



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

Blaine City Hall  
10801 Town Sq Dr NE  
Blaine MN 55449

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Monday, November 18, 2019

7:30 PM

Council Chambers

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**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:** City Manager Michelle Wolfe; Community Development Director Erik Thorvig; Public Works Director Jon Haukaas; Police Chief/Safety Services Manager Brian Podany; Communications Director Ben Hayle; Finance Director Joe Huss; Public Services Manager/Assistant City Manager Bob Therres; Planning/Economic Development Technician Elizabeth Showalter; Recreation Manager Nate Monahan; Senior Center Director Shelley Johnson; Water Resources Manager Rebecca Haug; City Attorney Patrick Sweeney; City Engineer Dan Schluender; Senior Engineering Technician Jason Sundeen; and City Clerk Catherine Sorensen.

**Present:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

**4. APPROVAL OF MINUTES**

**4.-1 RECENTLY HELD MEETINGS**

**Attachments:**     [11-04-19 Workshop Minutes](#)  
                              [11-04-19 Council Minutes](#)

**Moved by Councilmember Robertson, seconded by Councilmember Jeppson, that the Minutes of Workshop Meeting of November 4, 2019, and the Minutes of the Regular Meeting of November 4, 2019 be approved.**

**Motion adopted.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

**5. AWARDS - PRESENTATIONS - ORGANIZATIONAL BUSINESS****5.-1****RECOGNIZE DONATION FROM RALPH ODEGARD  
ESTATE TO MARY ANN YOUNG CENTER**

Public Services Manager/Assistant City Manager Therres stated several months ago, the City Council accepted a donation from the Ralph Odegard estate to the Mary Ann Young Center. At the time, we did not know the amount of the actual donation. He explained Shelley Johnson, Senior Center Director, was present to ask the City Council to recognize the Ralph Odegard estate for their donation in the amount of \$25,146.03. It was noted the funds will be placed in the Mary Ann Young Center donation account. At this time, no specific items have been identified to be purchased with these funds but will look to identify something to recognize Ralph Odegard for his generous contribution.

Shelly Johnson, Senior Center Director, encouraged the Council to accept a donation from the Ralph Odegard estate in the amount of \$25,146.03. She explained this was a very generous donation that would be put to good use within the new senior center.

Mayor Ryan thanked the Ralph Odegard estate for the generous donation and recommended some funds be used towards a new piano for the Mary Ann Young Center. He indicated this was the single largest donation the City has ever received for the senior center. He noted a ribbon cutting ceremony would be held for the senior center on February 20, 2020.

**Moved by Councilmember Swanson, seconded by Mayor Ryan, that Motion 19-193, "Recognize Donation from Ralph Odegard Estate to Mary Ann Young Center," be approved.**

**Motion adopted unanimously.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

**6. COMMUNICATIONS**

Mayor Ryan encouraged veterans and their families to contact Beyond the Yellow Ribbon if they are in need during the holidays.

Mayor Ryan encouraged residents to contact their elected officials with questions or comments versus posting comments on social media as a better avenue for positive communication.

Councilmember Jeppson agreed and discussed how the remarks from the public

were not productive and encouraged residents not to bring staff into these conversations but rather reach out to a Councilmember directly to address an issue or concern.

Councilmember Robertson and Councilmember Garvais agreed.

Councilmember Paul thanked Police Chief Podany and the entire Police Department for their work to help those experiencing homelessness in the City of Blaine.

**7. OPEN FORUM**

Mayor Ryan opened the Open Forum at 7:46 p.m.

There being no input, Mayor Ryan closed the Open Forum at 7:46 p.m.

**8. ADOPTION OF AGENDA**

The agenda was adopted as presented.

