



City of Blaine
Anoka County, Minnesota
Minutes
City Council

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

Monday, December 2, 2019

7:30 PM

Council Chambers

1. CALL TO ORDER BY THE MAYOR

The meeting was called to order at 7:35 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 Michelle Wolfe; Community Development Director Erik Thorvig; City Planner Lori Johnson; Public Works Director Jon Haukaas; Police Chief/Safety Services Manager Brian Podany; Finance Director Joe Huss; Public Services Manager/Assistant City Manager Bob Therres; City Attorney Christopher Nelson; City Engineer Dan Schluender; Senior Engineering Technician Al Thorp; Budget/Fiscal Analyst Ward Brown; Communications Technician Roark Haver; Communications Coordinator Ben Hayle; and City Clerk Catherine Sorensen.

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

Absent: 1 - Councilmember Jeppson

4. APPROVAL OF MINUTES

4.-1 RECENTLY HELD MEETINGS

Attachments: [11-13-19 Closed Session - Labor Agreements](#)
[11-13-19 Workshop Minutes](#)
[11-13-19 City Council Minutes](#)
[11-18-19 Workshop Minutes](#)
[11-18-19 Council Minutes](#)

Moved by Councilmember Swanson, seconded by Councilmember Robertson, that the Minutes of Closed Session Meeting of November 13, 2019, the Minutes of Workshop Meeting of November 13, 2019, the Minutes of the Regular Meeting of November 13, 2019, the Minutes of Workshop Meeting of November

18, 2019, and the Minutes of the Regular Meeting of November 18, 2019 be approved.

Motion adopted. Councilmember Hovland abstained on the November 13, 2019 Closed Session, Workshop and Regular meeting minutes due to his absence.

Aye: 5 - Mayor Ryan, Councilmember Swanson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

Abstain: 1 - Councilmember Hovland

5. AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS

None.

6. COMMUNICATIONS

Mayor Ryan sent his condolences to the Sweeney family on the passing of former City Attorney Tom Sweeney who served the City for over 30 years.

7. OPEN FORUM

Mayor Ryan opened the Open Forum at 7:42 p.m.

Tom Stout, 1718 125th Lane, asked questions regarding the County Road 14 reconstruction project including roadway widths and if a sound wall and left turn lanes would be installed. He expressed concern that the road would be 12 feet closer to his house.

City Engineer Schluender stated he would be happy to meet with Mr. Stout to discuss the County Road 14 project. He commented it was his understanding the roadway and trail would remain within the County right-of-way.

There being no input, Mayor Ryan closed the Open Forum at 7:47 p.m.

8. ADOPTION OF AGENDA

The agenda was adopted as presented.

9. APPROVAL OF CONSENT AGENDA:

Councilmember Robertson requested the removal of agenda item 9.2.

Moved by Councilmember Hovland, seconded by Councilmember Paul, that the following be approved: Motion adopted unanimously.

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

Councilmember Robertson questioned how the City managed to have such a large number of surplus items. Finance Director Huss reported the City came to this point because it has not disposed of any items for a number of years. He explained this was the best solution for items such as computers that have sensitive information.

Councilmember Hovland asked if this company had been vetted to ensure they would properly remove data from the computers. Mr. Huss indicated this company was certified to complete this work and was vetted by the City of Blaine along with other municipalities.

Moved by Councilmember Robertson, seconded by Mayor Ryan, that Resolution 19-184, "A Resolution Declaring Certain Property Surplus and Authorizing Sale and/or Disposal Thereof," be approved.

Motion adopted unanimously.

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

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

10.-1 GRANTING A CONDITIONAL USE PERMIT TO ALLOW FOR INDOOR AUTO SALES IN AN I-1 (LIGHT INDUSTRIAL) ZONING DISTRICT LOCATED AT 9221 BALTIMORE STREET NE. D&N MANAGEMENT LLC (DIXON AUTO SALES) (CASE FILE NO. 19-0046/SLK)

Attachments: [Attachments](#)

Mayor Ryan opened the public hearing at 7:55 p.m.

