



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

10801 Town Square Dr.  
Blaine MN 55449

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Thursday, August 16, 2012

7:30 PM

Council Chambers

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**Meeting Number 12-47**

**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:** Bryan Schafer, Community Development Director; Bob Therres, Public Services Manager; Joe Huss, Finance Director; Jean Keely, City Engineer; Chris Olson, Safety Service Manager/Police Chief; Roark Haver, Communications Technician; Al Thorp, Senior Engineering Technician; Jane Cross, City Clerk; and Recording Secretary Linda Dahlquist.

**Present:** 6 - Mayor Ryan, Councilmember Swanson, Councilmember Clark, Councilmember Bourke, Mayor Pro Tem Kolb and Councilmember Herbst

**Absent:** 1 - Councilmember Hovland

**4. APPROVAL OF MINUTES**

**4.-1 [MIN 12-27](#)**

**REGULAR MEETING - 08/02/2012**

**Sponsors:** Cross

**Attachments:** [Regular Meeting Minutes 08/02/12](#)

**Moved by Mayor Pro Tem Kolb, seconded by Councilmember Herbst, that the Minutes be Approved. The Motion was adopted unanimously.**

## 5. AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS

Mayor Ryan recognized nine Boy Scouts and three Scout leaders in the audience from Troup 509 - Ham Lake and Troup 522 - Blaine who are working on their merit badges for Citizenship in the Community and Communications.

## 6. COMMUNICATIONS

### **Primary Election Results**

City Clerk Cross stated the City had an overall 7.3% voter turnout at the Primary on August 14th. She stated the highest turnout was in Ward 3 in Precinct 4 with 11.7%, Ward 2 in Precinct 5 with 10% and Ward 1 in Precinct 4 with 9%. She stated the ballots cast in Ward 1 were 654; Ward 2 was 792, and Ward 3 was 957 from a total of 32,818 registered voters in the City of Blaine. She stated absentee voting at City Hall started on June 29th and the City Hall polls were open on August 11th with 3 voters in 5 hours. She stated some residents still prefer to mail their absentee votes. Mayor Ryan thanked City Clerk Cross and her staff for a great job on the Primary Election.

City Clerk Cross thanked the Public Works staff for their work with delivering supplies and moving the voter equipment.

Mayor Ryan thanked the Public Works staff for their work in Pioneer Park.

### 6.1 [TMP 12-461](#)

#### **2011 City Audit Review**

Peggy Moeller, HLB Tautges Redpath (HLBTR), stated HLBTR conducted an audit on 2011 for the City of Blaine. She stated four reports were issued for 2011 from the audit: Comprehensive Annual Financial Report (CAFR) - the City received a clean opinion on their financial statements; Internal Control Report - the City received two findings; and the State Legal Compliance Report - the City received three findings. Communication With Those Charged With Governance - there were no disagreement with management. She stated for 2011, the City implemented GASB Statement No. 54 Fund Balance Reporting and Fund Type Definitions of Nonspendable, Restricted, Committed, Assigned and Unassigned. She stated the General fund cash flow is included in the unassigned category.

Mayor Ryan asked on how long an audit takes to complete. Ms. Moeller replied the final audit takes about 1.5 weeks.

Mayor Ryan thanked Ms. Moeller and the City's staff for their work on the audit.

Councilmember Kolb asked about delays receiving audit information. Ms. Moeller replied there is a staff shortage, which caused delays in gathering data. She stated HLBTR is working with the City to streamline the auditing process.

**Moved by Councilmember Herbst, seconded by Councilmember Kolb, that the 2011 Audit Review by HLB Tautges Redpath, Ltd. be accepted.**

**Motion adopted unanimously.**

**6.2**      [TMP 12-460](#)

**2012 Citizen Survey**

Todd Miller, National Research Center (NRC) thanked Rebecca Olson for her assistance with the City survey. Mr. Miller stated 1,200 surveys were mailed to randomly selected households across the three Wards and 436 responses were received. He stated the most positive findings were for the City employees, the overall City services and community participation. He stated areas of opportunity for the City are traffic and traffic signal timing, and volunteerism. He noted that these items were lower than other jurisdictions. Mayor Ryan stated the City cannot control traffic light timing on the highways or county roads. He stated MnDOT and the County control these roads.

