City of Blaine
City Council Workshop

August 14, 2023 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

NOTICE OF WORKSHOP MEETING
In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

1. Call to Order

2. New Business

2.1. 2023-369 Request for Future Workshop Agenda Item: Consideration of Car Wash Moratorium
Sponsors: Michelle Wolfe, City Manager

2.2. 2023-371 Radisson Road and 109th Avenue Corridor Intersections Study
Sponsors: Daniel Schluender, Director of Engineering

2.3. 2023-367 Utilities Enterprise Funds and Rate Study
Sponsors: Alison Bong, Deputy Finance Director

2.4. 2023-363 2024-2028 Transportation Capital Improvement Program (CIP)
Sponsors: Alison Bong, Deputy Finance Director, Daniel Schluender, Director of Engineering

2.5. 2023-372 Trunk Highway 65 Update
Sponsors: Daniel Schluender, Director of Engineering

2.6. 2023-274 Rules of Order and Procedure
Sponsors: Cathy Sorensen, City Clerk

3. Other Business

4. Adjournment

City of Blaine
Staff Report

File Number: 2023-369

Agenda Date	Status
August 14, 2023	
In Control	**File Type**
City Council	Workshop Item

New Business - Michelle Wolfe, City Manager

Agenda Item # 2.1

Request for Future Workshop Agenda Item: Consideration of Car Wash Moratorium

Background

Councilmember Name: Councilmember Saroya

Proposed Agenda Topic: Carwash moratorium

Brief Description of the Topic:
Councilmember Saroya would like to propose a moratorium on car washes. Blaine has several major redevelopment projects, such as Northtown and 105th, and she would like to make sure the city is looking at the big picture and making strategic decisions on how our city will look in the future.

Additional comments from Councilmember Saroya:
With the new Silverstar carwash in a prime location, one of the first things visitors to Blaine will see when they enter Blaine is a car wash. Car washes take up a lot of acreage, something that Blaine is already limited on. There have also been concerns from residents around noise and traffic involving carwash projects very close to their homes.

Some additional topics to research include:

-over-saturation of carwashes, duplicative services; defunct eyesores in the future
-economic impact and benefit (does the use generate low commercial and employment activities)
-impact on Northtown development (property should have been included in the moratorium)
-water quantity concerns
-water contamination and environmental concerns, especially with new Springbrook Creek
-zoning and whether additional restrictions are needed
-impact to adjacent properties, such as noise, light
-traffic

Strategic Plan Alignment

This item aligns with the Strategic Plan goal of Growth Management.

Urgency Level -
High

Staff Recommendation

If council is interested in pursuing a moratorium, staff recommends preparation of an ordinance for first reading at the next regular council meeting (August 21). Staff will include rationale in the ordinance that is consistent with state statute regarding moratoriums.

A potential moratorium would not affect the current Mister Car Wash application. A moratorium would not apply to this application since it has been submitted and is going through the approval process.

Questions for Council

Does the Council wish to direct staff to prepare a future workshop agenda item considering a car wash moratorium?

Attachment List

None

City of Blaine
Staff Report

File Number: 2023-371

Agenda Date	Status
August 14, 2023	
In Control	**File Type**
City Council	Workshop Item

New Business - Daniel Schluender, Director of Engineering

Agenda Item # 2.2

Radisson Road and 109th Avenue Corridor Intersections Study

Background

The county and their consultant engineering firm, Short, Elliot, Hendrickson, will provide an update on the study of the intersections on Radisson Road from 105th Avenue to Cloud Drive and 109th Avenue from Tournament Players Parkway to Town Square Drive. The update will include the public comments that have been received to date on these corridors through the public engagement process and where they are at in the study timeline.

Staff Recommendation

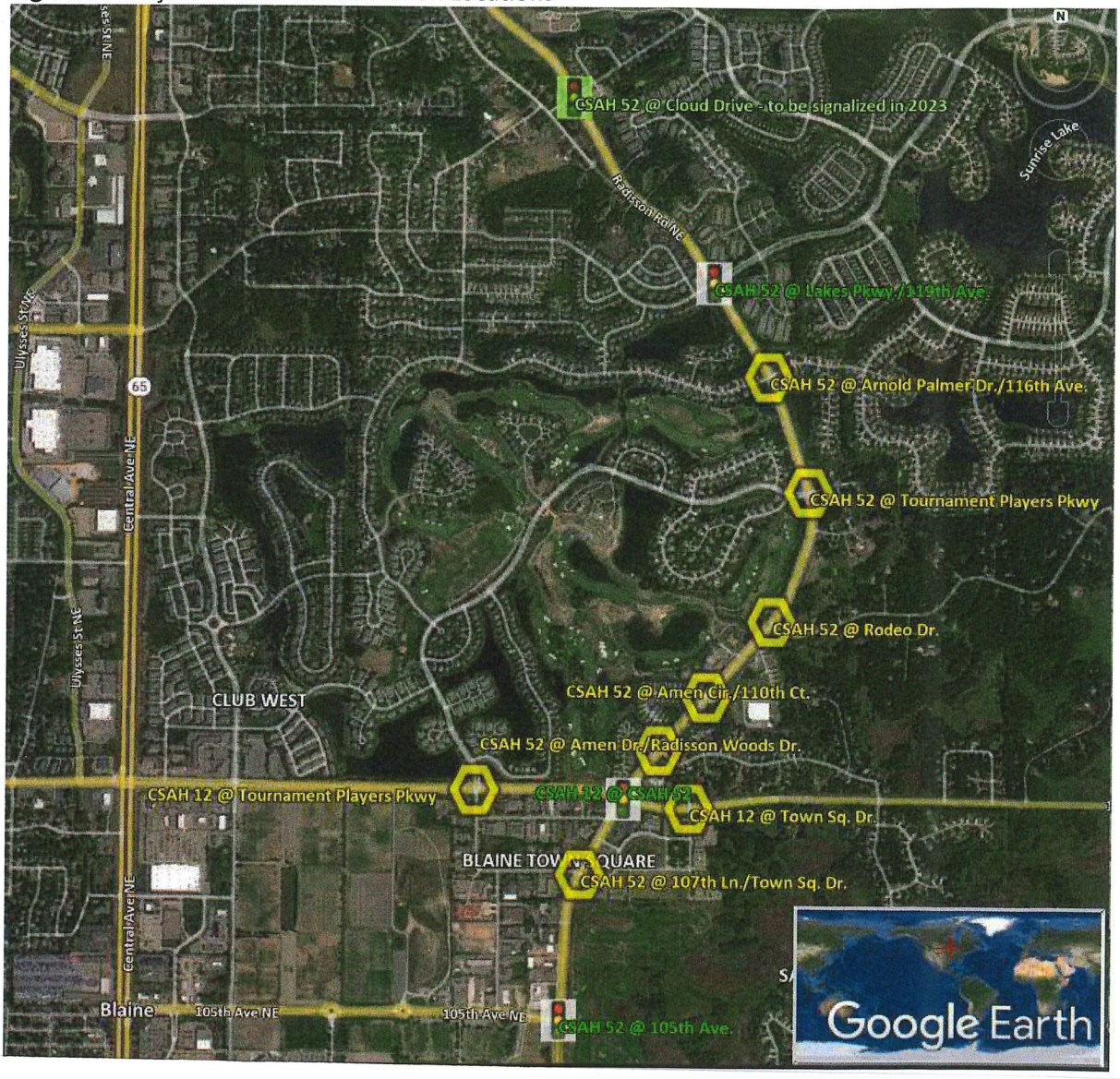
Discuss the public engagement feedback and next steps in the corridor intersection study process.

Questions for Council

Attachment List

1. Location Map

Figure 1: Project Area and Intersection Locations



City of Blaine
Staff Report

File Number: 2023-367

Agenda Date	Status
August 14, 2023	
In Control	**File Type**
City Council	Workshop Item

New Business - Alison Bong, Deputy Finance Director, Baker Tilly

Agenda Item # 2.3

Utilities Enterprise Funds and Rate Study

Background

Enterprise funds account for public services which the city provides to residents and commercial properties. The city operates four enterprise funds: water, sanitary sewer, garbage and recycling, and stormwater. The water, sanitary sewer, and stormwater funds will be discussed in this item. Garbage and recycling will be discussed at a future date.

Enterprise funds operate by charging user fees for services provided by the city. In return, the city provides clean drinking water, sewage collection and treatment, and stormwater management. These fees are used to cover the costs associated with the fund. Enterprise funds operate independently of each other. Fees collected from these services should cover the enterprise's total cost, including all operations, maintenance, capital outlay, and debt payments.

To ensure the city collects enough fees to cover each utility's costs, it is recommended and good practice to evaluate the fees charged yearly and conduct a rate study every 5 years. The last rate study the city contracted for was conducted in 2018, and this rate study only focused on water utility rates. In 2022, the city contracted with Baker Tilly to perform a rate study for the water, sanitary sewer, and stormwater funds. Baker Tilly will present the rate study results and recommendations at the meeting.

The city has grown significantly over the past few decades, and we continue progressing toward full development. In-kind, these systems' infrastructure has expanded to match our current needs as a city. As our enterprise infrastructure systems age, the city must maintain and replace them accordingly. This requires shifting the focus from development to asset preservation and sustainability. This is accomplished through ongoing maintenance and replacement projects. Failure to maintain these assets increases the city's risk of asset failure or impact on the quality of service. This shift of focus will require more capital outlay expenditures and a greater focus on long-range planning in our budget process.

Council guidance supports this endeavor: water delivered to homes is expected to meet the highest

standards possible; wastewater and storm drainage is to be cleared through the system with no backups, breaks, or flooding. Past discussion indicated that the council supports a standard service level that provides fully treated water for normal consumption periods and very low rates of untreated water (10-25% max) on the highest consumption days as the city continues to grow.

Each utility will be presented here in brief, followed by a background on the utility rate study conducted by Baker Tilly.

Water Utility Fund

The city's water utility enterprise fund accounts for the operations of the city's water system. As an enterprise fund, the water fund is designed to recover the cost of providing clean, potable water to its customers through user fees.

The system serves nearly 22,000 accounts, 95% of which are residential. Overall, Blaine provides water to more than 96% of city residents. The system has a daily pumping capacity of 18.5 million gallons, with an average daily usage of 6.4 million. The city's water operation functions as a division of the city's Public Works Department with 11.75 full-time equivalent (FTE) staff budgeted in the division.

The city's water system consists of 4 water treatment plants, 20 wells, 4 water towers, and 328 miles of water pipe.

Sanitary Sewer Utility Fund

The city's sewer utility enterprise fund accounts for the operations of the city's sanitary sewer system. As an enterprise fund, the sewer utility is designed to recover the cost of collecting, treating, and disposing of the wastewater of its customers through user fees.

The system serves almost 22,000 accounts, 95% of which are residential. The city's sewer operation functions as a division of Public Works with 6 FTE staff allocated to the division.

The city's sanitary sewer system consists of 376 miles of sanitary pipe, 32 lift stations, and other assets such as manholes and pumps. The sewer utility participates in the wastewater treatment program through Metropolitan Council Environmental Services (MCES), which means the city does not need its own wastewater treatment infrastructure.

Stormwater Utility Fund

The city's stormwater utility enterprise fund accounts for the operations of the city's storm drainage system. The fund was created in 2006 as staff began separately accounting for storm drainage activity. Prior to that, stormwater operations were accounted for in the sanitary sewer budget. A stormwater utility fee was approved by the council in 2007 and implemented in January 2008.

The system serves roughly 23,000 parcels throughout Blaine. The stormwater operation functions as a division of the City's Public Works Department with 7 full-time equivalent (FTE) positions.

As an enterprise fund, the utility is designed to recover the cost of maintaining the city's storm drainage system, which includes 185 miles of storm sewer pipes, 111 miles of ditches, 515 ponds, and numerous catch basins, outfalls, manholes, weirs, culverts, and swales.

Water, Sanitary and Stormwater Rate Study

The city engaged Baker Tilly US, LLP to assist with a utility rate study in 2022. The study provides a financial plan and rate recommendations for each utility over the next five years. Conducting regular rate studies lays the foundation for the financial health of the utilities by ensuring the full cost of running each enterprise is recovered through the fee structure.

To complete the study, Baker Tilly worked with city staff to gather the following items for each utility:

- Background
- Operating budget assumptions
- Current and long-term liabilities
- 5-year staffing plan
- Long-range capital plan
- Financial policies

Baker Tilly analyzes the data provided by the city and uses it to develop recommended rates for each utility. As part of the rate study, Baker Tilly evaluates and/or provides:

- Recommendations for the financing of anticipated capital improvements
- Financing alternatives and structures to minimize rate impacts
- Recommendations for cash reserve balances
- Operational and policy recommendations
- The overall change in revenue required to fund major capital improvement programs, meet all recurring operating and capital expenditures and cover all debt service requirements.
- Effect of proposed rates on typical utility customers

Upon completion of the study, council will be asked to consider and adopt the recommended rate model that will support established service levels.

Staff Recommendation

Integrate the rate study results into the utility budgets for review at the October 9 council workshop.

Questions for Council

Is council supportive of the rate model proposed for the utilities?

