

**UNAPPROVED**

**CITY OF BLAINE  
ANOKA COUNTY, MINNESOTA  
CITY COUNCIL MEETING  
Thursday, March 1, 2018**

7:30 P.M.  
Council Chambers  
10801 Town Square Drive

**CALL TO ORDER BY MAYOR RYAN**

The meeting was called to order at 7:30 p.m. by Mayor Ryan followed by the Pledge of Allegiance and the Roll Call.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ROLL CALL**

**PRESENT:** Mayor Tom Ryan, Councilmembers Andy Garvais, Wes Hovland, Julie Jeppson, and Dick Swanson.

**ABSENT:** Councilmembers Dave Clark and Jason King.

Quorum Present.

**ALSO PRESENT:** City Manager Clark Arneson; Planning and Community Development Director Bryan Schafer; Public Works Director Jon Haukaas; Police Captain Dan Szykulski; Finance Director Joe Huss; Public Services Manager/Assistant City Manager Bob Therres; City Attorney Patrick Sweeney; City Engineer Jean Keely; Communications Technician Roark Haver; Senior Engineering Technician Al Thorp; and City Clerk Catherine Sorensen.

**APPROVAL OF MINUTES**

Board and Commission Interview Minutes – February 5, 2018

Workshop Meeting – February 8, 2018

Closed Workshop Pending Litigation Meeting – February 15, 2018

Board and Commission Interview Minutes – February 20, 2018

Moved by Councilmember Swanson, seconded by Councilmember Hovland, that the Minutes of the Board and Commission Interview Meeting of February 5, 2018; Minutes of the Workshop Meeting of February 8, 2018; Minutes of the Closed Workshop Pending Litigation Meeting of February 15, 2018 and the Minutes of the Board and Commission Interview Meeting of February 20, 2018 be approved.

Motion adopted. Councilmember Garvais abstained from the February 5, 2018 Board and Commission Interview meeting minutes due to his absence. Councilmember Jeppson abstained from the February 15,

2018 Closed Workshop Pending Litigation Meeting and the February 5, 2018 Board and Commission Interview Minutes due to her absence.

## **AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS**

None.

## **COMMUNICATIONS**

None.

## **OPEN FORUM FOR CITIZEN INPUT**

Mayor Ryan opened the Open Forum at 7:39 p.m.

There being no input, Mayor Ryan closed the Open Forum at 7:39 p.m.

## **ADOPTION OF AGENDA**

The agenda was adopted as presented.

## **7:30 P.M. - PUBLIC HEARINGS AND ITEMS SET FOR A CERTAIN TIME**

9.1 First Reading - Ordinance 18-2399, Amending Appendix D – Fee Schedule of the Blaine Code of Ordinances Regarding Chapter 86 – Utilities Article IV. – Water, Sewer and Stormwater Rates and Charges – Irrigation Meters, for the City of Blaine.

Public Works Director Haukaas reported staff is requesting an update to the fees for several meter sizes. Final pricing for the meters was reviewed with the Council and staff recommended approval of the adjusted fee schedule.

Mayor Ryan requested more information from staff on how these meters are used by the City. Mr. Haukaas stated the meters were used by the City to measure water use for commercial and residential properties. He noted the meters came in different sizes and explained accuracy was very important to the City.

Mayor Ryan opened the public hearing at 7:41 p.m.

There being no public input, Mayor Ryan closed the public hearing at 7:41 p.m.

Declared by Mayor Ryan that Ordinance 18-2399, “Amending Appendix D – Fee Schedule of the Blaine Code of Ordinances Regarding Chapter 86 – Utilities Article IV. – Water, Sewer and Stormwater Rates and Charges – Irrigation Meters, for the City of Blaine,” be introduced and placed on file for second reading at the March 15, 2018, Council meeting.

## **APPROVAL OF CONSENT AGENDA:**

Councilmember Hovland requested the removal of agenda item 10.2.

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

10.1 Motion 18-35, Schedule of Bills Paid.

~~10.2 Motion 18-36, Approve 2017 DNR Water Appropriation Permit.~~

10.3 Resolution 18-29, Updated Polling Place Designations for the 2018 State Primary and State General Election.

10.4 Motion 18-37, Authorize Temporary Removal of Parking Restrictions on 103<sup>rd</sup> Lane and National Street for Centennial Elementary School Event on May 23, 2018 (Rain Date: May 24, 2018).

10.5 Motion 18-38, Approve Payment of \$50,000 to the League of Minnesota Cities Insurance Trust.

Motion adopted unanimously.

