

CITY OF BLAINE
ANOKA COUNTY, MINNESOTA
CITY COUNCIL MEETING
Monday, June 15, 2020

7:30 P.M.

Virtual meeting due to COVID-19 pandemic

CALL TO ORDER BY MAYOR RYAN

The meeting was called to order at 7:55 p.m. by Mayor Ryan followed by the Pledge of Allegiance and the Roll Call. Due to the COVID-19 pandemic this meeting was held virtually.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT: Mayor Tom Ryan, Councilmembers Andy Garvais, Wes Hovland, Julie Jeppson, Richard Paul, Jess Robertson, and Dick Swanson.

ABSENT: None.

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; Public Services Manager/Assistant City Manager Bob Therres; City Attorney Patrick Sweeney; City Engineer Dan Schluender; Communications Technician Roark Haver; Communications Manager Ben Hayle; Fire Chief Charlie Smith; GIS Coordinator Cory Richter; Water Resources Manager Rebecca Haug; Human Resources Director Cassandra Tabor; and City Clerk Catherine Sorensen.

APPROVAL OF MINUTES

Special Emergency Workshop Meeting – May 26, 2020

Spring Council Retreat – May 30, 2020

Workshop Meeting – June 1, 2020

Regular Meeting – June 1, 2020

Closed Session – Offer to Purchase Meeting – June 8, 2020

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, that the Minutes of Special Emergency Workshop Meeting of May 26, 2020, the Minutes of Spring Council Retreat of May 30, 2020, the Minutes of Workshop Meeting of June 1, 2020, the Minutes of the Regular Meeting of June 1, 2020, and the Minutes of Closed Session – Offer to Purchase Meeting of June 8, 2020 be approved.

A roll call vote was taken. Motion adopted. Councilmember Paul abstained on the May 26, 2020 Special Emergency Workshop meeting and the May 30, 2020 Spring Council Retreat meeting due to his absence.

AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS

5.1 Recognition of Centennial Middle School Students for Achievements in the 2020 ESRI Story Map Competition

City Clerk Sorensen stated Council is asked to recognize Centennial Middle School instructor Mary Erickson and her students Alexis Sanburg, Jordis Linke, Eliane Young, Sarah Zurita Zepeda, and Ethan Von Wald for their achievements in the 2020 Esri Story Map Competition.

GIS Coordinator Richter explained five 8th grade students from Centennial Middle School entered three topics in the 2020 Minnesota Story Map Competition which is part of the national Esri Story Map Competition. Each team or individual had to select a topic relevant to Minnesota to research and then build an interactive online map to share with the public. She reported all of the students did a fantastic job and all three teams made it in the top five for the state and qualified to the national map competition.

Mayor Ryan recognized the five students from the Centennial Middle School and congratulated them on their tremendous achievements.

COMMUNICATIONS

Councilmember Hovland discussed his cleanup efforts at the former Jimbo's site and encouraged other residents to consider volunteering to help maintain this area as seasonal staff was limited this summer.

OPEN FORUM FOR CITIZEN INPUT

Mayor Ryan opened the Open Forum at 8:03 p.m.

There being no input, Mayor Ryan closed the Open Forum at 8:04 p.m.

ADOPTION OF AGENDA

The agenda was adopted as presented.

APPROVAL OF CONSENT AGENDA

Councilmember Hovland requested the removal of agenda item 9.2.

Mayor Ryan requested the removal of agenda item 9.5.

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

9.1 Motion 20-69, Schedule of Bills Paid.

9.2 Motion 20-70, Neighborhood Notification Process.

9.3 Motion 20-71, Approve Capital Equipment Purchase in Sewer and Water Enterprise Funds.

9.4 Motion 20-72, Approve 2020-2021 Liquor License Renewals.

9.5 Resolution 20-88, Annual Polling Place Designations for 2020.

A roll call vote was taken. Motion adopted unanimously.

9.2 Motion 20-70, Neighborhood Notification Process.

Moved by Councilmember Hovland, seconded by Mayor Ryan, that Motion 20-70, “Neighborhood Notification Process,” be approved.

