



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, October 13, 2011

6:30 PM

Cloverleaf Farm Room A

NOTICE OF WORKSHOP MEETING

The meeting was called to order by Mayor Pro Tem Clark at 6:30 p.m. Quorum Present.

ALSO PRESENT: Clark Arneson, City Manager; Bryan Schafer, Community Development Director; Bob Therres, Public Services Manager; Joe Huss, Finance Director; Ward Brown, Budget/Fiscal Analyst, Patrick Sweeney, City Attorney; Nyle Zikmund, SBM Fire Chief; Garrett Parten, Operations Chief; Lt. Dan Anderson; Al Thorp, Senior Engineering Technician; Jane Cross, City Clerk; and Recording Secretary Linda Dahlquist.

City Manager Arneson requested agenda item 2, TMP 11-0155, Proposed Use of Bond Proceeds for Woodland Village Development (Sienna/Gardenwood), be discussed first.

Councilmember Clark left the room at 6:35 p.m. and returned 6:37 p.m.

Present: 6 - Councilmember Clark, Councilmember Bourke, Councilmember Herbst, Mayor Ryan, Councilmember Hovland, and Councilmember Swanson

Absent: 1 - Councilmember Kolb

2 [TMP 11-0155](#)

PROPOSED USE OF BOND PROCEEDS FOR WOODLAND VILLAGE DEVELOPMENT (SIENNA/GARDENWOOD)

Sponsors: Therres

City Manager Arneson reported a settlement was negotiated with the bond company for the unfinished improvements to the Woodland Village development formally known as the Sienna/Gardenwood development. All agreements have been signed and the money was wired to the City last week. He noted the previous engineering firm has not been paid and they have proprietary rights to the previous engineering plans. The bond proceeds will go towards legal and engineering costs; completing Ghia Street; wear course/trails/sidewalks; Lexington Avenue turn lane; and soil correction (due to contamination). The turn lane and soil corrections will be done in this fall and the development project is expected to start next spring.

Councilmember Bourke asked for a breakdown of the attorney fees. Councilmember Herbst responded the attorney fees and engineering fees are combined.

Councilmember Bourke asked if Woodland is good with the proposal. The representative from Woodland responded Woodland is good with the City and ready to go.

City Manager Arneson stated costs do not include a traffic signal and it may be a decade out. He stated a formal agreement will be brought back to the Council so Woodland can start work.

Discussed

1 [TMP 11-0147](#)

2012 CAPITAL FUND BUDGET

Sponsors: Huss

Finance Director Huss presented a draft of the 2012 Proposed Capital Budget for Council's comments and feedback. The report included summarized and detailed information on proposed capital requests and a five-year capital replacement plan. He noted that the primary funding source for capital expenditures came from undesignated General Fund operating reserves from the prior year. He stated the staff will continue to refine the capital budget and return to the Council with a Proposed 2012 Capital Budget in November. The capital requests include replacement equipment of computers, vehicles, heavy equipment, building improvements and other equipment.

Councilmember Herbst asked if there is enough in reserves to balance the budget for 2012. Finance Director Huss responded yes, the preliminary budget can be reduced and there may be additional funds in the unrestricted reserves.

Councilmember Herbst asked what is considered heavy equipment. Public Services Manager Therres responded the heavy equipment is for the John Deer Tractor with a snow blower attachment.

Finance Director Huss noted laptops are a little cheaper than what is listed on the budget. He also noted that no dollar amounts are listed for vehicles purchased through the State bid.

Mayor Ryan asked about the two-year leasing program for the heavy equipment (Bobcat). Finance Director Huss responded it would be a purchase with a sale back to the owner after two years. Budget/Fiscal Analyst Brown responded the net cost will be \$10,000 after the trade.

Councilmember Swanson asked about the cost for voting booths. City Clerk Cross responded some of the existing voting booths are broken. She stated 15 new voting booths will be purchased.

Councilmember Clark asked if free standing booths are necessary. City Clerk Cross responded she has purchased table top booths that will be used in churches and free standing booths for the schools. Councilmember Clark asked if the City could use all table top booths and purchase folding tables, all of which would be transported to the voting locations. City Clerk Cross responded the City will consider this option.

Councilmember Swanson asked about the Police Chief's car. City Manager Arneson stated the squad cars need to be updated. Safety Service Manager/Police Chief Olson responded the squad car turnover is two years. He stated the drivetrain warranty is 100,000 miles or five years.

Councilmember Clark asked the difference between notebook and laptop computers. Finance Director Huss stated the notebook computers go into squad cars and are more rugged. Councilmember Clark stated the Council is considering switching to iPads, but does the Council need laptops. Finance Director Huss responded staff is

researching this option.

Councilmember Swanson stated he uses his computer for the Tourism Board and other non-Council items. He stated he would use an iPad if printing is available. Councilmember Clark stated he only needs the computer for email and viewing documents. Councilmember Bourke stated he uses his computer once in a while for email.

Councilmember Herbst asked about a ditch bucket for the backhoe. Public Services Manager Therres responded he will look into it.

Councilmember Clark asked about the cost difference between a laptop and notebook. Finance Director Huss responded approximately \$1,500.

Finance Director Huss stated the City is changing computer server to use the Cloud system which may result in a cost savings.

Councilmember Clark asked about meeting room occupancy sensors. Public Services Manager Therres responded the sensors would be just for the meeting rooms and each room would cost approximately \$1,200. He stated the City had an energy audit last year and the sensors were included in the top four for payback.

Finance Director Huss stated the building is ten years old and needs to start replacing carpeting in high traffic areas and painting.