City Planner Johnson stated the applicant has requested the approval of a conditional use permit that would allow them to operate an indoor vehicle sales showroom. As shown on the site plan provided, Dixon Auto Sales would occupy the middle tenant space of the building located at 9221 Baltimore Street. The area in which Dixon Auto Sales will operate is approximately 4,000 square feet. The business will conduct all sales within the building as there will be no outside storage or display of vehicles.

There being no public input, Mayor Ryan closed the public hearing at 7:56 p.m.

Moved by Councilmember Garvais, seconded by Councilmember Robertson, that Resolution 19-185, "Granting a Conditional Use Permit to Allow for Indoor Auto Sales in an I-1 (Light Industrial) Zoning District located at 9221 Baltimore Street NE," be approved.

Motion adopted unanimously.

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

10.-2

**VACATION OF DRAINAGE AND UTILITY EASEMENT
FOR LOT 1, BLOCK 1, DEMATTS ADDITION AND LOTS
1 AND 2, BLOCK 1, DEMATTS SECOND ADDITION,
VACATION NO. V19-08**

Attachments: [Easement Petition](#)
 [Location Map](#)

Mayor Ryan opened the public hearing at 7:57 p.m.

Mr. Schluender stated petition received dated September 13, 2019, was submitted to the City by Greg Knutson of G.E. Knutson, Inc., requesting the vacation of drainage and utility easements on Lot 1, Block 1, DeMatts Addition and Lots 1 and 2, Block 1, DeMatts Second Addition to allow for re-platting into the South Terrace Cove project. The Engineering Department has reviewed this request and concurs with the vacation. This item is returning to Council because the Notice was not posted publicly in the paper which is a required step. Notice has been posted as per the required process.

There being no public input, Mayor Ryan closed the public hearing at 7:58 p.m.

Moved by Councilmember Swanson, seconded by Councilmember Hovland, that Resolution 19-173, "Vacation of Drainage and Utility Easement for Lot 1, Block 1, DeMatts Addition and Lots 1 and 2, Block 1, DeMatts Second Addition," be approved.

Motion adopted unanimously.

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

10.-3

FIRST READING

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

Attachments: [2020 Fee Schedule-Draft](#)

Mayor Ryan opened the public hearing at 7:59 p.m.

City Clerk Sorensen stated annually, the City Council reviews and adopts a fee schedule. Minnesota Statutes §462.353, subd. 4(a) provides, in part, as follows: "...a municipality may adopt a fee schedule under this subdivision by ordinance...."

following publication of notice of proposed action on a fee schedule at least 10 days prior to a public hearing held to consider action on or approval of the fee schedule.” She indicated the proposed fees and noted that since facility fees were discussed earlier at the worksession the resulting changes to the fee schedule would be included prior to second reading.

Mayor Ryan stated he appreciated the proposed changes to the fee schedule.

There being no public input, Mayor Ryan closed the public hearing at 8:00 p.m.

Declared by Mayor Ryan that Ordinance No. 19-2441, “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 16, 2019 Council meeting.

11. DEVELOPMENT BUSINESS

None.

12. ADMINISTRATION

12.-1

RATIFICATION OF LOCAL 340 (POLICE SERGEANTS) LABOR AGREEMENT FOR 2020-2022

Mr. Huss stated the City of Blaine and the Police Sergeants have reached agreement on the labor contract covering the three years beginning January 1, 2020 through December 31, 2022. He reviewed the agreed upon terms and recommended approval of the agreement.

Councilmember Garvais requested further information regarding the on-call compensation. Mr. Huss commented on the on-call compensation that would be paid to officers and noted the cap would not be removed. Police Chief/Safety Services Manager Podany discussed which officers would qualify for on call compensation.

Moved by Mayor Ryan, seconded by Councilmember Garvais, that Motion 19-200, “Ratification of Local 340 (Police Sergeants) Labor Agreement for 2020-2022,” be approved.

Motion adopted unanimously.