Councilmember Swanson stated on the survey 23% of residents did not report crimes and ask if this is average. Mr. Miller replied 23% is a smaller reporting than in other jurisdictions.

City Manager Arneson stated the full survey results will be posted on the City's website.

**Informational: no action required**

**9.            8:00 P.M. - PUBLIC HEARING AND ITEMS SET FOR A CERTAIN TIME**

**9.-1**      [ORD 12-2252](#)

**VACATION OF DRAINAGE AND UTILITY EASEMENTS  
LOTS 9, 10, 11 & 12, BLOCK 3; LOT 1, BLOCK 5; AND  
OUTLOT J, GARDENWOOD AND LOT 1, BLOCK 2,  
GARDENWOOD 2ND ADDITION**

VACATION NO. V12-03, CHAPTER 197

FIRST READING

**Sponsors:** Keely

**Attachments:** [V12-03 Gardenwood Map](#)

Mayor Ryan opened the public hearing at 8:01 p.m.

City Engineer Keely stated the applicant is a single property owner who represents 100% of the affected property abutting the easement. She stated the vacation of drainage and utility easements is being requested to allow for the replatting of the property into Woodland Village 2nd Addition.

Mayor Ryan closed the public hearing at 8:02p.m.

Declared by Mayor Ryan that Ordinance No. 12-2252, "Vacation of Drainage and Utility Easements Lots 9, 10, 11 & 12, Block 3; Lot 1, Block 5; and Outlot J, Gardenwood and Lot 1, Block 2, Gardenwood 2nd Addition. Vacation No. V12-03," be introduced and placed on file for second reading at the September 6, 2012 Council meeting.

8. ADOPTION OF AGENDA

10. APPROVAL OF CONSENT AGENDA:

Approval of the Consent Agenda

Moved by Councilmember Herbst, seconded by Councilmember Swanson that the following items be Approved by Consent Vote. Motion adopted unanimously.

10.-1 [MO 12-103](#)

SCHEDULE OF BILLS PAID

**Sponsors:** Huss

**Attachments:** [07/27/12 Bills Paid](#)  
[08/03/12 Bills Paid](#)  
[July 2012 Payroll Checks and Wire Transfers](#)

Approved unanimously by Consent Vote.

10.-3 [MO 12-104](#)

APPROVE A TEMPORARY ON-SALE 3.2 MALT BEVERAGE LICENSE FOR CHURCH OF ST TIMOTHY'S CARNIVAL

**Sponsors:** Cross

Approved unanimously by Consent Vote.

10.-4 [MO 12-105](#)

**APPROVE A CARNIVAL LICENSE FOR MAD JAX  
AMUSEMENTS, 18140 ZANE STREET NW, ELK  
RIVER**

**Sponsors:** Cross

Approved unanimously by Consent Vote.

10.-5 [RES 12-109](#)

**APPROVE TEMPORARY ROAD CLOSURE OF  
TOWN SQUARE DRIVE NE FOR BLAINE WORLD  
FEST**

**Sponsors:** Kappelhoff

**Attachments:** [World Fest Street Closure 2012.pdf](#)

Adopted unanimously by Consent Vote.

10.-2 [RES 12-108](#)

**RECEIVE PETITION AND ORDER PUBLIC HEARING  
VACATION OF DRAINAGE AND UTILITY EASEMENTS  
LOTS 1 & 2, BLOCK 1, THE LAKES OF RADISSON  
THIRTIETH ADDITION  
VACATION NO. V12-04**

**Sponsors:** Keely

**Attachments:** [V12-04 Petition Lakes of Radisson 13th  
vacation 12-04](#)

Councilmember Clark stated the easement on the map appears to be a road. City Engineer Keely replied there were two separate lots with the original plat, but that development did not move forward. She stated the vacation will remove the easements. She stated the street was private and within the development. Community Development Director Schafer stated the driveway access on Cloud Drive will be the access for the development. City Engineer Keely commented 124th Court was the only public street that was platted in the subdivision with The Lakes 30th addition.

Moved by Councilmember Clark, seconded by Mayor Pro Tem Kolb, that this Resolution be Adopted. The Motion was adopted unanimously.

10.-6 [MO 12-106](#)

**APPROVE 2012 DUST CONTROL**

**Sponsors:** Public Works Director Ulrich

Councilmember Herbst responded he would abstain on this item because he lived in the area.