**9. APPROVAL OF CONSENT AGENDA:**

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

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

**9.-1**

**SCHEDULE OF BILLS PAID**

[illegible]

**Approved**

**9.-2**

**AWARD CONTRACT FOR HVAC IMPROVEMENTS AT  
WTP #2 IN THE AMOUNT OF \$51,500.00**

**Attachments:** [Blaine water treatment plant 2 HVAC upgrades](#)

**Approved**

**9.-3**

**SECOND READING**

**AMENDING CHAPTER 86 - UTILITIES, ARTICLE III. -  
CONNECTIONS TO SYSTEMS, ADDING SEC. 86-107,  
FATS, OILS AND GREASE (FOG) CONTROL  
PROGRAM, OF THE CODE OF ORDINANCES OF THE  
CITY OF BLAINE**

**Attachments:** [Fats Oils and Grease \(FOG\) Control Ordinance](#)

**Adopted**

**9.-4**

**AUTHORIZE A THREE YEAR CONTRACT WITH  
JIMMY'S JOHNNYS INC. FOR PORTABLE RESTROOM  
SERVICES IN CITY PARKS**

**Attachments:**      [2020 Price Quotes](#)  
                                  [2020-2022 Portable Toilet Comparison](#)

**Approved**

**9.-5**

**PUBLICATION OF THE TITLE AND SUMMARY OF  
ORDINANCE 19-2438, AMENDING CHAPTER 86 -  
UTILITIES, ARTICLE III. - CONNECTIONS TO  
SYSTEMS, ADDING SEC. 86-107, FATS, OILS AND  
GREASE (FOG) CONTROL PROGRAM, OF THE CODE  
OF ORDINANCES OF THE CITY OF BLAINE**

**Adopted**

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

None.

**11. DEVELOPMENT BUSINESS**

None.

**12. ADMINISTRATION****12.-1****FAIR HOUSING POLICY**

**Attachments:**     [Attachments](#)

Community Development Director Thorvig stated the Metropolitan Council's Housing Policy Plan calls for local governments to adopt fair housing policies to be eligible to receive Livable Communities Act (LCA) funds. Additionally, all recipients of federal funds are required to certify that they will affirmatively further fair housing. The city previously utilized LCA funds for the Woodland Development through the tax base revitalization fund. Adopting a fair housing policy at this time will prepare the city for any future grants by certifying that it will affirmatively further fair housing. It was noted the proposed policy was adapted from a model fair housing policy produced by the Metropolitan Council with assistance from the Housing Justice Center. Similar policies have been adopted by the cities of Coon Rapids and Shoreview. The purpose of the policy is to ensure fair housing issues brought to the attention of the city are responded to appropriately and that the city takes proactive action as necessary to remove barriers to fair housing and reduce potential for disparate impacts.

Councilmember Hovland asked how this policy differed from what the City currently does. Mr. Thorvig reported the City followed these current practices and the policy would make the procedures formal.

Councilmember Hovland expressed concern with the Metropolitan Council requiring the City to have a policy in place in order to receive funding as he believed this was wrong.

Councilmember Robertson commented she supported the proposed language within the policy but questioned why the Metropolitan Council was driving this initiative.

Councilmember Jeppson stated it was not uncommon for the Metropolitan Council to have policy requirements in place as a grant requirement and reported this was a funding expectation.

**Moved by Councilmember Jeppson, seconded by Mayor Ryan, that Resolution 19-178, "Fair Housing Policy," be approved.**

**Motion adopted 5-2 (Councilmembers Hovland and Robertson opposed).**

**Aye:** 5 - Mayor Ryan, Councilmember Swanson, Councilmember Jeppson, Councilmember Garvais and Councilmember Paul  
**Nay:** 2 - Councilmember Hovland and Councilmember Robertson

12.-2

**AUTHORIZE MAYOR AND CITY MANAGER TO ENTER  
INTO AN AGREEMENT WITH GREAT RIVER  
GREENING FOR RESTORATION OF THE SOUTHERN  
PORTION OF THE BLAINE WETLAND SANCTUARY**

**Attachments:**     [Agreement](#)

Water Resources Manager Haug stated at the November 8, 2018 City Council Workshop meeting and the August 12, 2019 City Council Workshop meeting, staff presented on the unique opportunity the city has with Great River Greening to finish restoring the remaining 221 acres of the Blaine Wetland Sanctuary utilizing grant money from the Outdoor Heritage Fund. Based on the October 24, 2019 Open House with the residents surrounding the Southern Portion of the Blaine Wetland Sanctuary, the plan for the site is to move forward with the restoration plan. Great River Greening will be sending out requests for proposals to complete the restoration work. This work is scheduled to begin winter 2019/2020 weather dependent.