Councilmember Hovland requested comment from staff regarding the new neighborhood notification process. City Planner Johnson discussed the process that would be followed by the City for neighborhood notifications. She explained this new policy would require developers to hold neighborhood meetings under certain circumstances, which included a commercial/industrial or multi-family project was adjacent to a residential neighborhood.

A roll call vote was taken. Motion adopted unanimously.

9.5 Resolution 20-88, Annual Polling Place Designations for 2020.

Ms. Sorensen requested this item be pulled from the agenda and reported staff was working to find new potential polling locations. She explained if new locations were selected the Council may be required to hold a short special meeting in order to approve the new polling sites prior to the July deadline.

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

10.1 Storm Water Pollution Prevention Program (SWPPP).

Water Resources Manager Haug stated since 2003, the City of Blaine has been required to hold an annual public meeting on or before June 30, to fulfill the requirements of the Municipal Separate Storm Sewer System (MS4) permit regulated by the Minnesota Pollution Control Agency. The purpose of the annual meeting is to inform residents on the activities conducted by the city over the past year to be compliant with the Storm Water Pollution Prevention Program (SWPPP) and allow for public input on the city’s program.

Ms. Haug reported for the past few years, to engage with more residents, this public meeting/comment period has been held during the Green Expo, the Blaine Farmer’s Market and stand-alone meetings held at City Hall. Since these options are not available this year, due to COVID-19, the meeting requirements of the program will be at the council meeting. The City’s efforts to provide public education and outreach were discussed, along with how the public participation that occurred in 2019. The manner in which the City addresses illicit discharge/elimination, construction site stormwater control, and post construction stormwater runoff. The City’s best practices regarding pollution prevention was also discussed. Staff reviewed the status and compliance regarding permit conditions, the progress that was being made toward achieving measurable goals and noted the planned activities for the next year.

Mayor Ryan opened the item to the public for comment at 8:20 p.m.

There being no public input, Mayor Ryan closed the item to the public for comment at 8:21 p.m.

Councilmember Hovland commented on the importance of ditch maintenance and placing items in the City's ditches.

DEVELOPMENT BUSINESS

11.1 Resolution No. 20-83, Granting Final Plat Approval to Subdivide Six (6) Acres into One Lot and One Outlot to be known as Lexington Meadows 3rd Addition located at 103th Avenue NE and Lexington Avenue. Lexington Meadows LLC (Case File No. 20-0017/LSJ).

Moved by Councilmember Swanson, seconded by Councilmember Hovland, that Resolution No. 20-83, "Granting Final Plat Approval to Subdivide Six (6) Acres into One Lot and One Outlot to be known as Lexington Meadows 3rd Addition located at 103th Avenue NE and Lexington Avenue," be approved.

Ms. Johnson stated the City Council approved a preliminary plat for Lexington Meadows on May 3, 2018. This is the proposed development on the southwest corner of Lexington Avenue and 109th Avenue. Wellington Management is the developer of the project. Outlot B of Lexington Meadows 2nd Addition is being replatted to create one lot and one new outlot to be known as Lexington Meadows 3rd Addition. This new lot (1 acre) will be used for a small retail building containing Starbucks and other unknown users, and the conditional use permit for this development will be reviewed by the Planning Commission in June and the City Council in July. The outlot will be used for further development consistent with the PBD (Planned Business District) zoning district.

A roll call vote was taken. Motion adopted unanimously.

ADMINISTRATION

12.1 Resolution 20-89, Accept Bid from Park Construction Company in the Amount of \$3,461,911.31 for the 2020 Blaine Street Improvements, Improvement Project No. 19-07.

Moved by Mayor Ryan, seconded by Councilmember Hovland, that Resolution 20-89, "Accept Bid from Park Construction Company in the Amount of \$3,461,911.31 for the 2020 Blaine Street Improvements," be approved.

