council with a brief description of each organization for the new Councilmembers to review prior to the January 10th meeting.

Moved by Mayor Ryan, seconded by Councilmember Garvais, to postpone action on the Appointment of Liaisons to Various Boards and Commission to the January 10, 2019 Council Workshop meeting.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

3. COMMUNICATIONS

None.

None.

4. OPEN FORUM FOR CITIZEN INPUT

Mayor Ryan opened the Open Forum at 8:18 p.m.

There being no input, Mayor Ryan closed the Open Forum at 8:18 p.m.

None.

5. ADOPTION OF AGENDA

The agenda was adopted as presented.

6. APPROVAL OF CONSENT AGENDA

Moved by Mayor Ryan, seconded by Councilmember Hovland, that the following be approved:

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

6.-1 [MO 19-07](#) SCHEDULE OF BILLS PAID

Approved

6.-2 [RES 19-04](#) AUTHORIZE INSTALLATION OF REGULATORY SIGNS

Adopted

6.-3 [MO 19-08](#) AUTHORIZING PAYMENT IN THE AMOUNT OF \$32,097 TO THE LEAGUE OF MINNESOTA CITIES FOR 2018 ANNUAL MEMBERSHIP DUES

Approved

6.-4 [MO 19-09](#) NORTH METRO MAYORS' ASSOCIATION MEMBERSHIP

Councilmember Robertson asked if the membership fees to the North Metro Mayors was worth the investment.

Mayor Ryan discussed the lobbyists that work for the City and noted Blaine has been a part of North Metro Mayors since its inception in 1987. He reported this group meets every other month and discusses issues facing the region. He explained the group works closely with local legislators. He noted the City was not

a part of North Metro Mayors for two years, but being the largest City in the north metro, has since rejoined the group. He stated he believed this was an important organization for the City to be a part of due to the vital lobbying efforts that occurred.

Approved

6.-5 [MO 19-10](#)

PAYMENT TO SOFTWARE HOUSE INTERNATIONAL FOR MICROSOFT ENTERPRISE AGREEMENT ANNUAL LICENSING RENEWAL

Approved

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

None.

None.

8. DEVELOPMENT BUSINESS

None.

None.

9. ADMINISTRATION

9.-1 [MO 19-11](#)

AUTHORIZE THE MAYOR AND CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH BARR ENGINEERING FOR CONSTRUCTION PHASE SUPPORT SERVICES FOR THE SCADA IMPROVEMENT PROJECTS IN THE AMOUNT OF \$330,000

Public Works Director Haukaas stated Barr Engineering has submitted a contract to provide construction phase services connected with the recently bid Blaine SCADA System Improvements project (City Project No. 18-11). Staff provided a summary of the Scope of Services. It was noted this proposal would analyze the potential for Arc Flash Hazards and provide design guidance at all our Water Facilities (filter plants and well houses) plus our Wastewater Facilities (lift stations) along with recommendations for arc-flash mitigation where exposures to high incident energy levels exist. This allows the arc flash analysis to include all new equipment being provided at each site and eliminate the need for future modifications.

Moved by Councilmember Hovland, seconded by Councilmember Swanson, that Motion 19-11, "Authorize the Mayor and City Manager to Enter into a Professional Services Contract with Barr Engineering for Construction Phase Support Services for the SCADA Improvement Projects in the Amount of \$330,000," be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

9.-2 [RES 19-05](#)**AMENDING PUBLIC IMPROVEMENT SPECIAL ASSESSMENT POLICY**

Councilmember Swanson stated he would like to understand better what other communities were doing for their assessments while also reviewing their assessment policies. Mr. Haukaas stated he understood the Council's concerns and stated he could gather assessment policy information from surrounding cities.

Councilmember Robertson requested staff provide the Council with a varied scale for future assessments showing 25%, 30%, 40% and 50% for both residential and commercial rates.

Councilmember Garvais stated he supported a 15-year payback period for assessments. Mr. Haukaas commented he could draft an assessment policy with a 15-year payback period for the Council to review on January 17 while also providing a financing mechanism for the varying assessment rates.

Councilmember Jeppson explained she supported the assessment policy as written by staff. She indicated the City's roads were in need of improvement and she supported a strong investment being made in the City's infrastructure. However, she understood there were new Councilmembers and wanted to see the entire Council come together on this policy.

Mayor Ryan stated he supported the Council further discussing the assessment policy on January 17.

Councilmember Hovland indicated this was a very important topic. He stated he did not want the City to be assessing residents out of their property. He suggested the assessment policy have some level of flexibility for the payoff term. He recommended the policy include a 10-year and 15-year time period.

Moved by Councilmember Swanson, seconded by Councilmember Hovland, to postpone action on this item to the January 17, 2019 City Council meeting.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

9.-3 [MO 19-12](#)**AUTHORIZE MAYOR AND CITY MANAGER TO RETAIN LOCKRIDGE GRINDAL NAUEN P.L.L.P. TO ASSIST IN ADVOCACY OF THE TH65**

**INFRASTRUCTURE IMPROVEMENTS AND ASSIST WITH THE
PLANNING EFFORTS AND STRATEGY FOR A STATE BONDING
REQUEST FOR A PUBLIC SAFETY TRAINING FACILITY**

Assistant City Manager Therres stated staff is recommending the City retain the law firm of Lockridge Grindal Nauen P.L.L.P. (LGN) and its government relations team to assist the City in advocacy of the TH65 infrastructure improvements and assist with the planning efforts and strategy for a state bonding request for a regional public safety training facility. LGN will bill the City professional fees in 12 equal installments in the amount of \$3,000.00 per month, beginning in January 2019, for a total project fee of \$36,000.00. LGN will also bill the City of Blaine for all pre-approved reasonable and incidental expenses incurred on behalf of the City of Blaine.

Moved by Councilmember Swanson, seconded by Councilmember Jeppson, that Motion 19-12 “Authorize Mayor and City Manager to Retain Lockridge Grindal Nauen P.L.L.P. to assist in Advocacy of the TH65 Infrastructure Improvements and Assist with the Planning Efforts and Strategy for a State Bonding Request for a Public Safety Training Facility,” be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

10. OTHER BUSINESS

Councilmember Hovland thanked the Public Works Department for their diligent work clearing ice from the City after the recent storm.

Discussed.

11. ADJOURNMENT

Moved by Councilmember Jeppson, seconded by Councilmember Hovland, to adjourn the meeting at 8:47 p.m.