Councilmember Clark asked about the fiber optic service to the Senior Center. Finance Director Huss responded there is fiber lines running to the water treatment plant and this cost would take the line to the Senior Center. Discussion took place on the cost of the service and the need for the service. Council's consensus is to reevaluate the need for fiber optic service. Finance Director Huss stated staff will research options.

Finance Director Huss stated the vehicles other than squad cars can be rotated in the outer years as an alternative to replacing the vehicles.

Councilmember Bourke asked about the SBM Fire costs for 2014 and 2015. Finance Director Huss responded the listed cost is part of the new fire trucks.

Councilmember Swanson asked about the new K9 vehicle. Public Services Manager/Police Chief Olson responded the addition of a second dog can be incorporated into the existing fleet.

Mayor Ryan commented the Econoline Van is old.

Councilmember Clark asked how many cars does the City own. Public Services Manager/Police Chief Olson stated there are eight investigator vehicles and the vehicles are rotated. He stated the City has three vehicles to use for CSO.

Councilmember Bourke asked about the half ton trucks versus three quarter ton trucks. Public Services Manager Therres responded the City does not need to have only three quarter ton trucks.

Councilmember Huss reminded the Council that the listed items are place holders and not actuals. He stated as the fleet management system progresses, the numbers will shift.

Councilmember Clark asked about the Bobcat trade-in. Finance Director Huss responded for \$10,000 annually the City gets a new Bobcat.

Councilmember Clark asked about the Senior Center bus and the Econoline van. Public Services Manager Therres responded the bus is handicap accessible and the Econoline van holds 12 passengers.

Councilmember Clark asked about the pool car for engineering. Finance Director Huss responded that would be a rotated vehicle.

Councilmember Clark asked about workstations. Budget/Fiscal Analyst Brown responded a workstation is a high speed computer for IS.

Councilmember Swanson asked about the 2013 storage area network and the Cloud. Finance Director Huss responded staff is researching this option and a new phone system. Finance Director Huss commented the current phone system was moved over from the old building and is over ten years old.

Councilmember Hovland asked about the trackless sidewalk machine. Public Services Manager Therres responded it is used for snow removal on sidewalks. Discussion took place on the size of sidewalks and trails within the City.

Councilmember Clark asked about the Senior Center's copier/printer/scanner equipment. Finance Director Huss responded the current equipment is recycled from City Hall. Discussion took place on the need for new equipment. Finance Director Huss stated staff will research purchasing new versus rotating old equipment.

Councilmember Clark asked about voting booths for 2014 to 2016. City Clerk Cross responded with the redistricting, it is hard to predict what will be needed in the future. City Manager Arneson commented there is a capital cost in 2013 for voting machines. City Clerk Cross responded in 2013 the City will purchase new voting machines. She stated the City is using all of the voting machines and no spares are available.

City Manager Arneson asked about the use of pagers for 2012. Fire Chief Zikmund responded the pagers have one more year.

Finance Director Huss stated the staff will refine the budget and come back to Council in November.

Discussed

3 [TMP 11-0157](#)

FIRE APPARATUS PURCHASE

Attachments: [Memo from the Fire Chief](#)
[sbm truck comparison](#)
[sbm truck plans](#)

Spring Lake Park-Blaine-Mounds View Fire Chief Zikmund reported that fire engines 4, 8, and 11 have come to the end of their useful service. At the September 15th meeting, the Council approved an equipment bond sale to purchase three replacement engines for the Spring Lake Park-Blaine-Mounds View Fire Department. The bond sale is scheduled for October 20, 2011, and includes funds to replace the existing air/light truck and chief's vehicle. He stated the committee is recommending for purchase the apparatus from Pierce Manufacturing and acceptance of this recommendation would place delivery of the new engines sometime in late June or

early July 2012.

Fire Chief Zikmund gave an overview of the options and comparisons with critical dimensions and prices of the fire engines between Pierce PUC, Pierce Commercial Chassis, E-1 Custom Chassis, E-1 Commercial Chassis; Rosenbauer, Custom Commercial Chassis, and Custom Custom Chassis.

Fire Chief Zikmund stated Pierce is top of the line in fire engines. Mayor Ryan commented Coon Rapids has a Pierce and they really like it.

Fire Chief Zikmund stated Pierce will sell the City's old trucks. He believes the trucks are worth \$4,000 and the rescue equipment on the trucks is worth \$2,000 to \$3,000. He stated truck 4 has water tank problems and will be parted out.

Mayor Ryan asked about the maintenance of the Pierce. Fire Chief Zikmund responded the mechanic supports the choice of the Pierce truck.

Discussed

OTHER BUSINESS

City Manager Arneson stated Rice Creek Watershed District announced the resignation of a member. He stated the County will be looking for nominations and Councilmember Herbst suggested Steve Wagamon. Council's consensus was to nominate Steve Wagamon. City Manager Arneson agreed to write a letter of recommendation for Steve Wagamon to the Rice Creek Watershed District.

City Manager Arneson stated the November 10th Workshop meeting is an optional meeting and is the night before Veterans Day. He asked if the Council would like to cancel the meeting. Discussion took place and then Council agreed to cancel the meeting.

Councilmember Swanson asked about the Blaine Airport's fire service. City Manager Arneson responded there is no fire service agreement with the Blaine Airport for 2012. He stated SBM will mail a letter after November 1st notifying the airport that their fire service will end effective February 1st. He stated Blaine's ball fields are directly related to the airport. Mayor Ryan stated the airport is seeking bids for fire service.

The workshop adjourned at 7:50 p.m.

Adjourned