Attachment List

1. 2024 Utilities Enterprise Funds and Rate Study Presentation

2024 Utilities Enterprise Funds and Rate Study

Council Workshop| Finance

08/14/2023

Agenda

- Enterprise Funds Overview
- Rate study/model
- Next Steps

Enterprise Funds Overview

Section 1 of 3

Enterprise Funds

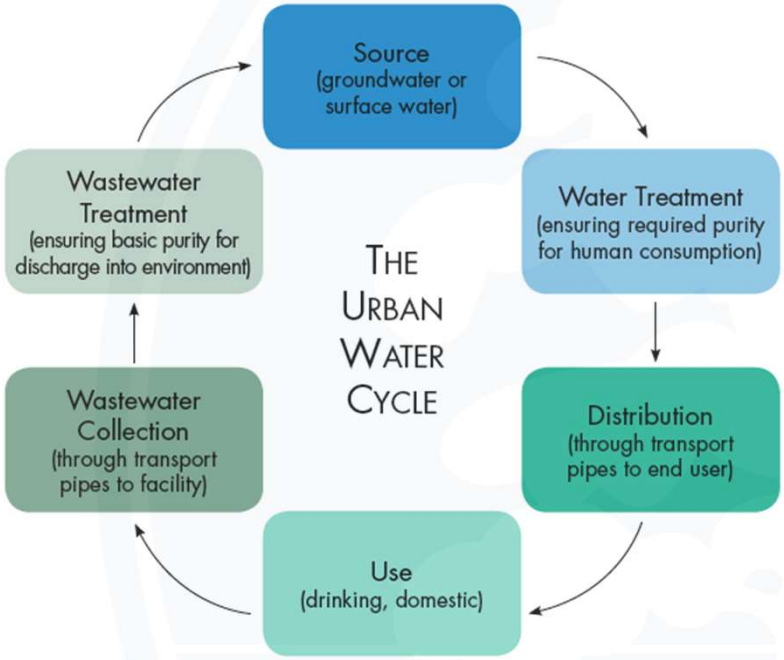
Definition

- A public service that generates sufficient revenues to pay for its cost

User fees should cover the total cost of running the enterprise

- Operations
- Maintenance
- Capital Outlay and Preservation

Background



Interconnectivity of water management services provided by utilities
High service level expectations at all stages of the cycle

(Diagram from Mississippi State University, adapted from Robert B. Sowby, National Geographic)

Water Utility Background

Purpose

- Provide clean, treated, potable water

Regulation

- **Federal**
  - Environmental Protection Agency (EPA)
- **State**
  - MN Dept of Health
  - MN DNR

Water System

- Water treatment plants (4)
- Wells (20)
- Water towers (4)
- Water pipe (328 miles)

Sewer Utility Background

Purpose

- Collect wastewater
- Dispose of wastewater
- Treat wastewater (contracted with MCES*)

Regulation

- Environmental Protection Agency (EPA)
- MCES

Sewer System

- Sanitary Pipe (376 miles)
- Lift Stations (32)
- Other assets: manholes, pumps

**MCES = Metropolitan Council of Environmental Services*

Stormwater Utility Background

Purpose

- Manage run-off
- Pollution treatment
- Flood mitigation

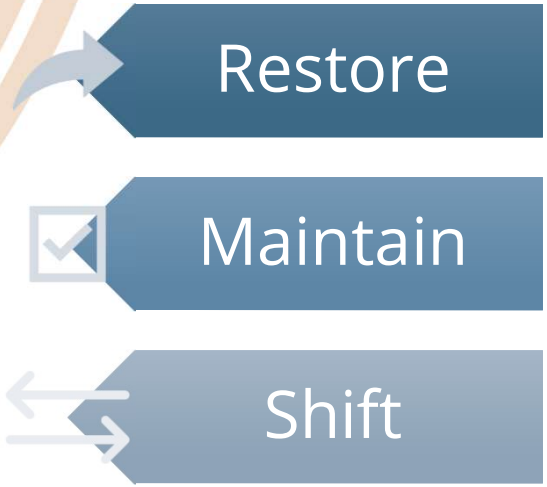
Regulation

- Municipal Separate Storm Sewer System (MS4)

Storm System

- Storm Sewer Pipe (185 miles)
- Ditches (111 miles)
- Ponds (515)
- Other assets: manholes, weirs, outfalls, culverts, catch basins, swales

Council Established Guidance



Seeking Council Guidance

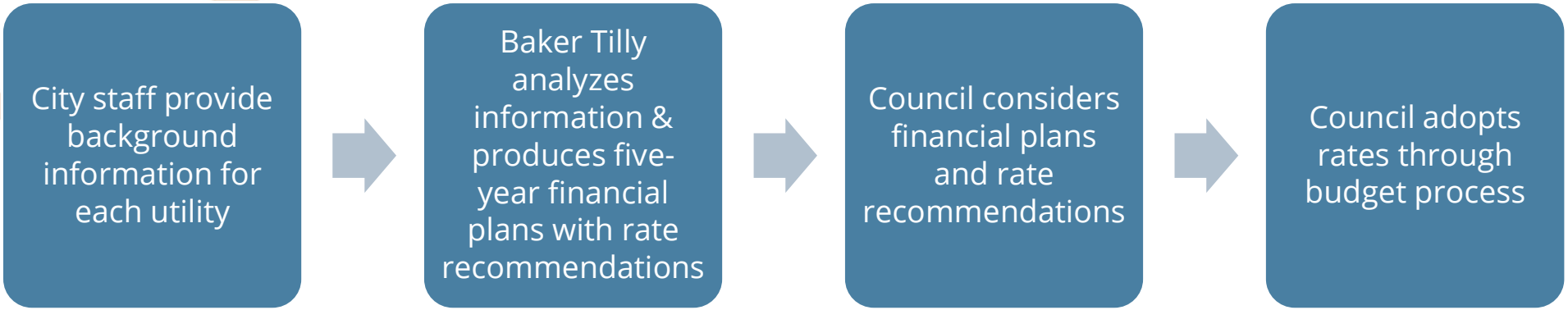
Service Level Assumptions

- Industry standards within operations and maintenance
- Risk reduction - low to medium-low risk of asset failure

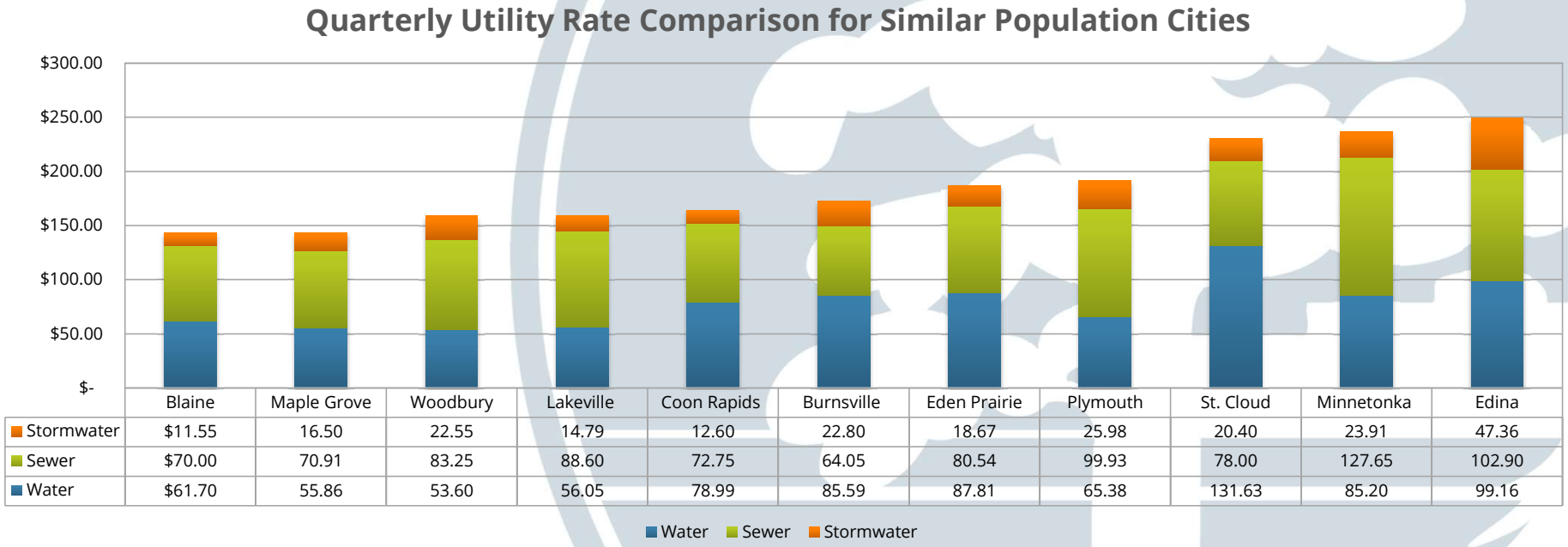
Rate Study

Section 2 of 3

Utility Rate Study Background



Rate Analysis – Comparable Cities
Adopted 2023 Rates



	Blaine	Maple Grove	Woodbury	Lakeville	Coon Rapids	Burnsville	Eden Prairie	Plymouth	St. Cloud	Minnetonka	Edina
Stormwater	$11.55	16.50	22.55	14.79	12.60	22.80	18.67	25.98	20.40	23.91	47.36
Sewer	$70.00	70.91	83.25	88.60	72.75	64.05	80.54	99.93	78.00	127.65	102.90
Water	$61.70	55.86	53.60	56.05	78.99	85.59	87.81	65.38	131.63	85.20	99.16

Baker Tilly Utility Rate Study

- Our approach:
  - Review financial performance of each fund in recent years and identify negative trends
  - Develop operating projections based on expected growth in expenses
  - Add financial impacts of anticipated capital expenditures
  - Identify gaps between projected revenues and expenditures
  - Recommend rate adjustments to keep each fund in healthy financial condition

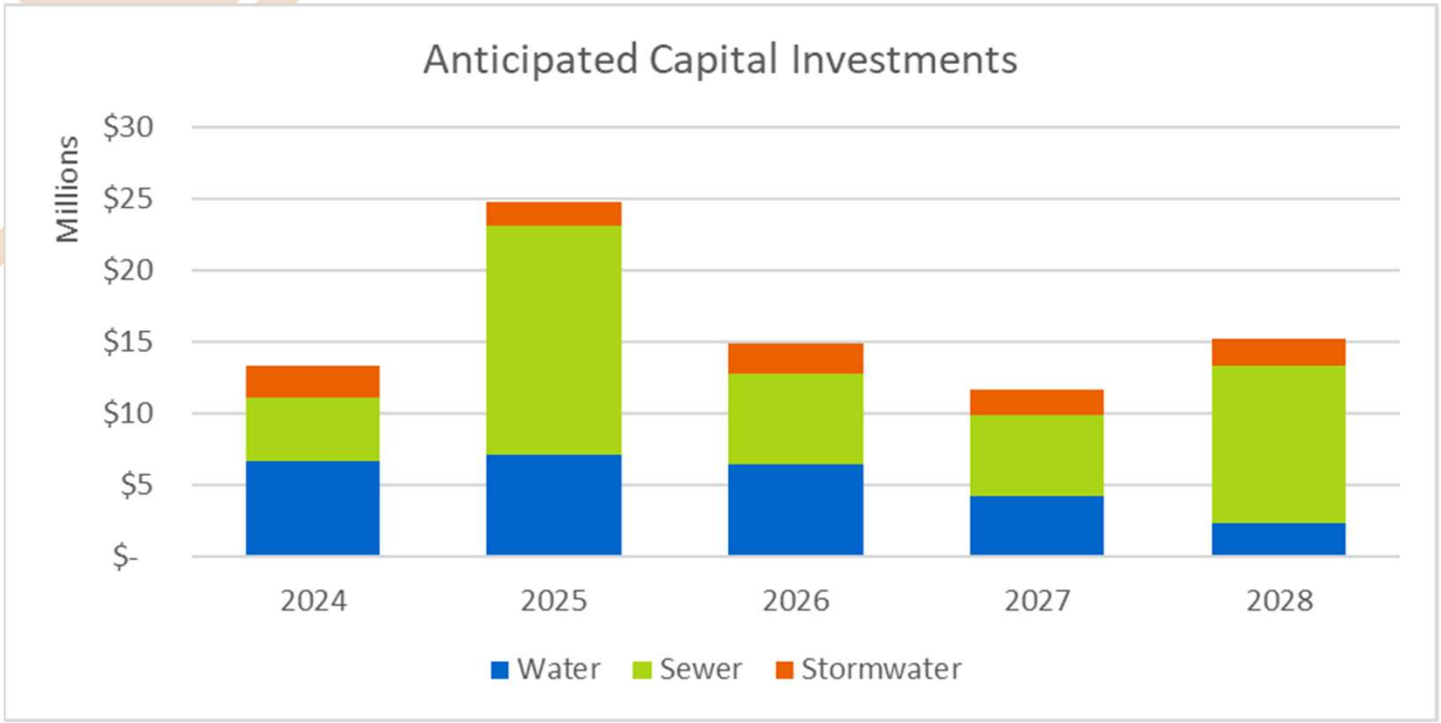
Baker Tilly Utility Rate Study

- Assumptions used for financial projections:
  - Personnel expenses (wages & benefits) grow at 5.5% annually.
  - Operating supplies and services increase between 3% and 10% annually, based on recent performance and anticipated trends.
  - City continues to grow at about 1.25% annually
    - 500 new residential connections per year

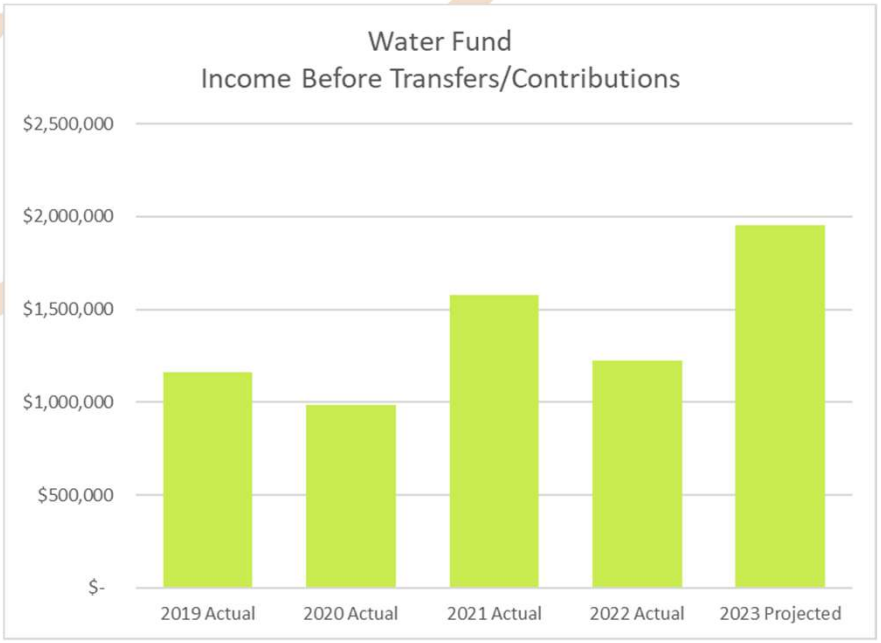
Baker Tilly Utility Rate Study

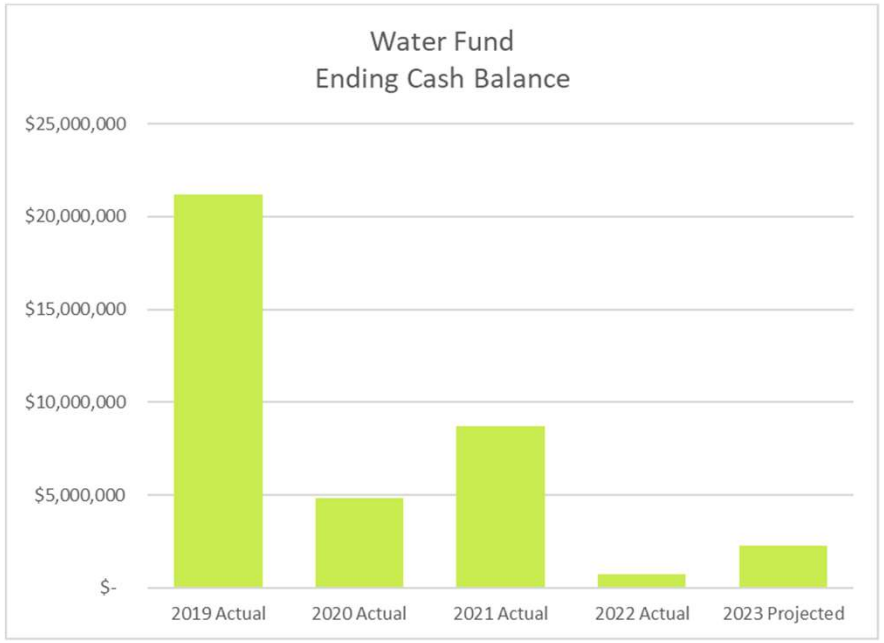
- Targets used for rate adjustments:
  - Keep net income positive or neutral
  - Maintain net revenues sufficient to keep debt service coverage of at least 125%
  - Maintain cash balance sufficient to cover 100 days of operations plus capital reserve plus next year's debt service
- Some targets may fall short in some years, but all 3 should be met within 5 years.
- Ultimate goals:
  - Make each fund self-sufficient
  - Position funds to be able to make necessary capital improvements
  - Minimize need for large rate adjustments in future