10.2 Motion 18-36, Approve 2017 DNR Water Appropriation Permit.

Moved by Councilmember Hovland, seconded by Councilmember Garvais, that Motion 18-36, “Approve 2017 DNR Water Appropriation Permit,” be approved.

Councilmember Hovland requested further information on this item. Mr. Haukaas explained the City was charged fees based on the volume of water used on an annual basis and noted this permit was associated with the City’s water usage.

Councilmember Hovland questioned if the City’s new wells were operating and if the City was paying fees for these new wells. Mr. Haukaas reported the last four wells have been installed but were not in regular use. He stated only test pumping has been completed to date. He explained two of the wells would be brought online this summer once Water Treatment Plant #4 was up and running.

Motion adopted unanimously.

## **DEVELOPMENT BUSINESS**

11.1 Resolution No. 18-30, Final Plat Approval to Subdivide 5.3 Acres into Eight (8) Lots and One (1) Outlot to be Known as Deer Pond at 12850 Dunkirk Street NE. Five Star Group, LLC (Case File No. 17-0025/SLK).

Moved by Councilmember Swanson, seconded by Councilmember Jeppson, that Resolution No. 18-30, “Final Plat Approval to Subdivide 5.3 Acres into Eight (8) Lots and One (1) Outlot to be Known as Deer Pond at 12850 Dunkirk Street NE,” be approved.

Planning and Community Development Director Schafer stated the final plat proposal consists of subdividing approximately 5.3 acres into a subdivision with a total of eight (8) dwelling units. This application proposes single-family homes consistent with the DF zoning and LDR land use designation. The proposed plat is located along the 128th Lane alignment, west of Harpers Street NE. Staff provided further comment on the Final Plat and recommended approval.

Motion adopted unanimously.

11.2 Resolution No. 18-31, Granting a 15-Foot Variance to the 30-Foot Front Yard Parking Setback for the West and South Sides of the Site at 10501 University Avenue NE. Stephen Linn (Tumble Fresh). Case File No. 18-0005/LSJ).

Moved by Councilmember Hovland, seconded by Councilmember Swanson, that Resolution No. 18-31, “Granting a 15-Foot Variance to the 30-Foot Front Yard Parking Setback for the West and South Sides of the Site at 10501 University Avenue NE,” be approved.

Mr. Schafer stated 10501 University was a former gas station site on the southeast corner of 105th Avenue and University Avenue. The City’s Economic Development Authority (EDA) purchased this property as a redevelopment effort for this dilapidated site. The building and gas tanks have been removed from the site. The EDA has come to an agreement with the owner of Tumble Fresh, a new laundromat concept, to purchase and redevelop the site. The laundromat use is a permitted use for this site and zoning district, which is B-2 (Community Commercial). No special approvals are required from the Planning Commission or City Council for this use. The new proposed site plan does, however, require the approval of a variance to make the redevelopment possible. Therefore, the applicant is requesting a 15-foot variance to the 30-foot front yard parking setback on the west and south sides of the site. Staff noted all other setbacks are being met on site and reported the Planning Commission recommends approval of the Variance.

Councilmember Hovland asked if the back side of the property had fencing. Mr. Schafer stated the east property line would have a six-foot solid fence and landscaping that would be taller than the fence.

Councilmember Hovland recommended the six-foot fence be maintenance free.

Motion adopted unanimously.

11.3 Resolution No. 18-32, Granting a Conditional Use Permit to Allow for 1,152 Square Feet of Total Accessory Detached Garage Space in the R-1 (Single Family) Zoning District at 11215 7<sup>th</sup> Street NE. Jeffrey Cahow. (Case File No. 18-0002/NBL).

Moved by Councilmember Swanson, seconded by Councilmember Jeppson, that Resolution No. 18-32, “Granting a Conditional Use Permit to Allow for 1,152 Square Feet of Total Accessory Detached Garage Space in the R-1 (Single Family) Zoning District at 11215 7<sup>th</sup> Street NE,” be approved.

Mr. Schafer stated in the R-1 (Single Family) zoning district, a CUP is required for garages larger than 1,000 square feet and up to 1,200 square feet. The applicant currently has a detached garage totaling 576 square feet. The applicant is requesting a conditional use permit to add a 576 square foot addition to the existing detached garage. The single detached garage would then total 1,152 square feet. The applicant has indicated that the additional garage space would be used for personal storage and to secure belongings. It was noted the existing shed in the rear yard would be removed.

Mayor Ryan commented this request would create a garage larger than the house. Mr. Schafer stated this would be the case.