Ms. Haug reported the work will involve the removal of non-native invasive such as buckthorn and overabundant native woody species "trees" other than oak species to restore the wetland to its original condition. The work will be done through tree clearing, raking and mowing, and if needed, herbicide treatments or conservation grazing. Prescribed burns will also be performed annually after the first year and then be adjusted to how the site is performing. Council direction at the August 12, 2019 meeting was to enter into an agreement with Great River Greening for \$364,000 and the city contribution of \$19,900 to cover labor costs. The City contribution will come from the NRCB Open Space fund. Great River Greening has been given an opportunity to receive additional funding increasing their contribution to \$386,000.

Mayor Ryan stated he was pleased with the neighborhood meeting held to better explain the work that was being proposed.

Councilmember Jeppson asked what process residents should follow to voice complaints or frustrations given the fact this project would be completed by Great River Greening. Ms. Haug recommended residents contact City staff with concerns, adding it was her hope that the City's notification process had been improved since the last project was completed and residents would be better informed during the project.

Councilmember Robertson thanked staff for working to over-communicate with residents on the proposed project.

**Moved by Councilmember Robertson, seconded by Councilmember Paul, that Motion 19-197, "Authorize Mayor and City Manager to Enter into an Agreement with Great River Greening for Restoration of the Southern Portion of the Blaine Wetland Sanctuary," be approved.**

**Motion adopted unanimously.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

12.-3

**INITIATE PROJECT, ORDER PREPARATION OF  
FEASIBILITY REPORT AND APPROVE JOINT POWERS  
AGREEMENT WITH THE CITY OF COON RAPIDS FOR  
THE RECONSTRUCTION OF UNIVERSITY AVENUE  
FROM 125TH AVENUE TO BENGAL DRIVE,  
IMPROVEMENT PROJECT NO. 19-22**

**Attachments:**     [Location Map](#)  
                              [University Avenue Reconstruction JPA](#)

City Engineer Schluender stated the City of Coon Rapids has expressed a desire to initiate a joint project with the City of Blaine to reconstruct University Avenue from 125th Avenue to Bengal Drive. The road has deteriorated to a point where a full reconstruction is needed. A Joint Powers Agreement (JPA) between the City of Blaine and the City of Coon Rapids has been prepared to clarify such things as division of cost, design, contract administration responsibilities and other miscellaneous details. Staff reviewed the main points of the JPA and recommended approval.

Mayor Ryan asked if the school would be assessed for this project. Mr. Schluender reported this would occur.

Councilmember Hovland questioned if the signal would be included in this project. Mr. Schluender explained this signal was improved with the 125th Avenue reconstruction project.

Councilmember Paul inquired if Bengal Drive would be included in this project. Mr. Schluender stated the improvements would run up to Bengal Drive, adding Bengal Drive was a private street owned by the school district.

Councilmember Robertson asked when this project would be completed. Mr. Schluender indicated the project timeline would be determined by staff in January of 2020 and staff would plan to plan the project around the school year.

Moved by Councilmember Swanson, seconded by Councilmember Robertson, that Resolution 19-179, "Initiate Project, Order Preparation of Feasibility Report and Approve Joint Powers Agreement with the City of Coon Rapids for the Reconstruction of University Avenue from 125th Avenue to Bengal Drive," be approved.

Motion adopted unanimously.

Aye: 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

12.-4

**APPROVE JOINT POWERS AGREEMENT NO. C0006971  
WITH ANOKA COUNTY FOR RECONSTRUCTION OF  
COUNTY STATE AID HIGHWAY 14 (125TH AVENUE)  
BETWEEN ABERDEEN STREET AND COUNTY STATE  
AID HIGHWAY 52 (RADISSON ROAD), CITY  
IMPROVEMENT PROJECT NO. 18-10**

Attachments:    [Location Map](#)  
                          [Joint Powers Agreement](#)  
                          [JPA Exhibit A](#)  
                          [JPA Exhibit B](#)

City Engineer Schluender stated Anoka County has been working on a project to reconstruct County State Aid Highway 14 (125th Avenue) from Aberdeen Street to County State Aid Highway 52 (Radisson Road) for the past year. The County is now prepared to move the project forward and is proposing reconstruction of the two-lane rural section roadway to a four-lane urban section roadway with turn lanes and a trail located on the south side. Anoka County Staff presented the project scope and the proposed schedule to construct the improvements during the summer of 2020 to the City Council at their February 14, 2019 Workshop meeting. An open house for the public was held at Blaine City Hall on April 24, 2019.