Capital Expenditure Projections

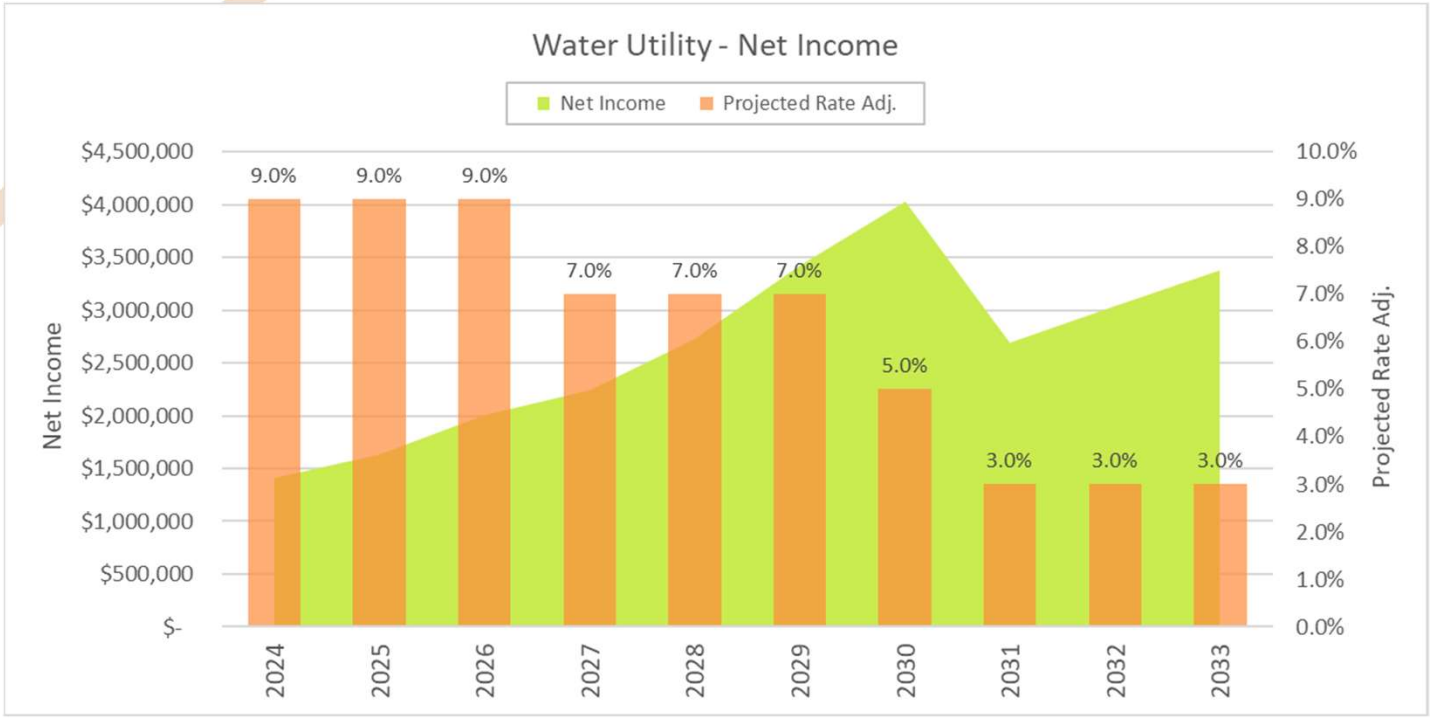


Water Fund – Recent Performance

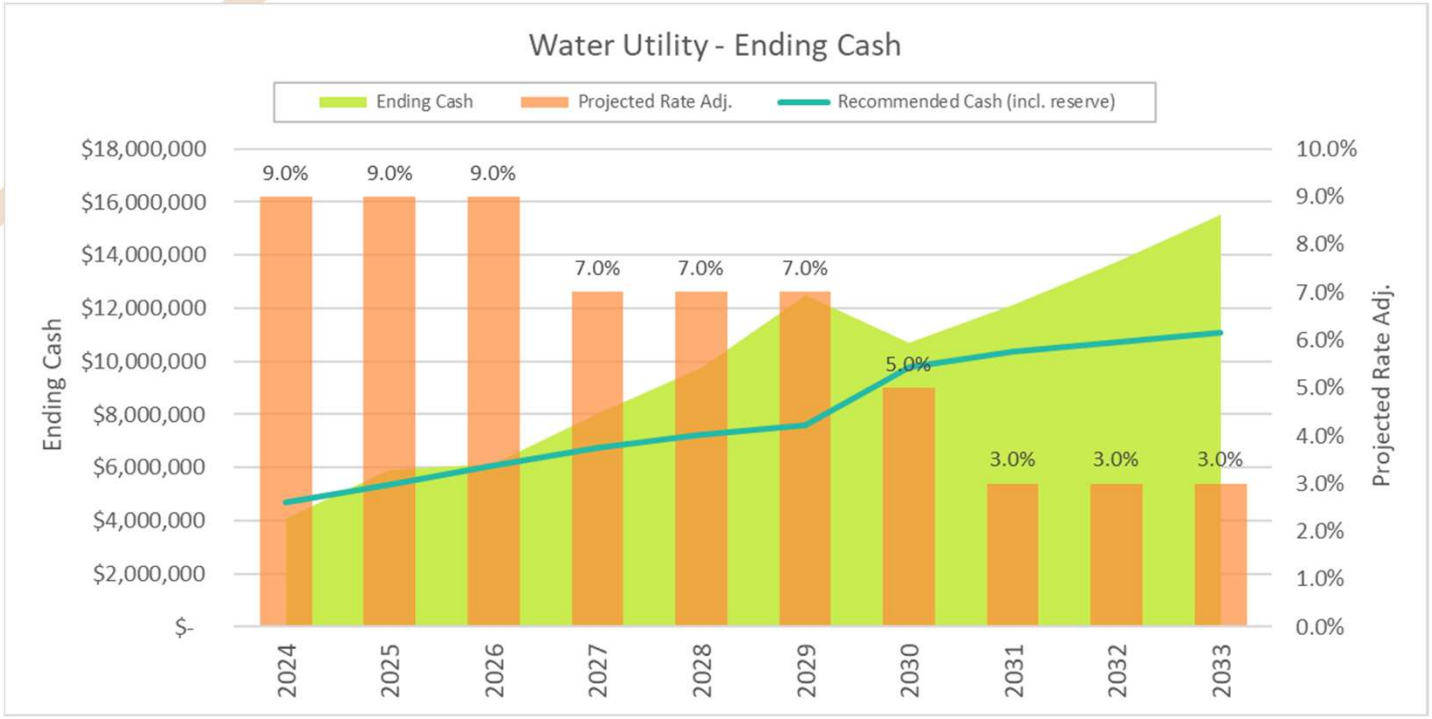




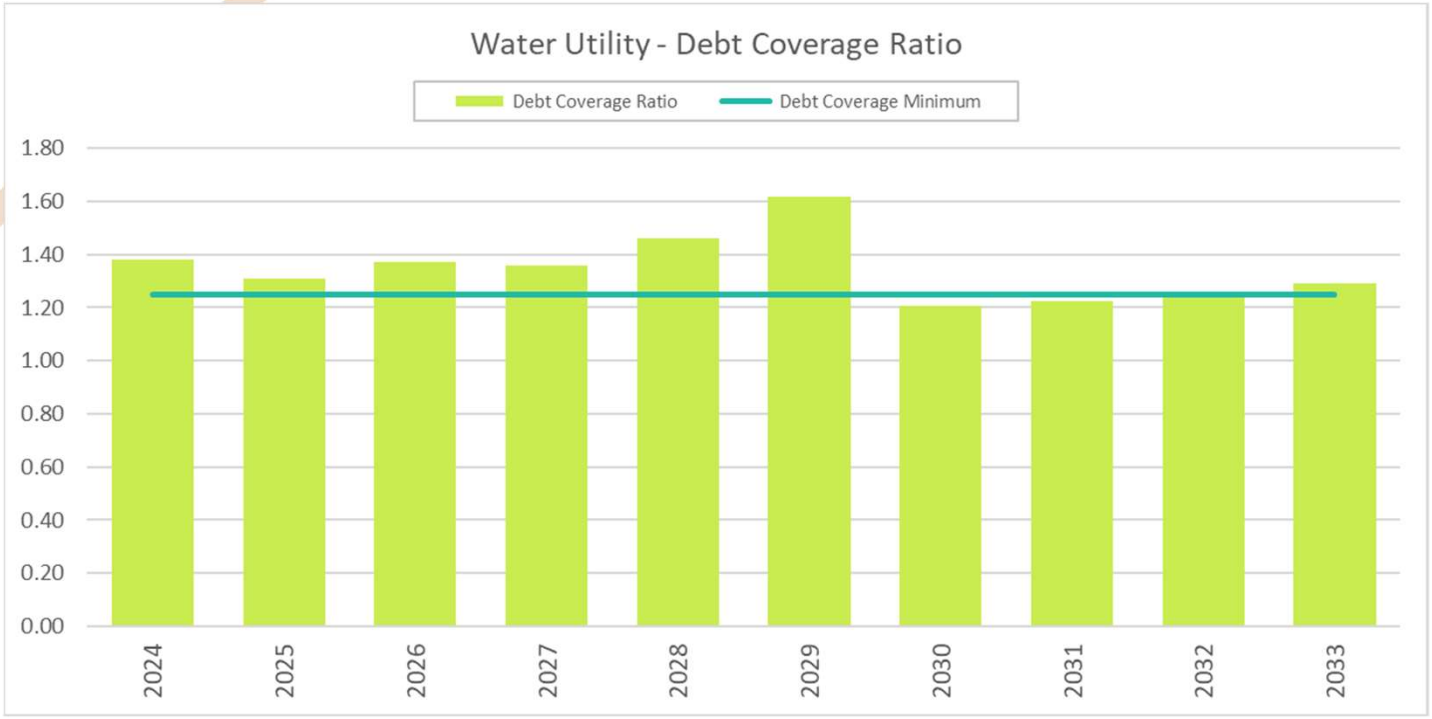
Water Fund – Income Projection



Water Fund – Projected Cash Balance



Water Fund – Projected Debt Coverage



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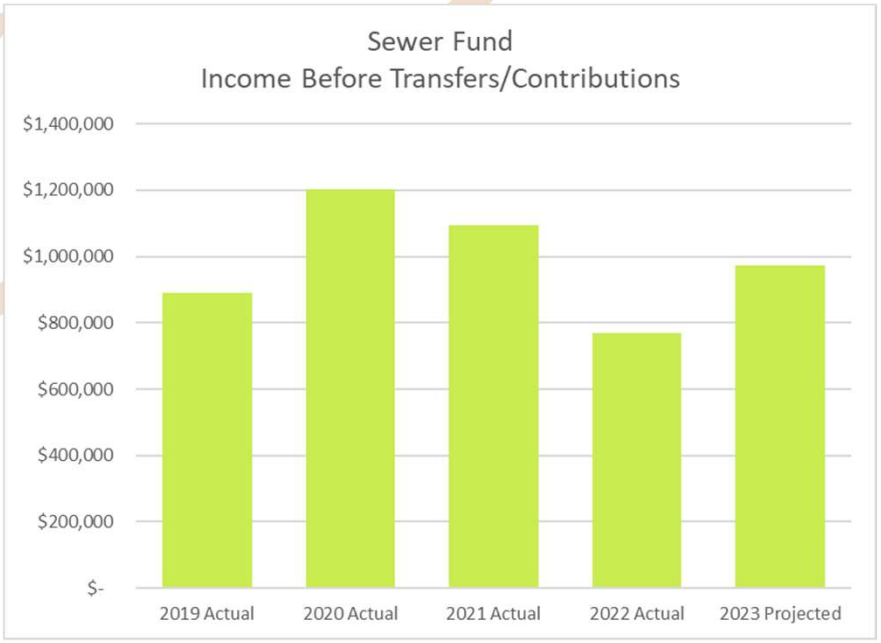
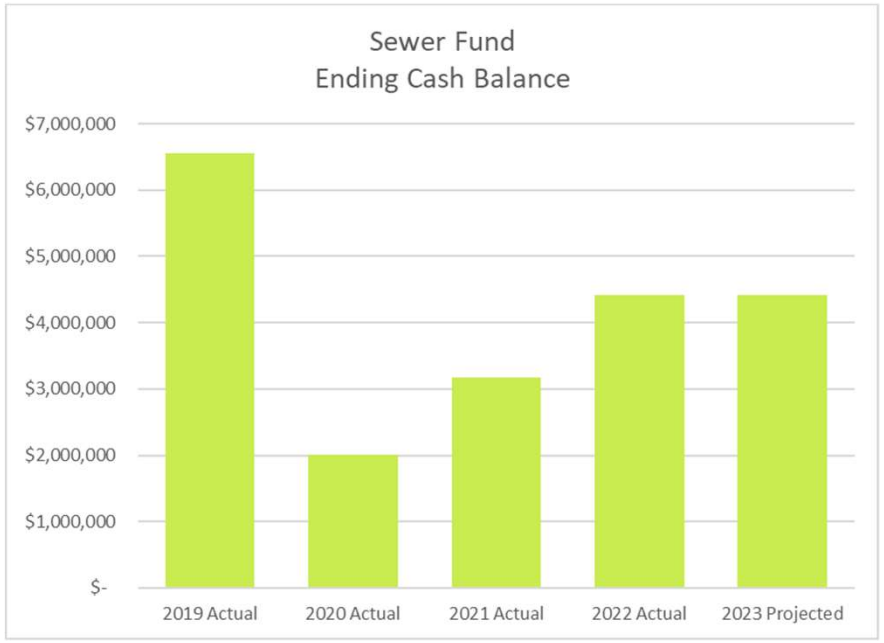
Slide 20