Councilmember Jeppson encouraged the applicant to be mindful of his neighbors. Jeffrey Cahow, 11215 7<sup>th</sup> Street NE, explained he currently had a boat, motorcycle and Christmas decorations that he would like stored indoors. He believed the proposed garage addition would be nicer looking than storing items outdoors. He noted he had received several positive comments from his neighbors.

Motion adopted unanimously.

11.4 First Reading - Ordinance 18-2400, Rezoning from FR (Farm Residential) to DF (Development Flex) at 13050 Dunkirk Street NE. Springbrook Land LLC. (Case File No. 18-0001/SLK).

Mr. Schafer stated the Northeast Area Plan Amendment, approved in October of 2002, created a land use designation of LDR (Low Density Residential) for the area included within this plat. The preliminary plat proposal consists of subdividing approximately 28 acres into a subdivision with a total of 60 new dwelling units and one lot for an existing home. This application proposes single-family homes. Because the developer is proposing different housing styles with different design issues, platting requirements, lot sizes, markets and price ranges, the existing DF (Development Flex) zoning is proposed to establish the minimum standards for each of these areas. The flexibility provided by the DF zoning forms the basis of the Harpers Street Development Guide Plan. It was noted this development would not connect to Wagamon Ranch noting the expense and poor soils would not make this possible. Staff provided further comment on the pedestrian access and trails that would be provided throughout the development.

Councilmember Garvais asked how much it would cost the developer to connect to Wagamon Ranch as he would prefer a second connection. Mr. Schafer estimated the expense to be \$250,000. He explained he discussed this matter with the Engineering Department and while a second connection would be beneficial Wagamon Ranch already has a single connection and did not make sense to use City funds for the second connection.

Declared by Mayor Ryan that Ordinance 18-2400, "Rezoning from FR (Farm Residential) to DF (Development Flex) at 13050 Dunkirk Street NE," be introduced and placed on file for second reading at the March 15, 2018, Council meeting.

## **ADMINISTRATION**

12.1 Motion 18-39, 2018 Board and Commissions Mayoral Appointments.

Mayor Ryan thanked all the Blaine residents who interviewed and were willing to serve on the City's Boards and Commissions. He explained the Council had committed to meeting annually with the Commission and Board Chairs and announced the following appointments:

Planning Commission

Chair Joe Ouellette, Terri Homan, Jason Halpern, Alan Goracke and Vice Chair Dan York

Park Advisory

Chair Jeffrey Bird, Jeff Lester, Kris Paulseth, Tonya Lizakowski and Vice Chair Rex Markle

Natural Resources Conservation Board

Gene Rafferty, Carolyn Panning, Karen Varian, Puneet Vedi and Vice Chair Chris Perkins

Special Board of Review

Chair Randi Erickson, Patrick Grengs, Maisa Olson, Lynda Riley and Scott Miller

Councilmember Garvais questioned why the appointments were different than previously discussed by the Council.

Mayor Ryan explained he had shifted some individuals around and noted the proposed Mayoral appointments were scheduled for confirmation by the Council on March 15<sup>th</sup> and could be discussed further at that time.

12.2 Resolution 18-33, Approve Plans and Specifications and Order Advertisement for Bids for the Lever Street Improvements from 125<sup>th</sup> Avenue North to 132<sup>nd</sup> Avenue Alignment, including the Intersection of 125<sup>th</sup> Avenue and Lever Street. Improvement Project No. 17-07.

Moved by Councilmember Swanson, seconded by Councilmember Jeppson, that Resolution 18-33, “Approve Plans and Specifications and Order Advertisement for Bids for the Lever Street Improvements from 125<sup>th</sup> Avenue North to 132<sup>nd</sup> Avenue Alignment, including the Intersection of 125<sup>th</sup> Avenue and Lever Street,” be approved.

City Engineer Keely stated the Council held a Public Hearing and ordered improvements of plans and specifications for the proposed improvement project on July 13, 2017. There were several residents concerned about proposed assessments to properties along Lever Street. The City has a consultant preparing assessment appraisals that are anticipated to be complete by late spring. Plans and specifications have been prepared and it was noted the proposed improvements will introduce sanitary sewer and water main to the Lever Street area north of 125th Avenue alignment, including intersection improvements at 125th Avenue and Lever Street. The proposed improvements include trunk sanitary sewer, trunk water main, sanitary sewer lift station, storm drainage improvements, storm water quality management, class 5 aggregate base, concrete curb and gutter, concrete sidewalk, bituminous trail, asphalt pavement, intersection improvements, traffic control signage, striping, and appurtenant construction.