Mr. Schluender reported the estimated construction cost of the total project is approximately \$2,400,000. Anoka County has prepared a Joint Powers Agreement (JPA) based on their cost participation policy. The City is being asked to pay for a portion of construction cost and 8% construction engineering expenses. The total estimated construction cost to the City is \$246,382.22. Adding the 8% construction engineering to the City's share of the construction cost brings Blaine's estimated total to \$266,092.80. The funding source for this project will be State Aid funds.

Councilmember Hovland asked if there had been any discussions between staff and the County regarding cost-share percentages for traffic signals. Mr. Schluender stated staff has not entered into any of these discussions.



Councilmember Robertson indicated she has had several conversations with different County Commissioners regarding this topic, as has Councilmember Garvais. She believed ongoing conversations were necessary and understood it would take time to change the way the County was doing things.

Mayor Ryan indicated the entire Council supported a better cost-sharing policy in place with Anoka County and recommended further discussion be held with the County regarding this matter. The Council suggested City Manager Wolfe could meet with area managers/administrators to gauge their council's position on the topic or to adopt a resolution or to forward a letter stating the need to reconsider the cost-sharing policy.

Councilmember Garvais agreed with this recommendation and suggested the expense for trails also be reconsidered.

Councilmember Hovland supported these topics being addressed with the County further.

Councilmember Swanson recommended staff review what other counties are doing to fund trails and signals. Mr. Schluender indicated staff could prepare a memo and report to the City Council with this information.

Councilmember Robertson commented the City had to reach a conclusion as there were other intersections in the City that needed signals, adding it was her hope the City would be able to reach a fair and equitable solution with the County. She explained she was more than willing to continue conversations with County Commissioners. Mr. Schluender stated staff would reach out to the County to discuss the cost-sharing policy before the next project.

**Moved by Mayor Ryan, seconded by Councilmember Paul, that Resolution 19-180, "Approve Joint Powers Agreement No. C0006971 with Anoka County for Reconstruction of County State Aid Highway 14 (125th Street) between Aberdeen Street and County State Aid Highway 52 (Radisson Road)," be approved.**

**Motion adopted unanimously.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

12.-5

## **FIRST READING**

### **AMENDING SECTION 74-81(g)(4)g OF THE MUNICIPAL CODE OF THE CITY OF BLAINE ESTABLISHING 2020**

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## PARK DEDICATION FEES

**Attachments:**     [2019 Comparative Park Dedication Fees](#)

Public Services Manager/Assistant City Manager Therres stated in 2000 the City passed a bond referendum in the amount of \$3.5 million for the purchase of open space property. As part of the process the City Council created the Natural Resource Conservation Board (NRCB) to make recommendations on which property to purchase and how to manage the open space property. To provide an ongoing funding source for the NRCB's management of the open space property the Park Dedication Fee Ordinance was changed to split the park dedication fees collected with development to have 35% of fees collected from residential development go to an Open Space fund. The remaining 65% of residential development and 100% of industrial and commercial development would go to the existing Park fund.

Mr. Therres reported park dedication fees are also adjusted annually to reflect any increase in fair market value of undeveloped land within the City, with an annual increase not to exceed 10%. The Park Board has reviewed the Park Dedication fees and is recommending no increase to residential, commercial, or industrial development based on the City's middle rankings in the 2019 Comparative Cites chart for both residential and commercial park dedication fees.

**Declared by Mayor Ryan that Ordinance No. 19-2439, "Amending Section 74-81(g)(4)g of the Municipal Code of the City of Blaine Establishing 2020 Park Dedication Fees," be introduced and placed on file for second reading at the December 2, 2019 Council meeting.**

12.-6

## FIRST READING

### CHAPTER 22 - BUSINESSES, ARTICLE V. - PAWNBROKERS

Safety Services Manager/Police Chief Podany stated the current pawnbroker's ordinance states "the most current version of the Minneapolis automated pawn system interchange file system" be used for transaction reporting. As of January 1, 2020, Minneapolis will no longer be using APS so a replacement system will be needed. Staff has identified Leads Online as the likely system to use but any change would require an ordinance amendment as outlined by staff.