Recommended Rate Increases – Water Fund

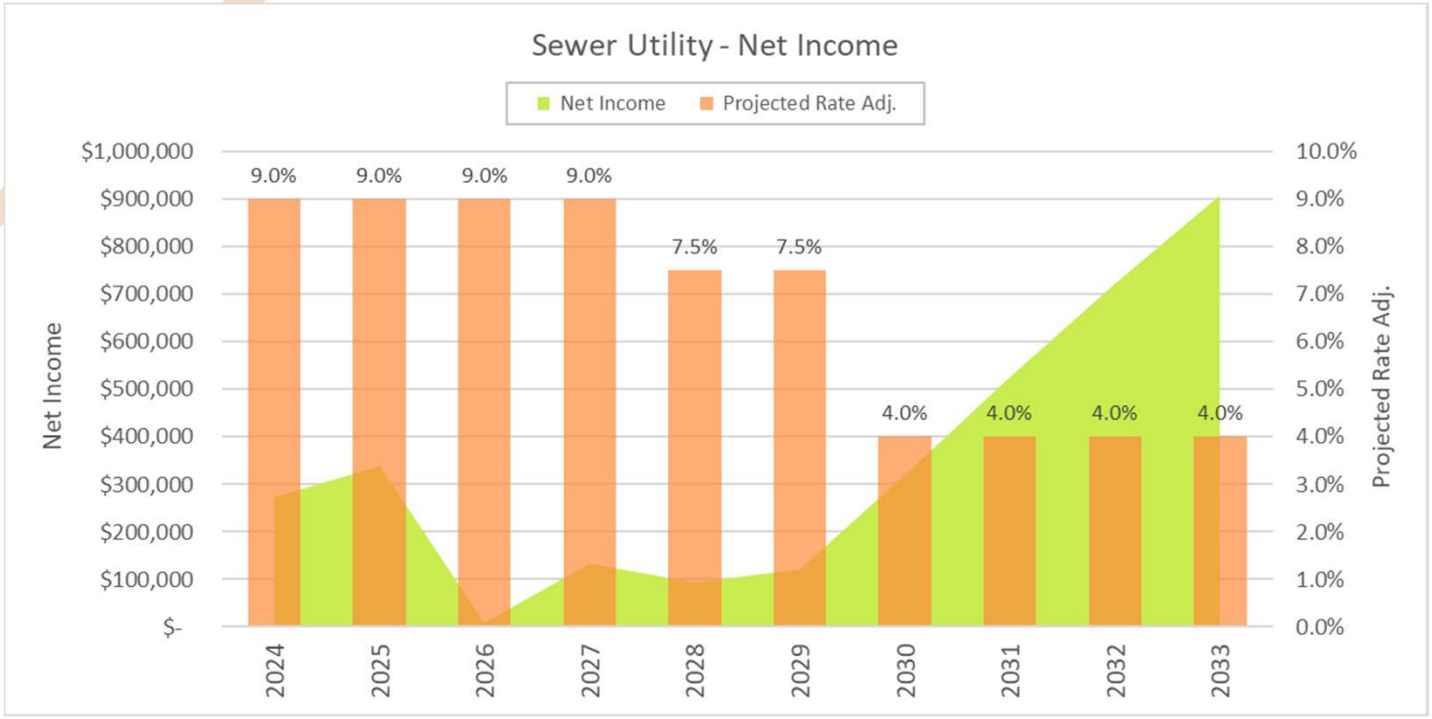
- Rate increases needed to provide revenues needed in 2030.
  - We recommend 9% increases in 2024, 2025 and 2026.
  - We recommend 7% increases in 2027, 2028 and 2029.
  - We recommend 5% increase in 2030.
  - Modest inflationary increases thereafter.

Sewer Fund – Recent Performance

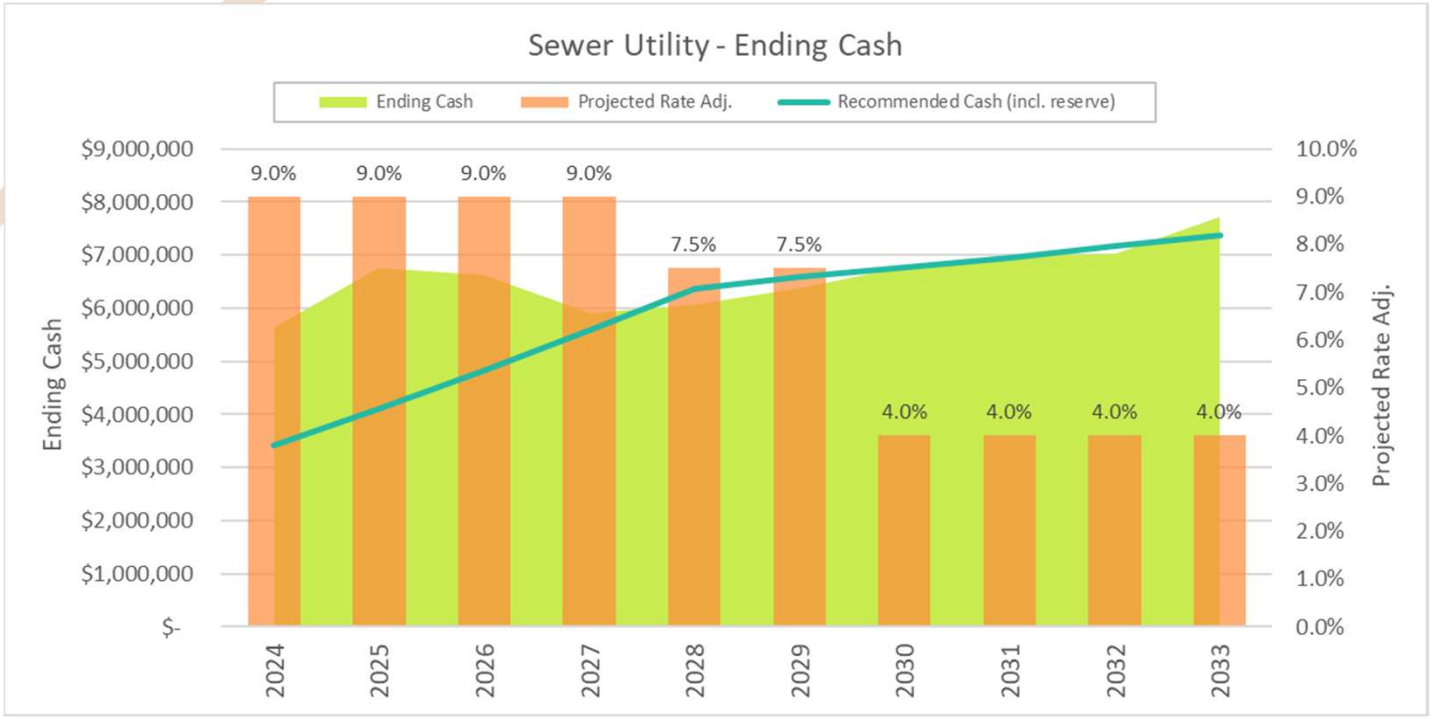




Sewer Fund – Income Projection



Sewer Fund – Projected Cash Balance



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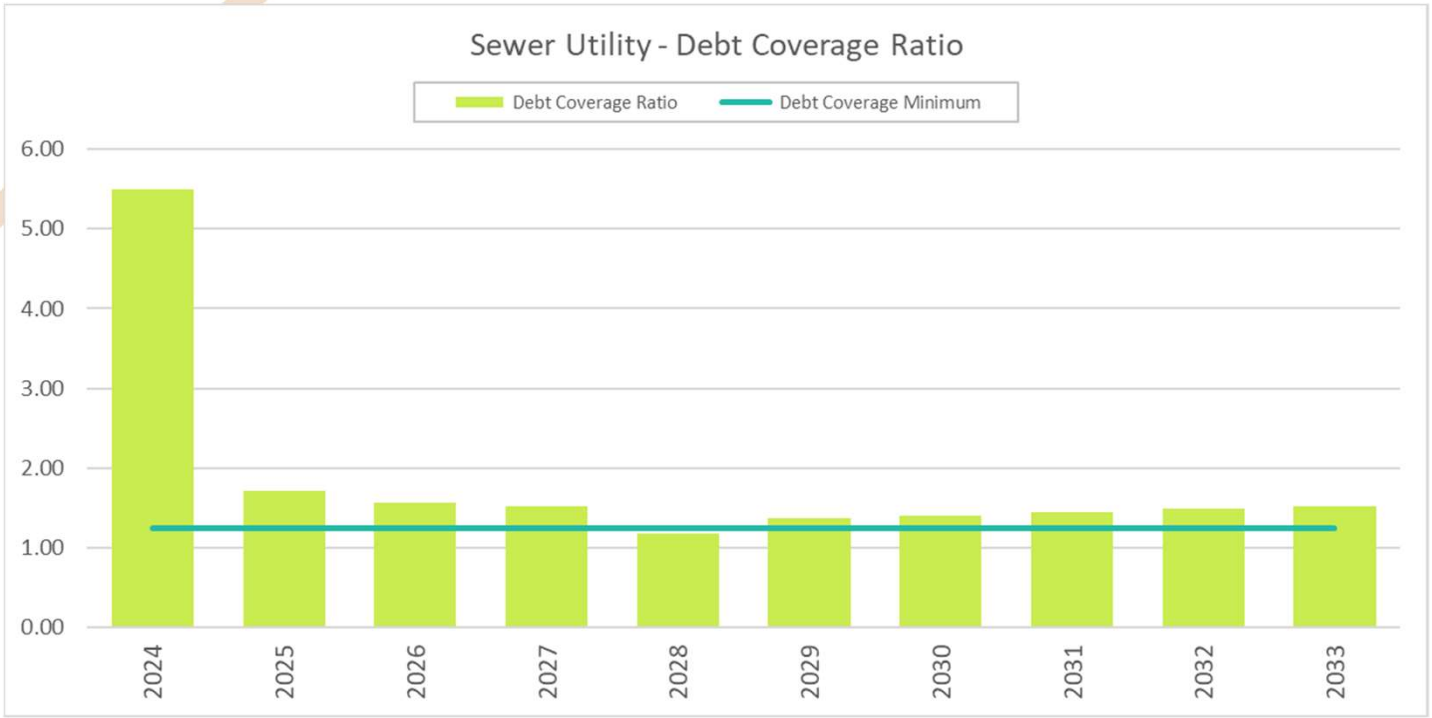
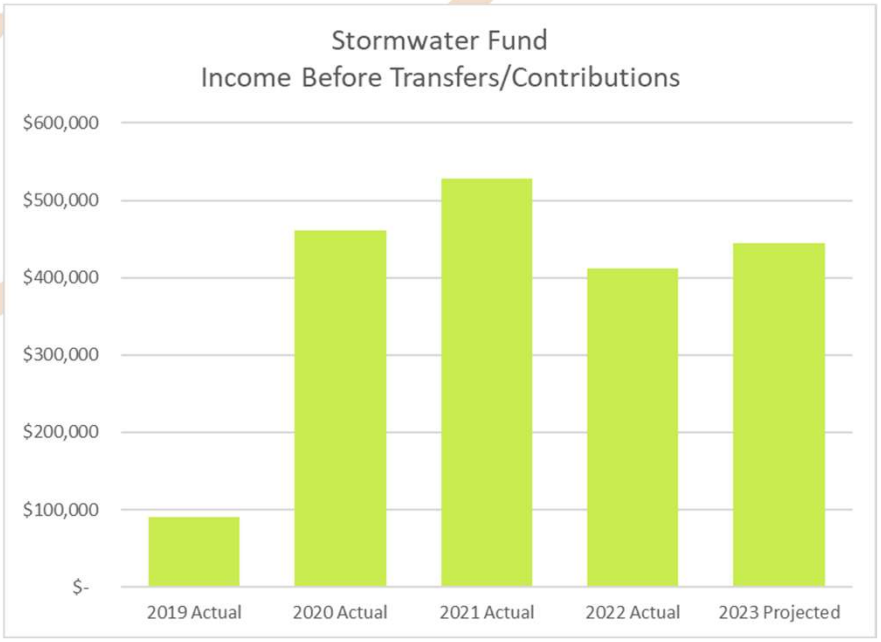
Sewer Fund – Projected Debt Coverage