**Moved by Councilmember Bourke, seconded by Councilmember Clark, that this Motion be Approved. The Motion was adopted unanimously.**

10.-7 [MO 12-107](#)

**APPROVAL OF ANNUAL MAINTENANCE/HOSTING FEE  
FOR ELECTRONIC AGENDA SERVICES WITH  
GRANICUS, INC.**

**Sponsors:** City Manager Arneson

**Attachments:** [Annual Granicus Subscription Bill](#)

Councilmember Clark requested a copy of the contract be included with the Motion materials.

**Moved by Councilmember Clark, seconded by Mayor Pro Tem Kolb, that this Motion be Approved. The Motion was adopted unanimously.**

7. **OPEN FORUM FOR CITIZEN INPUT**

Mayor Ryan opened the Open Forum at 8:07 p.m.

Darrell Carlberg, 11248 Nassau Avenue, stated he has used the services of the police and fire departments for his father, mother, and himself. His mother passed away at home on July 3, Police Chief Olson and another officer responded with compassion and professionalism and should be commended. He stated the medical examiner was also compassionate and professional and should be commended as well. Mr. Carlberg asked the Council to recognize the police and fire departments as vital components of our City government. He asked the Council to support the police department with activating the EVP system quicker.

There being no further input, Mayor Ryan closed the Open Forum at 8:15 p.m.

11. **DEVELOPMENT BUSINESS**

11.-1A [RES 12-110](#)

**GRANTING FINAL PLAT APPROVAL TO SUBDIVIDE  
38.16 ACRES INTO 12 SINGLE FAMILY LOTS AND  
SEVERAL OUTLOTS TO BE KNOWN AS WOODLAND  
VILLAGE 3rd ADDITION. (CASE FILE NO. 12-0027/SLK)**

**Sponsors:** Schafer

**Attachments:**     [Attachments - Plat.pdf](#)

Planning and Community Development Director Schafer stated the applicant is requesting approval to final plat 12 lots that were a part of the original preliminary plat that was approved in 2006. He stated the single-family custom built homes on the proposed lots are 85 feet in width and 150 feet depth.

Councilmember Swanson asked about available lots in the City. Community Development Director Schafer replied the City has 270 available lots.

**Moved by Councilmember Herbst, seconded by Councilmember Clark, that this Resolution be Adopted. The Motion was adopted unanimously.**

**11.-1B**    [RES 12-111](#)

**CONDITIONAL USE PERMIT ADMENDMENT TO  
ALLOW FOR CONSTRUCTION OF 12 SINGLE-FAMILY  
HOMES IN A DF (DEVELOPMENT FLEX) ZONING  
DISTRICT AT WOODLAND VILLAGE 3rd ADDITION.  
(CASE FILE NO. 12-0027/SLK)**

**Sponsors:**        Schafer

**Attachments:**     [Attachments - CUP.pdf](#)

Planning and Community Development Director Schafer stated Woodland Development has requested a reduction in the square footage minimums and relief on exterior materials. He stated the changes are consistent with the previously approved CUP amendment. He stated a reduction in the square footage minimum of 2,500 for all structures to allow two story homes on selected lots and 2,000 square footage on rambler style homes.

**Moved by Councilmember Herbst, seconded by Councilmember Bourke, that this Resolution be Adopted. The Motion was adopted unanimously.**

**12.        ADMINISTRATION**

**12.-1**    [MO 12-108](#)

**APPROVE 2012 THERAPEUTIC MASSAGE INDIVIDUAL  
LICENSES**

**Sponsors:**        Cross

**Attachments:**     [2012 Massage Individual List](#)

City Clerk Cross stated the Council approved a new ordinance on April 19, 2012 requiring all massage therapists to be licensed beginning May 19, 2012. She stated the Council is asked to approve individual massage licenses for Mina Nguyen Ness, Rebecca Jochum, Brittany Rose Hobson, Sara Nicole Kilmer, Suzie Cathleen Seabright, and Chelsea Faye Fagerstrom, Brent Cox,

Katie Lilligren, Jessica Hansen, Marchelle Hagen and Curtis Cirhan.