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

12.-2

ADOPT ELECTRONIC FUNDS TRANSFER (EFT) POLICY

Attachments: [EFT Policy Nov 2019](#)

Mr. Huss stated in the City's most recent audit (2018) the City's auditors, Redpath & Company, noted the City's statutory non-compliance for lack of an adopted Electronic Funds Transfer (EFT) Policy. Per Minnesota Statute 471.38, local government units are allowed to make payments via EFT and the governing board (the City Council) shall annually delegate the authority to make EFT's to a designated administrator or chief financial officer. In the City's case, the Council would annually designate the authority to the Finance Director.

Moved by Mayor Ryan, seconded by Councilmember Swanson, that Resolution 19-187, "Adopt Electronic Funds Transfer (EFT) Policy," be approved.

Motion adopted unanimously.

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

12.-3

2019 BUDGET AMENDMENTS

Mr. Huss stated as part of the 2019 budget process, appropriations were made that were consistent with the best information available at the time of budget adoption in December 2018. As 2019 has unfolded, there are certain areas wherein circumstances have led the need to implement budget amendments for 2019. These adjustments are associated with events that occurred in 2019 that were not anticipated at the time the General Fund Budget was adopted in 2018. Staff reviewed the amendments with the Council and recommended approval.

Moved by Councilmember Hovland, seconded by Councilmember Garvais, that Resolution 19-188, "2019 Budget Amendments," be approved.

Motion adopted unanimously.

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

12.-4

ADOPT 2020 CHARITABLE GAMBLING FUND BUDGET

Attachments: [Charitable Gambling Fund Bud 2020](#)

Mr. Huss stated staff presented a proposed 2020 Charitable Gambling Fund Budget for discussion at the November 4, 2019 Council Workshop where Council reviewed the proposed budget and the estimated fund reserves. That was followed by presentations from three local food shelves at the November 18 Workshop, wherein Council approved appropriating \$850 in additional funding to the three food shelves. Pursuant to Council direction, staff has incorporated that addition into the 2020 budget and appropriated funding for 2020 for those organizations. Staff commented further on the charitable gambling fund budget with the Council and recommended approval.

Moved by Councilmember Hovland, seconded by Councilmember Garvais, that Resolution 19-189, "Adopt 2020 Charitable Gambling Fund Budget," be

approved.

Motion adopted unanimously.

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

12.-5

**ADOPT THE 2020 WATER AND SEWER UTILITY
ENTERPRISE FUND BUDGETS**

Attachments: [2020 Water Fund Overview](#)

[2020 Sewer Fund Overview](#)

Mr. Huss stated Council has reviewed the 2020 proposed budgets for the Water and Sanitary Sewer Funds at a previous workshop and staff has been directed to bring forth the budgets as presented for formal adoption. He commented further on the importance of the City properly maintaining its water and sewer assets.

Councilmember Hovland indicated he was proud of how far the City had come in managing its water treatment.

Moved by Councilmember Hovland, seconded by Councilmember Paul, that Resolution 19-190, "Adopt the 2020 Water and Sewer Utility Enterprise Fund Budgets," be approved.

Motion adopted unanimously.

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

13. OTHER BUSINESS

Public Works Director Haukaas reported his department had a challenging weekend with the extensive snowfall and how they successfully managed the snowfall and ice.

Councilmember Hovland requested staff update the City's plowing policy and recommended this information be posted on the City's website. Mr. Haukaas reported the plow routes were reviewed by staff annually in order to create greater efficiencies in the City. He explained he would have an updated plowing policy for the Council to review in January.

Councilmember Robertson thanked the Public Works Department for their great work over the Thanksgiving weekend.

Councilmember Paul asked if the Kwik Trip on 117th Avenue and Ulysses Street bollard placement should be located closer to Ulysses Street instead of near the building.

Mayor Ryan stated the bollard placement was typical when compared to other Kwik Trip locations.

14. ADJOURNMENT

Moved by Councilmember Hovland, seconded by Councilmember Paul, to adjourn the meeting at 8:22 p.m.

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