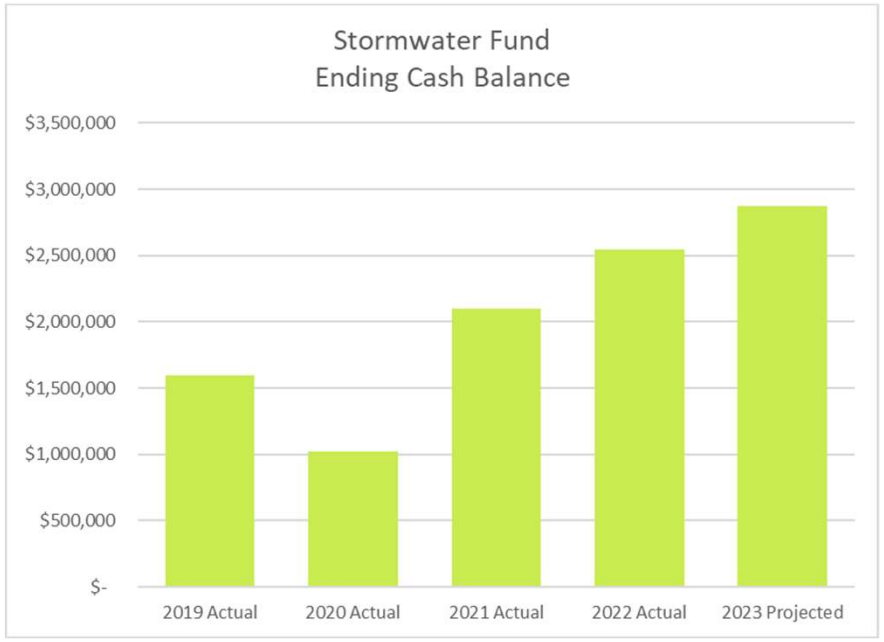


Recommended Rate Increases – Sewer Fund

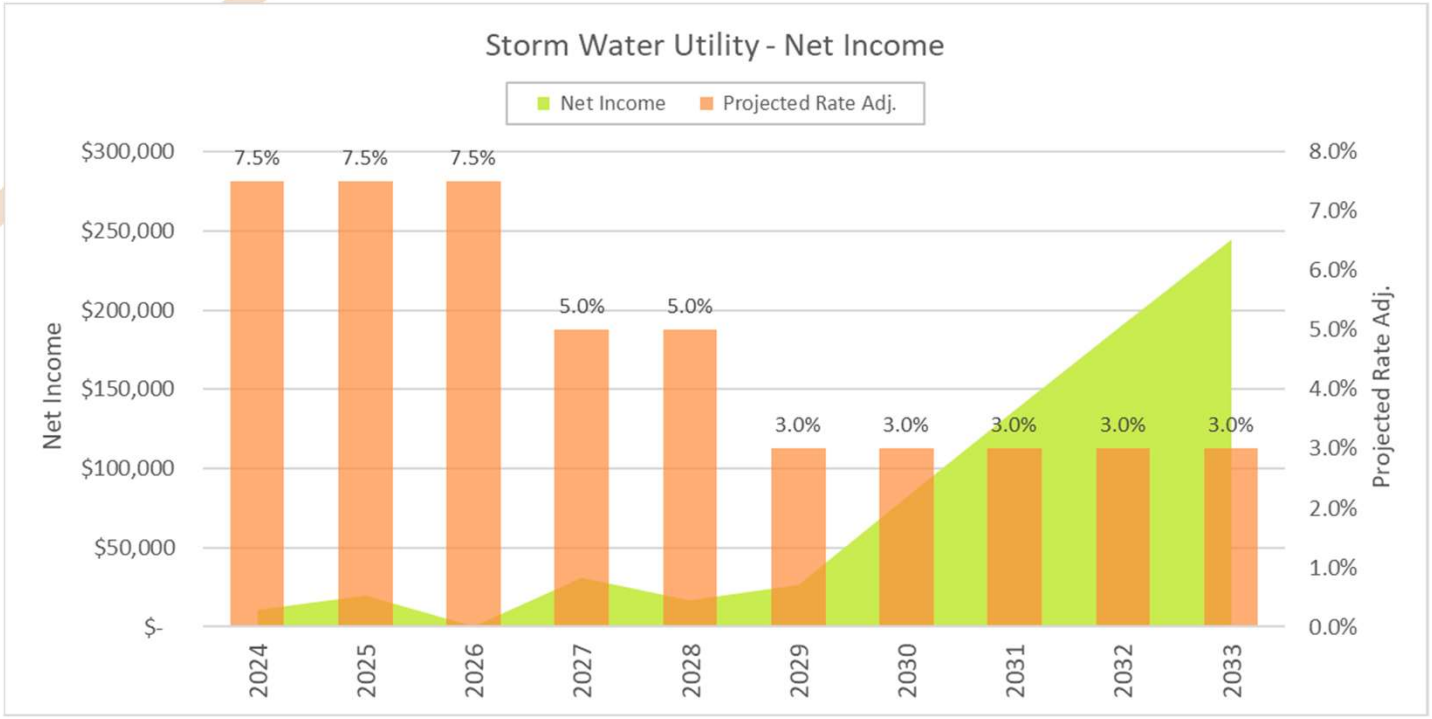
- Rate increases needed to maintain minimum cash balance and pay for increases charges from MCES.
  - We recommend 9% increases in 2024, 2025, 2026 and 2027.
  - We recommend 7.5% increases in 2028 and 2029.
  - Inflationary increases thereafter.

Stormwater Fund – Recent Performance

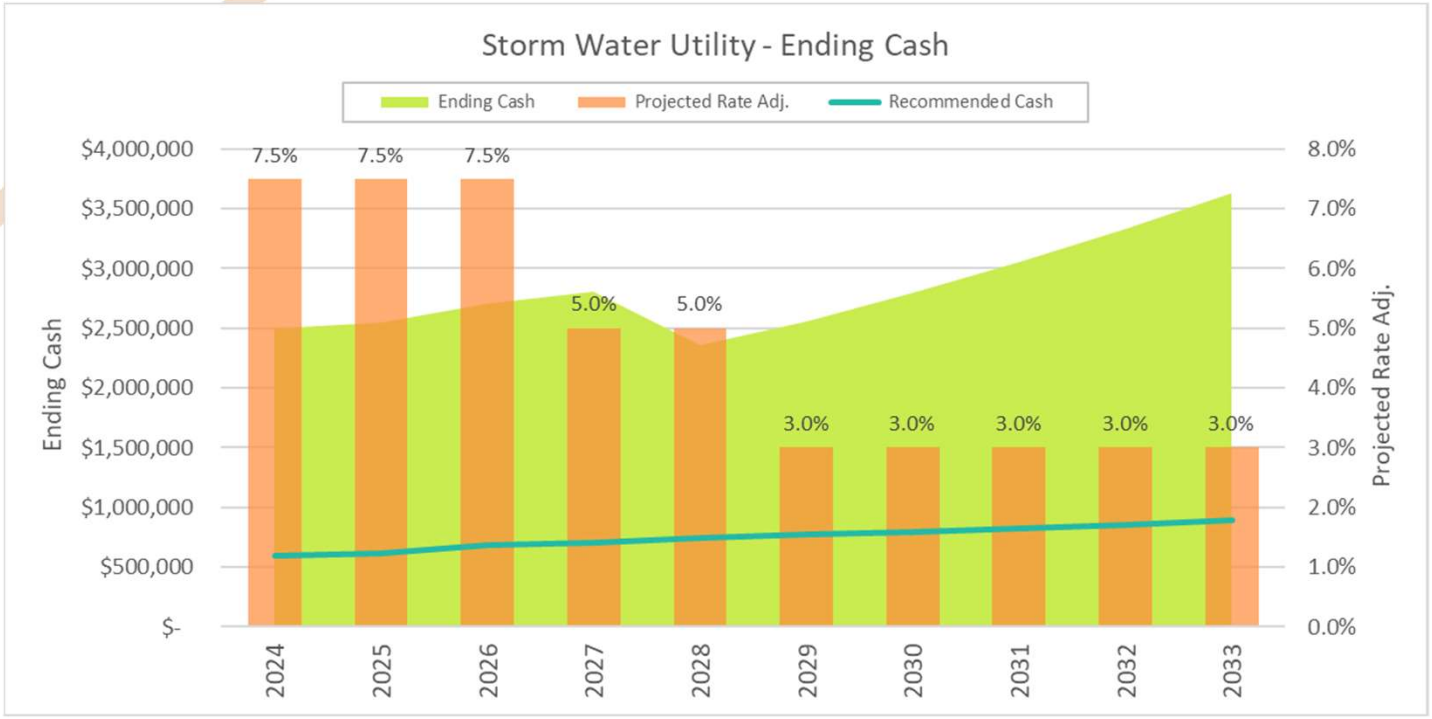




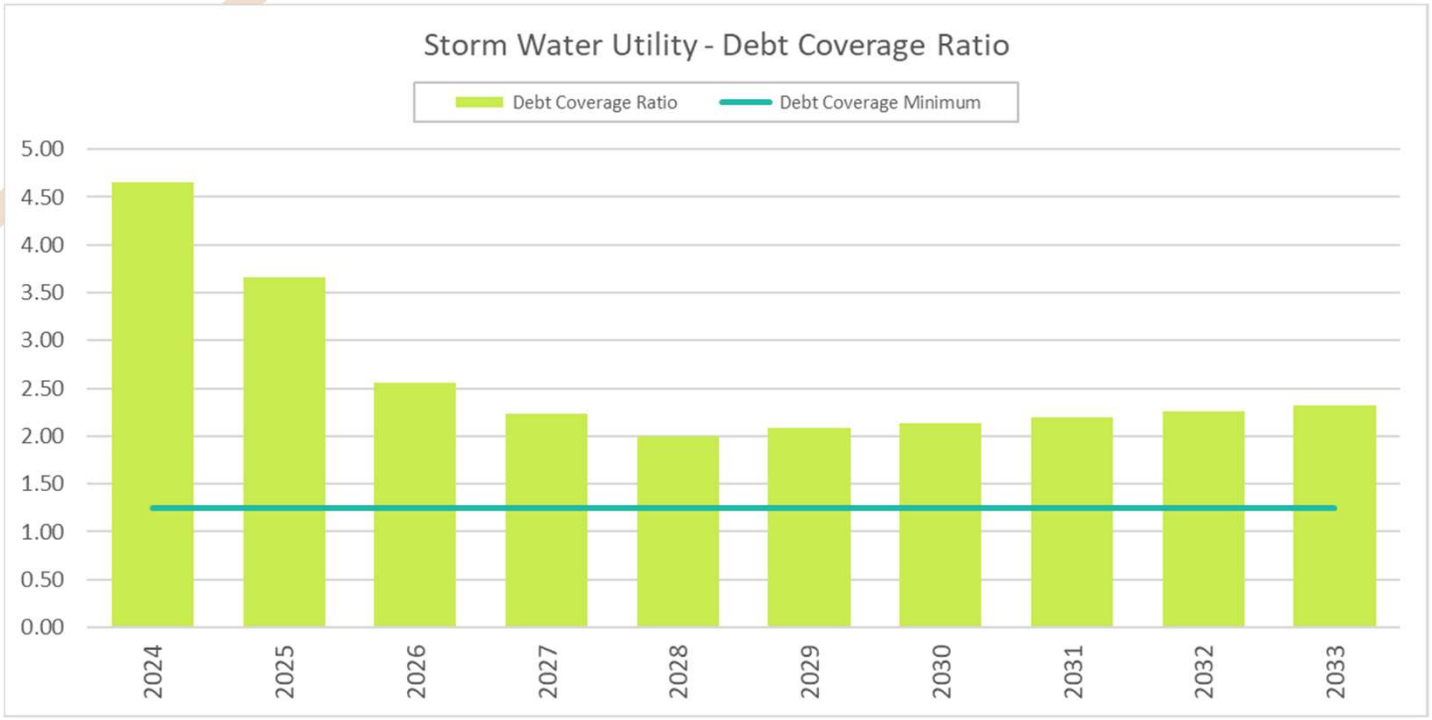
Stormwater Fund – Income Projection



Stormwater Fund – Projected Cash Balance



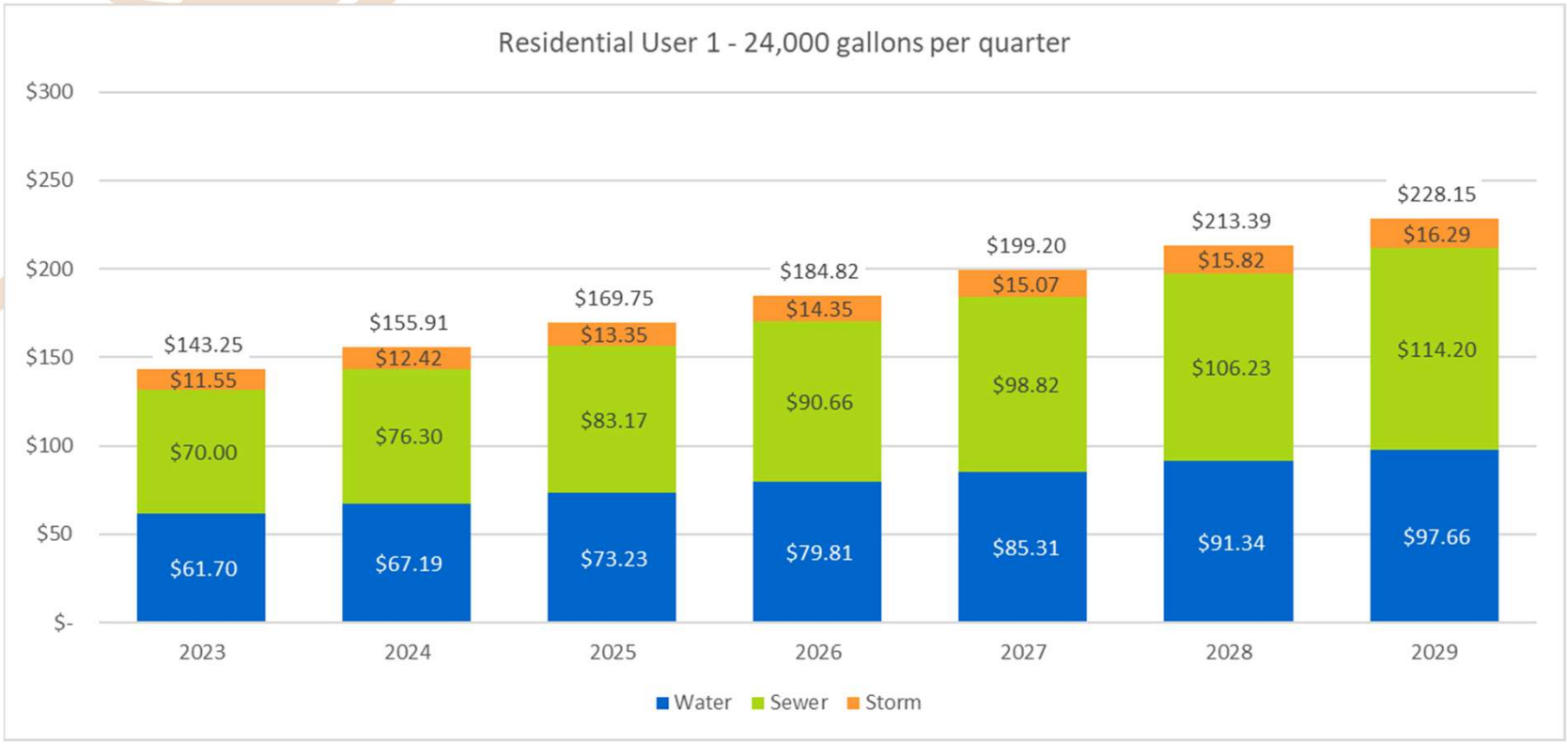
Stormwater Fund – Projected Debt Coverage



Recommended Rate Increases – Stormwater Fund

- Rate increases needed to maintain net income.
  - We recommend 7.5% increases in 2024, 2025, and 2026.
  - We recommend 5% increases in 2027 and 2028.
  - Inflationary increases thereafter.