**Moved by Councilmember Swanson, seconded by Mayor Pro Tem Kolb, that this Motion be Approved. The Motion was adopted unanimously.**

12.-2 [MO 12-109](#)

**APPROVE 2012 THERAPEUTIC MASSAGE ENTERPRISE  
LICENSES**

**Sponsors:** Cross

**Attachments:** [2012 Massage Enterprise List](#)

City Clerk Cross stated the Council approved a new ordinance requiring all massage enterprises to be licensed effective May 19, 2012. She stated the Council is asked to approve MN Hairstyling, 8654 Central Avenue NE, Stress Reduction Specialists, 9100 Baltimore Street NE #108 and Asian Massage, 10561 University Avenue NE.

**Moved by Councilmember Clark, seconded by Councilmember Bourke, that this Motion be Approved. The Motion was adopted unanimously.**

12.-3 [MO 12-110](#)

**ACCEPTING THE PROPOSAL FOR PLAYGROUND  
EQUIPMENT IN THE AMOUNT NOT TO EXCEED \$60,000  
FROM MINNESOTA/WISCONSIN PLAYGROUND FOR  
LEGACY CREEK PARK.**

**Sponsors:** Kappelhoff

**Attachments:** [Legacy Creek 3D Playground.jpg](#)

Public Services Manager Therres stated park staff is recommending the purchase of new playground equipment from Minnesota/Wisconsin Playground for Legacy Creek Park in the amount not to exceed \$60,000 including equipment, installation and associated costs. He stated the equipment is appropriate for children ages 2-5 and 5-12

**Moved by Mayor Pro Tem Kolb, seconded by Councilmember Herbst, that this Motion be Approved. The Motion was adopted unanimously.**

12.-4 [RES 12-112](#)

**AMENDING RESOLUTION NO. 78-28 - A RESOLUTION  
AUTHORIZING DEFERRALS OF SPECIAL  
ASSESSMENTS FOR CERTAIN SENIOR CITIZENS**

**Sponsors:** Therres

City Engineer Keely stated at the August 9, 2012, Workshop meeting, Council directed staff to prepare a resolution amending Resolution No. 78-28 that authorizes deferrals of special assessments for certain senior citizens. She stated the amendment would allow deferral of special assessments when an owner of unplatted property is 70 years of age or older.



Councilmember Clark stated the Council put in place infrastructure policies in order to not drive homeowners out of their homes. He stated this proposed change helps to keep people in their homes. He stated the people who get a deferment are still going to pay their fair share of the project.

Mayor Ryan stated he does not support this change. He stated the City has never changed a policy for one person.

**Moved by Councilmember Bourke, seconded by Councilmember Herbst, that this Resolution be Adopted. The motion passed by the following vote:**

**Aye:** 5 - Councilmember Swanson, Councilmember Clark, Councilmember Bourke, Mayor Pro Tem Kolb and Councilmember Herbst

**Nay:** 1 - Mayor Ryan

12.-5 [RES 12-070](#)

**ADOPTING ASSESSMENT FOR RECONSTRUCTION OF  
CLOUD DRIVE NE/119TH AVENUE NE FROM TH 65 TO  
LONDON STREET NE, IMPROVEMENT PROJECT NO.  
10-11**

**Sponsors:** Keely

**Attachments:** [10-11 Final Assmt Roll](#)  
[10 11 assessmentMAP.pdf](#)

City Engineer Keely stated the assessment roll has been prepared consistent with the Feasibility Report. The residential properties are being assessed 25% of the entire cost of an equivalent 29 foot residential street improvement and the commercial properties are being assessed 50% of the entire cost of an equivalent 29 foot typical commercial street, per the City assessment policy. She stated the total amount to be assessed is \$66,480.07.

**Moved by Mayor Pro Tem Kolb, seconded by Councilmember Herbst, that this Resolution be Adopted. The Motion was adopted unanimously.**

13. **OTHER BUSINESS**

Moved by Councilmember Bourke, second by Councilmember Clark, that David Schwarz be appointed to the City's Park and Recreation Board.

Motion adopted unanimously.

Mayor Ryan recognized Tim Hennigar for his work with reporting on the City in the *Blaine Life* newspaper.

City Manager Arneson stated the Council will be meeting on August 23 at 6:30 p.m. to discuss the 2013 budget.

**14. ADJOURNMENT**

**Moved by Councilmember Herbst, seconded by Mayor Pro Tem Kolb, that this meeting be Adjourned. The Motion was adopted unanimously. The meeting adjourned at 8:30 p.m.**