City Engineer Schluender stated bids were received for Project No. 19-07. A total of 6 bids were received ranging from \$3,461,911.31 to \$4,340,593.23. The Engineer's estimate for construction and three lowest bidders were reviewed with the Council. Bids have been checked and tabulated, and it has been determined that Park Construction Company of Minneapolis, Minnesota is the lowest bidder. The Engineering Department has worked with Park Construction Company on previous contracts. Staff recommends the low bid be accepted and a contract entered into with Park Construction Company. City Council is also asked to approve a 10% contingency to bring the total project budget to \$3,808,102.00. The funding source for this project is assessments and the City Pavement Management Program fund, and there are sufficient funds to cover these costs.

A roll call vote was taken. Motion adopted unanimously.

12.2 Motion 20-73, Approve Purchase and Support of Replacement Ballot Marking Devices with Anoka County.

Moved by Councilmember Hovland, seconded by Mayor Ryan, that Motion 20-73, “Approve Purchase and Support of Replacement Ballot Marking Devices with Anoka County,” be approved.

Ms. Sorensen stated Council is asked to approve the purchase of replacement ballot marking equipment. As required by Statute all voting precincts must be equipped with a ballot marking device that is accessible for individuals with disabilities. The ballot marking devices currently in use, the ES&S AutoMARKs, are at the end of their useful life and must be replaced. The first (and only) replacement equipment compatible with Anoka County's ballot counters is the OmniBallot Tablet. This product was certified by the Office of the Secretary of State in October 2019 and would provide voters with disabilities a reliable system for marking their ballot during in-person absentee voting and at the polling place on Election Day. The system also includes print-on-demand capabilities that could be used to ensure sufficient ballot supply quickly. Staff commented further on the requested purchase and recommended approval.

A roll call vote was taken. Motion adopted unanimously.

12.3 Resolution 20-91, COVID-19 Preparedness Plan Requirement.

Moved by Councilmember Paul, seconded by Councilmember Garvais, that Resolution 20-91, “COVID-19 Preparedness Plan Requirement,” be approved.

Human Resources Director Tabor stated under a recently released Executive Order by Governor Walz, all critical sector businesses, including cities, are required to adopt COVID-19 Preparedness Plans by June 29. Until this point, only industries forced to close because of the pandemic were required to develop Plans as a requirement for reopening. Executive Order 20-74 requires critical businesses to also develop a Plan so that any industry in operation during the peacetime emergency plans for the safety of staff and the individuals they serve. Blaine has based its Plan on the State's Stay Safe Minnesota website with information available to date. The City's draft Plan was shared but is not in final form pending additional State guidance for critical businesses, which will be posted by June 15. After review and inclusion of any updates/changes the Plan will be finalized and implemented.

Councilmember Garvais discussed the steps that must be followed by employees in order to return to work. Ms. Tabor reported the process was highly recommended but the process could be amended. She anticipated the proposed process took roughly five minutes. She explained from a staff standpoint the City wants to ensure people coming into the building were healthy.

Councilmember Paul commented on the importance of keeping City Hall clean if additional staff and the public were brought back to the building. City Manager Wolfe explained the plan was to start phasing in office hours at City Hall. She reported staff was being trained in a new software program that would allow the public to set up appointments with City staff members. She indicated employees would gradually be brought back to City Hall over the coming weeks and months. She noted City staff was looking into purchasing plexiglass to improve health and safety for those working at the counters.

Councilmember Hovland stated just about every business he visits now requires a mask and some even take temperatures. He indicated he could support this process also being followed at City Hall.

A roll call vote was taken. Motion adopted unanimously.

OTHER BUSINESS

Community Development Director Thorvig reported the 3M Open will be held in the City of Blaine in July without spectators. He noted staff was working to adapt, along with considering hosting opportunities and public safety needs.

ADJOURNMENT

Moved by Councilmember Hovland, seconded by Councilmember Jeppson, to adjourn to the workshop meeting at 8:44 p.m.

A roll call vote was taken. Motion adopted unanimously.

Tom Ryan, Mayor

ATTEST:

Catherine Sorensen, CMC, City Clerk
Submitted by Minute Maker Secretarial