Projected Utility Rates and Monthly Bills



Next Steps

Section 3 of 3

Questions and Notes for Council

- Is council supportive of the rate model proposed for the utilities?
- Next steps: October 9 – Council Workshop to review budgets and capital programs

City of Blaine
Staff Report

File Number: 2023-363

Agenda Date	Status
August 14, 2023	
In Control	**File Type**
City Council	Workshop Item

New Business - Alison Bong, Deputy Finance Director, Daniel Schluender, Director of Engineering

Agenda Item # 2.4

2024-2028 Transportation Capital Improvement Program (CIP)

Background

Public Works and Engineering staff have collaborated with the Finance Department to prepare the Five-Year Transportation Capital Improvement Program (CIP) for 2024-2028. The transportation program covers road preservation, road construction, and traffic signal preservation.

The program is vetted annually by staff and projects are programmed based on staff expertise, data including current pavement conditions, and council guidance. Projects in the out-years (2025-2028) may be delayed, accelerated, moved forward in priority based on regular budget and program discussions, emergent conditions, and other factors including economic pressures.

2024-2028 Capital Improvement Plan

The 2024-2028 CIP includes $87.5 million in capital improvements including preservation activities, safety improvements, and major roadway reconstruction.

Staff are recommending 17 projects for funding in 2024 with total appropriations of $17.8 million; five of these projects are multi-year projects with recommendations for future year appropriations.

The 2024-2028 Transportation CIP consists of three tables: Projects with Executive Summary, Projects by Revenue Source, and Projects by Expense Category.

- Projects with Executive Summary - lists projects with a short summary and project costs by year
- Projects by Revenue Source - lists all revenues being requested to fund capital projects and shows the revenue allocations by project
- Projects by Expense Category - lists projects with expense categories to show what funds are being used for (Ex: construction, consulting, etc.)

The projects listed in 2024 will be next year's Transportation Capital Budget upon Council authorization.

Capital Improvement Plan Summary:

Revenues	Budget to Date	2024 Budget	2025-2028	Total Project Budget
Federal Grants	1,500,000	-	-	1,500,000
Fund Reserve - Crack Sealing	-	150,000	-	150,000
GO Bond Proceeds	9,107,750	8,727,625	30,789,625	48,625,000
Property Taxes Current	100,000	100,000	750,000	950,000
SA Bond Proceeds	2,910,750	3,327,775	10,293,175	16,531,700
State - MSA Construction	5,340,500	5,457,500	8,975,000	19,773,000
Revenues Total	**18,959,000**	**17,762,900**	**50,807,800**	**87,529,700**

Expenses	Budget to Date	2024 Budget	2025-2028	Total Project Budget
Contingency	1,346,000	1,186,500	4,026,050	6,558,550
Land & Easements	330,000	120,000	90,000	540,000
Projects - Construction	13,709,500	12,965,000	42,040,500	68,715,000
Projects - Consulting	3,573,500	3,491,400	4,651,250	11,716,150
Expenses Total	**18,959,000**	**17,762,900**	**50,807,800**	**87,529,700**

2024 projects include:

1. TRP990102 - 2024 Crack Seal Program
2. TRP230900 - 2024 Area 1 Street Reconstruction
3. TRP230700 - 2024 Area 2 Street Reconstruction
4. TRP230800 - 2024 Area 3 Street Reconstruction
5. TRP231800 - 2024 85th Avenue Reconstruct from Univ Ave Service Dr to Elm Dr
6. TRP232400 - Radisson Road and Tournament Players Parkway Intersection Improvements -ACHD
7. TRP232600 - Sunset Avenue/125th Avenue Roundabout - ACHD
8. TRP232700 - TH 65 and 99th Avenue Intersection Reconstruction
9. TRP232800 - TH 65 Mill and Overlay - MNDOT
10. TRP233000 - Ulysses Street/121st Avenue Signal

11. TRP240600 - CSAH 17 (Lexington Ave) at 122nd Ave New Traffic Signal
12. TRP240700 - CSAH 3 (University Ave) at 86th Lane Signal Replacement

Consulting for 2025 projects included in 2024 project costs:

13. TRP230600 - 2025 Area 1 Street Reconstruction
14. TRP231000 - 2025 Area 2 Street Reconstruction
15. TRP231100 - 2025 Area 3 Street Reconstruction
16. TRP232300 - Polk Street/99th Avenue Signal
17. TRP233200 - Zest Street from Lakes Parkway to 125th Avenue Improvements

Staff Recommendation

Prepare the transportation budget and five-year CIP as presented for October 16 council adoption.

Questions for Council

Does council support the transportation capital improvement program as laid out?

Attachment List

1. 2024-2028 Transportation CIP
2. 2024 Transportation CIP Map
3. 2024-2028 Transportation CIP Map
4. 2024-2028 Transportation CIP Presentation

Project and Executive Summary	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP230200 - 109th Avenue and Tournament Players Parkway Intersection Improvements -ACHD							
Anoka County is evaluating the intersection of 109th Avenue and Tournament Player Parkway for safety improvements.	330,000	-	-	-	-	-	330,000
TRP230300 - 2023 NW Area Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	2,943,000	-	-	-	-	-	2,943,000
TRP230400 - 2023 SE Area Street Reconstructions							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	4,032,000	-	-	-	-	-	4,032,000
TRP230500 - 2023 SW Area Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	4,668,000	-	-	-	-	-	4,668,000
TRP230600 - 2025 Area 1 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	113,500	391,000	2,527,000	-	-	-	3,031,500
TRP230700 - 2024 Area 2 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	155,500	3,949,700	-	-	-	-	4,105,200
TRP230800 - 2024 Area 3 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	106,500	2,705,100	-	-	-	-	2,811,600
TRP230900 - 2024 Area 1 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	5,760,000	-	-	-	-	5,760,000
TRP231000 - 2025 Area 2 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	685,100	4,433,000	-	-	-	5,118,100
TRP231100 - 2025 Area 3 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	399,500	2,585,000	-	-	-	2,984,500
TRP231200 - 2026 Area 1 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	-	487,900	3,157,000	-	-	3,644,900
TRP231300 - 2026 Area 2 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	-	554,200	3,586,000	-	-	4,140,200
TRP231400 - 2026 Area 3 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	-	435,200	2,816,000	-	-	3,251,200
TRP231500 - 2027 Area 1 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	-	-	333,200	2,156,000	-	2,489,200
TRP231600 - 2027 Area 2 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	-	-	612,000	3,960,000	-	4,572,000
TRP231700 - 2027 Area 3 Street Reconstruction							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	-	-	414,800	2,684,000	-	3,098,800
TRP231800 - 2024 85th Avenue Reconstruct from Univ Ave Service Dr to Elm Dr							
The City of Spring Lake Park has requested to lead the reconstruction of 85th Avenue and this street is identified in our Pavement Management Program for reconstruction based on pavement ratings in 2019.	30,000	640,000	-	-	-	-	670,000
TRP231900 - 99th Avenue and Baltimore Street Roundabout							
To change the existing T-intersection of 99th Avenue and Baltimore Street for a roundabout.	2,083,000	-	-	-	-	-	2,083,000

Project and Executive Summary	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP232000 - Lakes Parkway from Lexington Avenue to Lakes Parkway							
Construct Lakes Parkway from Lexington Avenue to Lakes Parkway to coincide with development in the area. Improvements will include the signalization of the Lakes Parkway and Lexington Avenue intersection.	-	-	-	100,000	2,500,000	-	2,600,000
TRP232300 - Polk Street/99th Avenue Signal							
Install traffic signals at the intersection of Polk Street and 99th Avenue to provide a safer intersection for the driving public.	-	30,000	750,000	-	-	-	780,000
TRP232400 - Radisson Road and Tournament Players Parkway Intersection Improvements -ACHD							
Anoka County is installing a traffic signal at the intersection of Radisson Road and Tournament Player Parkway for safety improvements.	440,000	247,500	-	-	-	-	687,500
TRP232500 - Radisson Road/Cloud Drive Signal - ACHD							
Install signal systems at the intersection of Radisson Road and Cloud Drive to provide a safer intersection for the driving public.	652,500	-	-	-	-	-	652,500
TRP232600 - Sunset Avenue/125th Avenue Roundabout - ACHD							
Anoka County is going to replace the three-way stop intersection of Sunset Avenue and 125th Avenue with a roundabout to provide a safer intersection for the driving public.	-	350,000	-	-	-	-	350,000
TRP232700 - TH 65 and 99th Avenue Intersection Reconstruction							
To change the existing signalized intersection into a grade separated intersection.	500,000	500,000	500,000	500,000	-	-	2,000,000
TRP232800 - TH 65 Mill and Overlay - MNDOT							
Revise and update signals and pedestrian walks in conjunction with MNDOT's mill and overlay project on TH65 from 85th Avenue to 133rd Avenue.	-	440,000	-	-	-	-	440,000
TRP232900 - Ulysses Street and 117th Avenue Intersection Improvement							
Convert the four-way stop controlled intersection to a roundabout intersection.	2,700,000	-	-	-	-	-	2,700,000
TRP233000 - Ulysses Street/121st Avenue Signal							
Install traffic signals at the intersection of Ulysses Street and 121st Avenue to provide a safer intersection for the driving public.	30,000	750,000	-	-	-	-	780,000
TRP233200 - Zest Street from Lakes Parkway to 125th Avenue Improvements							
Construct Zest Street from Future Lakes Parkway to 125th Avenue to coincide with development in the area. Improvements will include the signalization of the Zest Street and 125th Avenue intersection.	75,000	225,000	1,650,000	-	-	-	1,950,000
TRP240100 - 2028 Area 1 Street Reconstructions							
To provide for a well maintained infrastructure, the streets are identified in the 2022 street condition ratings as poor.	-	-	-	-	595,000	3,850,000	4,445,000
TRP240200 - 2027 Area 4 Street Reconstructions							
To provide for a well maintained infrastructure, the streets are identified in the 2019 street condition ratings as poor.	-	-	-	194,400	1,188,000	-	1,382,400
TRP240300 - 2028 Area 2 Street Reconstructions							
To provide for a well maintained infrastructure, the streets are identified in the 2022 street condition ratings as poor.	-	-	-	-	236,300	1,529,550	1,765,850
TRP240400 - 2028 Lakes Parkway Mill and Overlay							
To provide for a well maintained infrastructure, the streets are identified in the 2022 street condition ratings as poor.	-	-	-	-	129,000	1,182,500	1,311,500
TRP240500 - 2028 Area 3 Street Reconstructions							
To provide for a well maintained infrastructure, the streets are identified in the 2022 street condition ratings as poor.	-	-	-	-	259,250	1,677,500	1,936,750
TRP240600 - CSAH 17 (Lexington Ave) at 122nd Ave New Traffic Signal							
Anoka County is installing a new traffic signal at the intersection of Lexington Ave and 122nd Ave for safety improvements.	-	247,500	-	-	-	-	247,500
TRP240700 - CSAH 3 (University Ave) at 86th Lane Signal Replacement							
Anoka County is reconstructing a traffic signal at the intersection of University Ave and 86th Ln for safety improvements.	-	192,500	-	-	-	-	192,500
TRP240900 - CR 49 (North Road) Reconstruction from CSAH 17 (Lexington Ave) to Lakeview Dr							
Anoka County will be reconstructing North Road from Lexington Avenue to Lakeview Drive	-	-	275,000	-	-	-	275,000

Transportation Capital Improvement Program **2024-2028**
Projects with Executive Summary

Project and Executive Summary	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP241000 - CSAH 14 (125th Ave) at Zest St Traffic Signal							
Anoka County is installing a traffic signal at the intersection of 125th Ave and Zest St for safety improvements.	-	-	385,000	-	-	-	385,000
TRP241100 - MNDOT TH65 Drainage and Pedestrian Improvements							
MnDOT will do drainage and pedestrian improvements to TH 65	-	-	165,000	-	-	-	165,000
TRP241200 - MNDOT TH47 Drainage and Pedestrian Improvements							
MnDOT will do drainage and pedestrian improvements to TH 47	-	-	110,000	-	-	-	110,000
TRP241300 - CSAH 12 (109th Ave) from Radisson Rd to Lexington Ave							
Anoka County will reconstruct 109th Ave from Radisson Road to Lexington Avenue	-	-	-	-	990,000	-	990,000
TRP241400 - CSAH 23 (Lexington Ave) from I-35W to CSAH 14 (109th Ave) Rehabilitation							
Anoka County will be reconstructing/rehabilitating Lexington Ave from I-35W to 109th Avenue	-	-	-	-	-	550,000	550,000
TRP990101 - 2023 Crack Seal Program							
Crack sealing is a preventative maintenance that places a rubberized material in the thermal cracking of the bituminous pavement to prevent moisture from penetrating into the base of the roadway structure causing deterioration of the pavement and creating potholes. Maintenance is done to provide a well maintained infrastructure.	100,000	-	-	-	-	-	100,000
TRP990102 - 2024 Crack Seal Program							
Crack sealing is a preventative maintenance that places a rubberized material in the thermal cracking of the bituminous pavement to prevent moisture from penetrating into the base of the roadway structure causing deterioration of the pavement and creating potholes. Maintenance is done to provide a well maintained infrastructure.	-	250,000	-	-	-	-	250,000
TRP990103 - 2025 Crack Seal Program							
Crack sealing is a preventative maintenance that places a rubberized material in the thermal cracking of the bituminous pavement to prevent moisture from penetrating into the base of the roadway structure causing deterioration of the pavement and creating potholes. Maintenance is done to provide a well maintained infrastructure.	-	-	250,000	-	-	-	250,000
TRP990104 - 2026 Crack Seal Program							
Crack sealing is a preventative maintenance that places a rubberized material in the thermal cracking of the bituminous pavement to prevent moisture from penetrating into the base of the roadway structure causing deterioration of the pavement and creating potholes. Maintenance is done to provide a well maintained infrastructure.	-	-	-	250,000	-	-	250,000
TRP990105 - 2027 Crack Seal Program							
Crack sealing is a preventative maintenance that places a rubberized material in the thermal cracking of the bituminous pavement to prevent moisture from penetrating into the base of the roadway structure causing deterioration of the pavement and creating potholes. Maintenance is done to provide a well maintained infrastructure.	-	-	-	-	250,000	-	250,000
Grand Total	**18,959,000**	**17,762,900**	**15,107,300**	**11,963,400**	**14,947,550**	**8,789,550**	**87,529,700**