Councilmember Swanson requested staff provide the Council with a visual on the construction plans at all future meetings.

Mayor Ryan asked if this project would be completed in time to allow for home construction in 2018. Ms. Keely discussed the numerous projects planned for this area of the City and noted it would be a busy roadway in 2018.

Councilmember Jeppson questioned if staff would have benefit appraisal information on hand when speaking with the impacted property owners within this project area. Ms. Keely stated the benefit appraisals would be completed in April. She reported the City had an estimate for the assessments and this number has been shared with the property owners.

Councilmember Hovland asked if it would be easier for the City to send out letters and hold a neighborhood meeting to discuss the project further versus staff meeting with each homeowner individually. Ms. Keely explained a neighborhood meeting has been held with the property owners. She indicated staff would like to now present the property owners with more detailed information on the construction plans.

Councilmember Jeppson inquired if the County would be responsible for any portion of this project. Ms. Keely stated this would be viewed as a City project due to the fact it was development based.

Motion adopted unanimously.

12.3 Motion 18-40, Voting Booth Purchase.

Moved by Councilmember Swanson, seconded by Councilmember Jeppson, that Motion 18-40, "Voting Booth Purchase," be approved.

City Clerk Sorensen stated the Council appropriated \$45,550 to fund new voting booths for City elections. Pursuant to City Charter staff is requesting approval for the purchase of 65 Voter's Choice V4 booths from PrintElect. This model provides four voting stations per unit for a total of 260 booths. The booths are ADA-compliant, easy to transport and set-up, and take up less space both in storage and on Election Day. Staff was able to combine shipping with the City of Ham Lake that resulted in some savings and the current voting booths will be donated to other municipalities in accordance with Minnesota Statute 471.85 with a few retained should additional booths be needed. Staff will also be purchasing metal shelving that will be used to store electronic poll books purchased by Anoka County for launch this election cycle. Electronic poll books will replace traditional paper rosters and will greatly improve voter processing and registration. Anoka County will cover all purchase and maintenance costs through grants and other funding but the units will be stored at City Hall. Staff estimates the cost of shelving to be approximately \$1,000.

Motion adopted unanimously.

12.4 First Reading - Ordinance 18-2401, Franchise Agreement – An Ordinance Granting to the City of Circle Pines, a Municipal Corporation, Its Successors and Assigns, a Nonexclusive Franchise to Construct, Operate, Repair and Maintain Facilities and Equipment for the Transportation, Distribution, Manufacture and Sale of Gas Energy for Public and Private Use and to Use Public Ways and Public Grounds and to Use the Public Grounds and Public Ways of the City for Such Purposes.

Mr. Haukaas stated the City of Circle Pines is requesting franchise renewals for their gas utility as their current franchise agreements with Blaine will expire in May of 2018. The Public Works Director has reviewed the franchise agreements along with the City Attorney and recommends approval.

Mayor Ryan asked when this franchise was last approved. Mr. Haukaas reported the last franchise was approved 25 years ago.

Declared by Mayor Ryan that Ordinance 18-2401, "Franchise Agreement – An Ordinance Granting to the City of Circle Pines, a Municipal Corporation, Its Successors and Assigns, a Nonexclusive Franchise to Construct, Operate, Repair and Maintain Facilities and Equipment for the Transportation, Distribution, Manufacture and Sale of Gas Energy for Public and Private Use and to Use Public Ways and Public Grounds and to Use the Public Grounds and Public Ways of the City for Such Purposes," be introduced and placed on file for second reading at the March 15, 2018, Council meeting.

12.5 Motion 18-41, Authorize the Mayor and City Manager to Enter into a Contract with Barr Engineering for SCADA System Engineering Services.

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that Motion 18-41, "Authorize the Mayor and City Manager to Enter into a Contract with Barr Engineering for SCADA System Engineering Services," be approved.

Mr. Haukaas stated Barr Engineering was asked to develop a proposal to provide engineering support to complete the preliminary design (predesign), software integrator selection, preparation of construction plans and specifications (design), and bid administration for the Blaine SCADA system. Construction phase scheduling will be developed cooperatively between the City and Barr during predesign and finalized during the design phase.

Motion adopted unanimously.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Moved by Councilmember Jeppson, seconded by Councilmember Hovland, to adjourn the meeting at 8:28 p.m.

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Tom Ryan, Mayor

ATTEST:

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Catherine Sorensen, CMC, City Clerk  
*Submitted by TimeSaver Off Site Secretarial, Inc.*