**Declared by Mayor Ryan that Ordinance No. 19-2440, "Chapter 22 – Businesses, Article V. - Pawnbrokers," be introduced and placed on file for second reading at the December 2, 2019 Council meeting.**

12.-7

### CERTIFY 2019 DELINQUENT UTILITY ACCOUNTS AND INVOICES TO ANOKA COUNTY

**Attachments:**     [Certified List](#)

Finance Director Huss stated the Council annually certifies delinquent utilities and unpaid invoices for mowing, false alarms, and meter repairs to Anoka County for collection with the following year's property taxes. Notice has been sent to all affected property owners regarding their respective delinquent bills. If payment is not received before the deadline for remittance to the county, the attached resolution authorizes staff to certify the amount due to the Anoka County Auditor for collection with 2020 property taxes. Staff reviewed the amount that would be certified in detail with the Council and recommended approval.

**Moved by Mayor Ryan, seconded by Councilmember Jeppson, that Resolution 19-181, "Certify 2019 Delinquent Utility Accounts and Invoices to Anoka County," be approved.**

**Motion adopted unanimously.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

12.-8

## **ADOPT 2020 COMMUNICATIONS FUND BUDGET**

**Attachments:** [2020 Communications Fund Budget](#)

Finance Director Huss stated staff presented a proposed 2020 Communications Fund Budget for discussion at the November 4, 2019 Council Workshop. Council reviewed the proposed budget and indicated their conceptual approval of the budget presented. Staff commented further on the Communications Fund Budget and recommended approval.

**Moved by Councilmember Swanson, seconded by Councilmember Garvais, that Resolution 19-182, "Adopt 2020 Communications Fund Budget," be approved.**

**Motion adopted unanimously.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

12.-9

## **AUTHORIZE BLAINE'S PARTICIPATION IN THE INSURED CASH SWEEP PROGRAM AT 21ST CENTURY BANK**

**Attachments:** [ICS Agreement-21st Century Bank](#)

Finance Director Huss stated in 2015, after a comprehensive Request for Proposals process, the Council named US Bank Investments as the City's authorized Investment Portfolio Manager. At that time, the City Council also directed staff to seek opportunities to invest a portion of the portfolio within the community. In conjunction with that direction, Finance has invested between 1-2% of its portfolio locally. Due to FDIC restrictions and statutory collateral

requirements, it has been difficult to expand those opportunities beyond that level. However, 21st Century Bank, Blaine's main depository, has developed a program called Insured Cash Sweep (ICS) that will allow the City to expand its local portfolio and keep a higher percentage of City funds within the community. The City will look to place and maintain between \$4-5 million (4-6%) of its current investment portfolio in the ICS program. Investments placed in the ICS program will earn a competitive interest rate and will be readily available for transfer to the City's checking account, thus providing for better cash-flow planning and overall investment earnings.

Councilmember Swanson stated he supported the proposed recommendation but requested staff provide the Council with a report on the program each year. Mr. Huss stated he would be happy to report on a quarterly or yearly basis.

Councilmember Hovland supported the City keeping its money and investments local.

**Moved by Councilmember Paul, seconded by Mayor Ryan, that Resolution 19-183, "Authorize Blaine's Participation in the Insured Cash Sweep Program at 21st Century Bank," be approved.**

**Motion adopted unanimously.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul

### **13. OTHER BUSINESS**

Councilmember Garvais requested staff share a development update with the City. Community Development Director Thorvig provided the Council with an update on the development occurring in the City then reported three items would be addressed by the Planning Commission in December.

### **14. ADJOURNMENT**

**Moved by Councilmember Robertson, seconded by Councilmember Hovland, to adjourn the meeting at 8:51 p.m.**

**Aye:** 7 - Mayor Ryan, Councilmember Swanson, Councilmember Hovland, Councilmember Jeppson, Councilmember Garvais, Councilmember Robertson and Councilmember Paul