Transportation Capital Improvement Program **2024-2028**

Projects by Revenue Source

Project and Revenues	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
Federal Grants	1,500,000	-	-	-	-	-	1,500,000
Fund Reserve - Crack Sealing	-	150,000	-	-	-	-	150,000
GO Bond Proceeds	9,107,750	8,727,625	8,267,150	8,463,125	8,321,950	5,737,400	48,625,000
Property Taxes Current	100,000	100,000	250,000	250,000	250,000	-	950,000
SA Bond Proceeds	2,910,750	3,327,775	2,755,150	2,650,275	2,885,600	2,002,150	16,531,700
State - MSA Construction	5,340,500	5,897,500	3,835,000	600,000	3,490,000	1,050,000	20,213,000
Grand Total	**18,959,000**	**18,202,900**	**15,107,300**	**11,963,400**	**14,947,550**	**8,789,550**	**87,969,700**

Project and Revenues	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP230200 - 109th Avenue and Tournament Players Parkway Intersection Improvements -ACHD	**330,000**	**-**	**-**	**-**	**-**	**-**	**330,000**
State - MSA Construction	330,000	-	-	-	-	-	330,000
TRP230300 - 2023 NW Area Street Reconstruction	**2,943,000**	**-**	**-**	**-**	**-**	**-**	**2,943,000**
GO Bond Proceeds	2,207,250	-	-	-	-	-	2,207,250
SA Bond Proceeds	735,750	-	-	-	-	-	735,750
TRP230400 - 2023 SE Area Street Reconstructions	**4,032,000**	**-**	**-**	**-**	**-**	**-**	**4,032,000**
GO Bond Proceeds	3,024,000	-	-	-	-	-	3,024,000
SA Bond Proceeds	1,008,000	-	-	-	-	-	1,008,000
TRP230500 - 2023 SW Area Street Reconstruction	**4,668,000**	**-**	**-**	**-**	**-**	**-**	**4,668,000**
GO Bond Proceeds	3,501,000	-	-	-	-	-	3,501,000
SA Bond Proceeds	1,167,000	-	-	-	-	-	1,167,000
TRP230600 - 2025 Area 1 Street Reconstruction	**113,500**	**391,000**	**2,527,000**	**-**	**-**	**-**	**3,031,500**
GO Bond Proceeds	113,500	391,000	1,797,500	-	-	-	2,302,000
SA Bond Proceeds	-	-	729,500	-	-	-	729,500
TRP230700 - 2024 Area 2 Street Reconstruction	**155,500**	**3,949,700**	**-**	**-**	**-**	**-**	**4,105,200**
GO Bond Proceeds	155,500	2,962,200	-	-	-	-	3,117,700
SA Bond Proceeds	-	987,500	-	-	-	-	987,500
TRP230800 - 2024 Area 3 Street Reconstruction	**106,500**	**2,705,100**	**-**	**-**	**-**	**-**	**2,811,600**
State - MSA Construction	-	500,000	-	-	-	-	500,000
GO Bond Proceeds	106,500	1,528,825	-	-	-	-	1,635,325
SA Bond Proceeds	-	676,275	-	-	-	-	676,275
TRP230900 - 2024 Area 1 Street Reconstruction	**-**	**5,760,000**	**-**	**-**	**-**	**-**	**5,760,000**
State - MSA Construction	-	1,750,000	-	-	-	-	1,750,000
GO Bond Proceeds	-	2,570,000	-	-	-	-	2,570,000
SA Bond Proceeds	-	1,440,000	-	-	-	-	1,440,000
TRP231000 - 2025 Area 2 Street Reconstruction	**-**	**685,100**	**4,433,000**	**-**	**-**	**-**	**5,118,100**
GO Bond Proceeds	-	685,100	3,153,475	-	-	-	3,838,575
SA Bond Proceeds	-	-	1,279,525	-	-	-	1,279,525
TRP231100 - 2025 Area 3 Street Reconstruction	**-**	**399,500**	**2,585,000**	**-**	**-**	**-**	**2,984,500**
State - MSA Construction	-	-	-	-	-	-	-
GO Bond Proceeds	-	399,500	1,838,875	-	-	-	2,238,375
SA Bond Proceeds	-	-	746,125	-	-	-	746,125
TRP231200 - 2026 Area 1 Street Reconstruction	**-**	**-**	**487,900**	**3,157,000**	**-**	**-**	**3,644,900**
GO Bond Proceeds	-	-	487,900	2,245,775	-	-	2,733,675
SA Bond Proceeds	-	-	-	911,225	-	-	911,225
TRP231300 - 2026 Area 2 Street Reconstruction	**-**	**-**	**554,200**	**3,586,000**	**-**	**-**	**4,140,200**
GO Bond Proceeds	-	-	554,200	2,550,950	-	-	3,105,150
SA Bond Proceeds	-	-	-	1,035,050	-	-	1,035,050
TRP231400 - 2026 Area 3 Street Reconstruction	**-**	**-**	**435,200**	**2,816,000**	**-**	**-**	**3,251,200**
GO Bond Proceeds	-	-	435,200	2,112,000	-	-	2,547,200
SA Bond Proceeds	-	-	-	704,000	-	-	704,000
TRP231500 - 2027 Area 1 Street Reconstruction	**-**	**-**	**-**	**333,200**	**2,156,000**	**-**	**2,489,200**
GO Bond Proceeds	-	-	-	333,200	1,533,700	-	1,866,900
SA Bond Proceeds	-	-	-	-	622,300	-	622,300

Project and Revenues	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP231600 - 2027 Area 2 Street Reconstruction	**-**	**-**	**-**	**612,000**	**3,960,000**	**-**	**4,572,000**
GO Bond Proceeds	-	-	-	612,000	2,817,000	-	3,429,000
SA Bond Proceeds	-	-	-	-	1,143,000	-	1,143,000
TRP231700 - 2027 Area 3 Street Reconstruction	**-**	**-**	**-**	**414,800**	**2,684,000**	**-**	**3,098,800**
GO Bond Proceeds	-	-	-	414,800	1,909,300	-	2,324,100
SA Bond Proceeds	-	-	-	-	774,700	-	774,700
TRP231800 - 2024 85th Avenue Reconstruct from Univ Ave Service Dr to Elm Dr	**30,000**	**640,000**	**-**	**-**	**-**	**-**	**670,000**
State - MSA Construction	30,000	225,000	-	-	-	-	255,000
GO Bond Proceeds	-	191,000	-	-	-	-	191,000
SA Bond Proceeds	-	224,000	-	-	-	-	224,000
TRP231900 - 99th Avenue and Baltimore Street Roundabout	**2,083,000**	**-**	**-**	**-**	**-**	**-**	**2,083,000**
State - MSA Construction	583,000	-	-	-	-	-	583,000
Federal Grants	1,500,000	-	-	-	-	-	1,500,000
TRP232000 - Lakes Parkway from Lexington Avenue to Lakes Parkway	**-**	**-**	**-**	**100,000**	**2,500,000**	**-**	**2,600,000**
State - MSA Construction	-	-	-	100,000	2,500,000	-	2,600,000
TRP232300 - Polk Street/99th Avenue Signal	**-**	**30,000**	**750,000**	**-**	**-**	**-**	**780,000**
State - MSA Construction	-	30,000	750,000	-	-	-	780,000
TRP232400 - Radisson Road and Tournament Players Parkway Intersection Improvements -ACHD	**440,000**	**247,500**	**-**	**-**	**-**	**-**	**687,500**
State - MSA Construction	440,000	247,500	-	-	-	-	687,500
TRP232500 - Radisson Road/Cloud Drive Signal - ACHD	**652,500**	**-**	**-**	**-**	**-**	**-**	**652,500**
State - MSA Construction	652,500	-	-	-	-	-	652,500
TRP232600 - Sunset Avenue/125th Avenue Roundabout - ACHD	**-**	**350,000**	**-**	**-**	**-**	**-**	**350,000**
State - MSA Construction	-	350,000	-	-	-	-	350,000
TRP232700 - TH 65 and 99th Avenue Intersection Reconstruction	**500,000**	**500,000**	**500,000**	**500,000**	**-**	**-**	**2,000,000**
State - MSA Construction	500,000	500,000	500,000	500,000	-	-	2,000,000
TRP232800 - TH 65 Mill and Overlay - MNDOT	**-**	**440,000**	**-**	**-**	**-**	**-**	**440,000**
State - MSA Construction	-	440,000	-	-	-	-	440,000
TRP232900 - Ulysses Street and 117th Avenue Intersection Improvement	**2,700,000**	**-**	**-**	**-**	**-**	**-**	**2,700,000**
State - MSA Construction	2,700,000	-	-	-	-	-	2,700,000
TRP233000 - Ulysses Street/121st Avenue Signal	**30,000**	**750,000**	**-**	**-**	**-**	**-**	**780,000**
State - MSA Construction	30,000	750,000	-	-	-	-	780,000
TRP233200 - Zest Street from Lakes Parkway to 125th Avenue Improvements	**75,000**	**225,000**	**1,650,000**	**-**	**-**	**-**	**1,950,000**
State - MSA Construction	75,000	225,000	1,650,000	-	-	-	1,950,000
TRP240100 - 2028 Area 1 Street Reconstructions	**-**	**-**	**-**	**-**	**595,000**	**3,850,000**	**4,445,000**
GO Bond Proceeds	-	-	-	-	595,000	2,738,750	3,333,750
SA Bond Proceeds	-	-	-	-	-	1,111,250	1,111,250
TRP240200 - 2027 Area 4 Street Reconstructions	**-**	**-**	**-**	**194,400**	**1,188,000**	**-**	**1,382,400**
GO Bond Proceeds	-	-	-	194,400	842,400	-	1,036,800
SA Bond Proceeds	-	-	-	-	345,600	-	345,600
TRP240300 - 2028 Area 2 Street Reconstructions	**-**	**-**	**-**	**-**	**236,300**	**1,529,550**	**1,765,850**
GO Bond Proceeds	-	-	-	-	236,300	1,122,850	1,359,150
SA Bond Proceeds	-	-	-	-	-	406,700	406,700
TRP240400 - 2028 Lakes Parkway Mill and Overlay	**-**	**-**	**-**	**-**	**129,000**	**1,182,500**	**1,311,500**
State - MSA Construction	-	-	-	-	-	500,000	500,000
GO Bond Proceeds	-	-	-	-	129,000	682,500	811,500
TRP240500 - 2028 Area 3 Street Reconstructions	**-**	**-**	**-**	**-**	**259,250**	**1,677,500**	**1,936,750**
GO Bond Proceeds	-	-	-	-	259,250	1,193,300	1,452,550
SA Bond Proceeds	-	-	-	-	-	484,200	484,200
TRP240600 - CSAH 17 (Lexington Ave) at 122nd Ave New Traffic Signal	**-**	**247,500**	**-**	**-**	**-**	**-**	**247,500**
State - MSA Construction	-	247,500	-	-	-	-	247,500
TRP240700 - CSAH 3 (University Ave) at 86th Lane Signal Replacement	**-**	**192,500**	**-**	**-**	**-**	**-**	**192,500**
State - MSA Construction	-	192,500	-	-	-	-	192,500
TRP240900 - CR 49 (North Road) Reconstruction from CSAH 17 (Lexington Ave) to Lakeview Dr	**-**	**-**	**275,000**	**-**	**-**	**-**	**275,000**
State - MSA Construction	-	-	275,000	-	-	-	275,000

Transportation Capital Improvement Program **2024-2028**

Projects by Revenue Source

Project and Revenues	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP241000 - CSAH 14 (125th Ave) at Zest St Traffic Signal	**-**	**-**	**385,000**	**-**	**-**	**-**	**385,000**
State - MSA Construction	-	-	385,000	-	-	-	385,000
TRP241100 - MNDOT TH65 Drainage and Pedestrian Improvements	**-**	**-**	**165,000**	**-**	**-**	**-**	**165,000**
State - MSA Construction	-	-	165,000	-	-	-	165,000
GO Bond Proceeds	-	-	-	-	-	-	-
Property Taxes Current	-	-	-	-	-	-	-
TRP241200 - MNDOT TH47 Drainage and Pedestrian Improvements	**-**	**-**	**110,000**	**-**	**-**	**-**	**110,000**
State - MSA Construction	-	-	110,000	-	-	-	110,000
TRP241300 - CSAH 12 (109th Ave) from Radisson Rd to Lexington Ave	**-**	**-**	**-**	**-**	**990,000**	**-**	**990,000**
State - MSA Construction	-	-	-	-	990,000	-	990,000
TRP241400 - CSAH 23 (Lexington Ave) from I-35W to CSAH 14 (109th Ave) Rehabilitation	**-**	**-**	**-**	**-**	**-**	**550,000**	**550,000**
State - MSA Construction	-	-	-	-	-	550,000	550,000
TRP990101 - 2023 Crack Seal Program	**100,000**	**-**	**-**	**-**	**-**	**-**	**100,000**
Property Taxes Current	100,000	-	-	-	-	-	100,000
TRP990102 - 2024 Crack Seal Program	**-**	**250,000**	**-**	**-**	**-**	**-**	**250,000**
Property Taxes Current	-	100,000	-	-	-	-	100,000
Fund Reserve - Crack Sealing	-	150,000	-	-	-	-	150,000
TRP990103 - 2025 Crack Seal Program	**-**	**-**	**250,000**	**-**	**-**	**-**	**250,000**
Property Taxes Current	-	-	250,000	-	-	-	250,000
TRP990104 - 2026 Crack Seal Program	**-**	**-**	**-**	**250,000**	**-**	**-**	**250,000**
Property Taxes Current	-	-	-	250,000	-	-	250,000
TRP990105 - 2027 Crack Seal Program	**-**	**-**	**-**	**-**	**250,000**	**-**	**250,000**
Property Taxes Current	-	-	-	-	250,000	-	250,000
Grand Total	**18,959,000**	**17,762,900**	**15,107,300**	**11,963,400**	**14,947,550**	**8,789,550**	**87,529,700**

Transportation Capital Improvement Program **2024-2028**

Projects by Expense Type

Project and Expense	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
Contingency	1,346,000	1,186,500	1,160,000	869,000	1,198,000	799,050	6,558,550
Land & Easements	330,000	120,000	90,000	-	-	-	540,000
Projects - Construction	13,709,500	12,965,000	12,380,000	9,440,000	12,230,000	7,990,500	68,715,000
Projects - Consulting	3,573,500	3,491,400	1,477,300	1,654,400	1,519,550	-	11,716,150
Grand Total	**18,959,000**	**17,762,900**	**15,107,300**	**11,963,400**	**14,947,550**	**8,789,550**	**87,529,700**

Project and Expense	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP230200 - 109th Avenue and Tournament Players Parkway Intersection Improvements -ACHD	**330,000**	**-**	**-**	**-**	**-**	**-**	**330,000**
Projects - Construction	300,000	-	-	-	-	-	300,000
Contingency	30,000	-	-	-	-	-	30,000
TRP230300 - 2023 NW Area Street Reconstruction	**2,943,000**	**-**	**-**	**-**	**-**	**-**	**2,943,000**
Projects - Consulting	545,000	-	-	-	-	-	545,000
Projects - Construction	2,180,000	-	-	-	-	-	2,180,000
Contingency	218,000	-	-	-	-	-	218,000
TRP230400 - 2023 SE Area Street Reconstructions	**4,032,000**	**-**	**-**	**-**	**-**	**-**	**4,032,000**
Projects - Consulting	747,000	-	-	-	-	-	747,000
Projects - Construction	2,986,000	-	-	-	-	-	2,986,000
Contingency	299,000	-	-	-	-	-	299,000
TRP230500 - 2023 SW Area Street Reconstruction	**4,668,000**	**-**	**-**	**-**	**-**	**-**	**4,668,000**
Projects - Consulting	718,000	-	-	-	-	-	718,000
Projects - Construction	3,591,000	-	-	-	-	-	3,591,000
Contingency	359,000	-	-	-	-	-	359,000
TRP230600 - 2025 Area 1 Street Reconstruction	**113,500**	**391,000**	**2,527,000**	**-**	**-**	**-**	**3,031,500**
Projects - Consulting	113,500	391,000	-	-	-	-	504,500
Projects - Construction	-	-	2,300,000	-	-	-	2,300,000
Contingency	-	-	227,000	-	-	-	227,000
TRP230700 - 2024 Area 2 Street Reconstruction	**155,500**	**3,949,700**	**-**	**-**	**-**	**-**	**4,105,200**
Projects - Consulting	155,500	528,700	-	-	-	-	684,200
Projects - Construction	-	3,110,000	-	-	-	-	3,110,000
Contingency	-	311,000	-	-	-	-	311,000
TRP230800 - 2024 Area 3 Street Reconstruction	**106,500**	**2,705,100**	**-**	**-**	**-**	**-**	**2,811,600**
Projects - Consulting	106,500	362,100	-	-	-	-	468,600
Projects - Construction	-	2,130,000	-	-	-	-	2,130,000
Contingency	-	213,000	-	-	-	-	213,000
TRP230900 - 2024 Area 1 Street Reconstruction	**-**	**5,760,000**	**-**	**-**	**-**	**-**	**5,760,000**
Projects - Consulting	-	810,000	-	-	-	-	810,000
Projects - Construction	-	4,500,000	-	-	-	-	4,500,000
Contingency	-	450,000	-	-	-	-	450,000
TRP231000 - 2025 Area 2 Street Reconstruction	**-**	**685,100**	**4,433,000**	**-**	**-**	**-**	**5,118,100**
Projects - Consulting	-	685,100	-	-	-	-	685,100
Projects - Construction	-	-	4,030,000	-	-	-	4,030,000
Contingency	-	-	403,000	-	-	-	403,000
TRP231100 - 2025 Area 3 Street Reconstruction	**-**	**399,500**	**2,585,000**	**-**	**-**	**-**	**2,984,500**
Projects - Consulting	-	399,500	-	-	-	-	399,500
Projects - Construction	-	-	2,350,000	-	-	-	2,350,000
Contingency	-	-	235,000	-	-	-	235,000
TRP231200 - 2026 Area 1 Street Reconstruction	**-**	**-**	**487,900**	**3,157,000**	**-**	**-**	**3,644,900**
Projects - Consulting	-	-	487,900	-	-	-	487,900
Projects - Construction	-	-	-	2,870,000	-	-	2,870,000
Contingency	-	-	-	287,000	-	-	287,000

Transportation Capital Improvement Program **2024-2028**

Projects by Expense Type

Project and Expense	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP231300 - 2026 Area 2 Street Reconstruction	**-**	**-**	**554,200**	**3,586,000**	**-**	**-**	**4,140,200**
Projects - Consulting	-	-	554,200	-	-	-	554,200
Projects - Construction	-	-	-	3,260,000	-	-	3,260,000
Contingency	-	-	-	326,000	-	-	326,000
TRP231400 - 2026 Area 3 Street Reconstruction	**-**	**-**	**435,200**	**2,816,000**	**-**	**-**	**3,251,200**
Projects - Consulting	-	-	435,200	-	-	-	435,200
Projects - Construction	-	-	-	2,560,000	-	-	2,560,000
Contingency	-	-	-	256,000	-	-	256,000
TRP231500 - 2027 Area 1 Street Reconstruction	**-**	**-**	**-**	**333,200**	**2,156,000**	**-**	**2,489,200**
Projects - Consulting	-	-	-	333,200	-	-	333,200
Projects - Construction	-	-	-	-	1,960,000	-	1,960,000
Contingency	-	-	-	-	196,000	-	196,000
TRP231600 - 2027 Area 2 Street Reconstruction	**-**	**-**	**-**	**612,000**	**3,960,000**	**-**	**4,572,000**
Projects - Consulting	-	-	-	612,000	-	-	612,000
Projects - Construction	-	-	-	-	3,600,000	-	3,600,000
Contingency	-	-	-	-	360,000	-	360,000
TRP231700 - 2027 Area 3 Street Reconstruction	**-**	**-**	**-**	**414,800**	**2,684,000**	**-**	**3,098,800**
Projects - Consulting	-	-	-	414,800	-	-	414,800
Projects - Construction	-	-	-	-	2,440,000	-	2,440,000
Contingency	-	-	-	-	244,000	-	244,000
TRP231800 - 2024 85th Avenue Reconstruct from Univ Ave Service Dr to Elm Dr	**30,000**	**640,000**	**-**	**-**	**-**	**-**	**670,000**
Projects - Consulting	30,000	90,000	-	-	-	-	120,000
Projects - Construction	-	500,000	-	-	-	-	500,000
Contingency	-	50,000	-	-	-	-	50,000
TRP231900 - 99th Avenue and Baltimore Street Roundabout	**2,083,000**	**-**	**-**	**-**	**-**	**-**	**2,083,000**
Projects - Consulting	283,000	-	-	-	-	-	283,000
Projects - Construction	1,500,000	-	-	-	-	-	1,500,000
Land & Easements	150,000	-	-	-	-	-	150,000
Contingency	150,000	-	-	-	-	-	150,000
TRP232000 - Lakes Parkway from Lexington Avenue to Lakes Parkway	**-**	**-**	**-**	**100,000**	**2,500,000**	**-**	**2,600,000**
Projects - Consulting	-	-	-	100,000	300,000	-	400,000
Projects - Construction	-	-	-	-	2,000,000	-	2,000,000
Contingency	-	-	-	-	200,000	-	200,000
TRP232300 - Polk Street/99th Avenue Signal	**-**	**30,000**	**750,000**	**-**	**-**	**-**	**780,000**
Projects - Construction	-	-	600,000	-	-	-	600,000
Land & Easements	-	30,000	90,000	-	-	-	120,000
Contingency	-	-	60,000	-	-	-	60,000
TRP232400 - Radisson Road and Tournament Players Parkway Intersection Improvements -ACHD	**440,000**	**247,500**	**-**	**-**	**-**	**-**	**687,500**
Projects - Construction	400,000	225,000	-	-	-	-	625,000
Contingency	40,000	22,500	-	-	-	-	62,500
TRP232500 - Radisson Road/Cloud Drive Signal - ACHD	**652,500**	**-**	**-**	**-**	**-**	**-**	**652,500**
Projects - Construction	552,500	-	-	-	-	-	552,500
Land & Easements	50,000	-	-	-	-	-	50,000
Contingency	50,000	-	-	-	-	-	50,000
TRP232600 - Sunset Avenue/125th Avenue Roundabout - ACHD	**-**	**350,000**	**-**	**-**	**-**	**-**	**350,000**
Projects - Construction	-	350,000	-	-	-	-	350,000
TRP232700 - TH 65 and 99th Avenue Intersection Reconstruction	**500,000**	**500,000**	**500,000**	**500,000**	**-**	**-**	**2,000,000**
Projects - Consulting	500,000	-	-	-	-	-	500,000
Projects - Construction	-	500,000	500,000	500,000	-	-	1,500,000
Contingency	-	-	-	-	-	-	-

Transportation Capital Improvement Program **2024-2028**

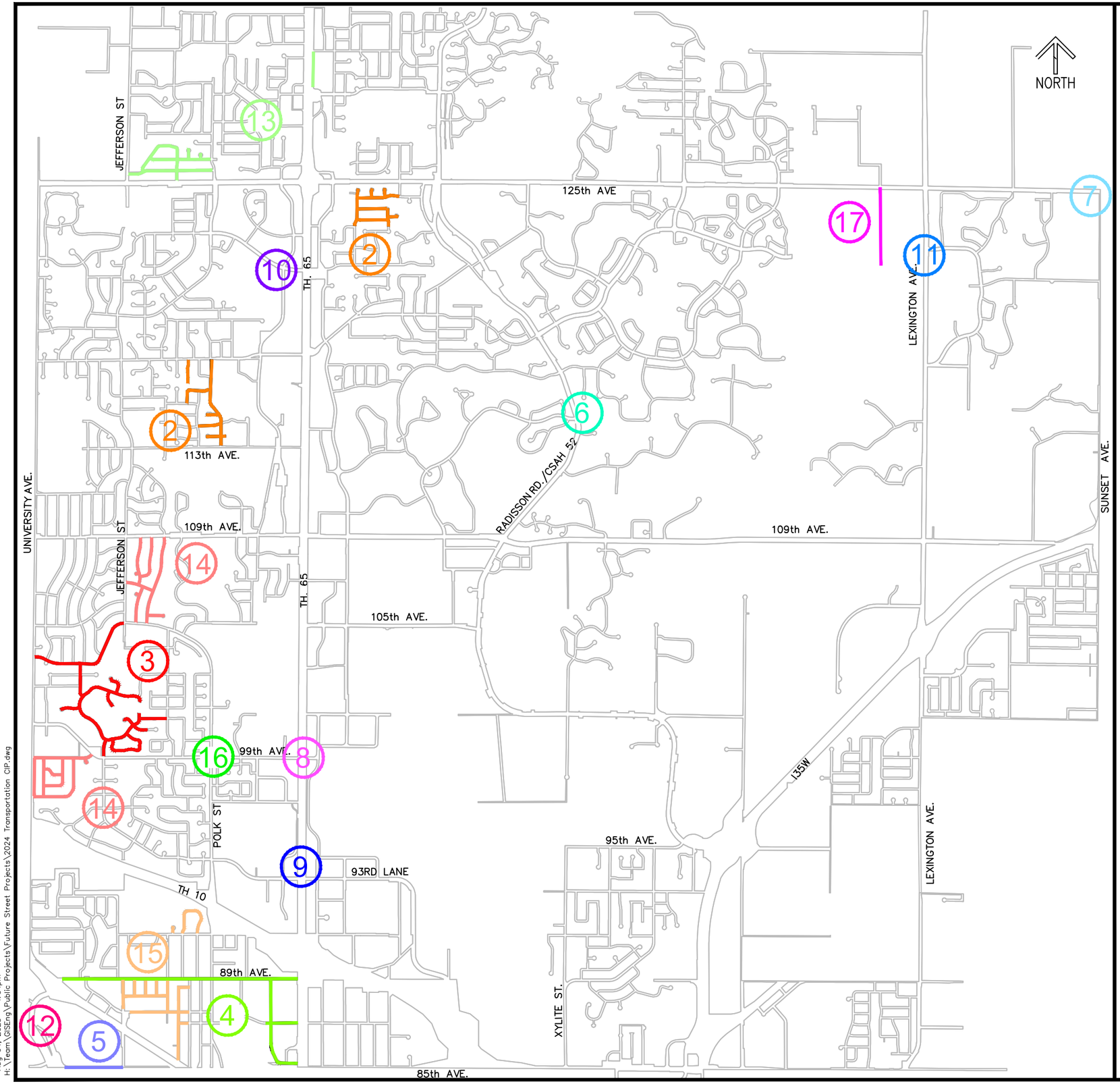
Projects by Expense Type

Project and Expense	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP232800 - TH 65 Mill and Overlay - MNDOT	**-**	**440,000**	**-**	**-**	**-**	**-**	**440,000**
Projects - Construction	-	400,000	-	-	-	-	400,000
Contingency	-	40,000	-	-	-	-	40,000
TRP232900 - Ulysses Street and 117th Avenue Intersection Improvement	**2,700,000**	**-**	**-**	**-**	**-**	**-**	**2,700,000**
Projects - Consulting	300,000	-	-	-	-	-	300,000
Projects - Construction	2,100,000	-	-	-	-	-	2,100,000
Land & Easements	100,000	-	-	-	-	-	100,000
Contingency	200,000	-	-	-	-	-	200,000
TRP233000 - Ulysses Street/121st Avenue Signal	**30,000**	**750,000**	**-**	**-**	**-**	**-**	**780,000**
Projects - Construction	-	600,000	-	-	-	-	600,000
Land & Easements	30,000	90,000	-	-	-	-	120,000
Contingency	-	60,000	-	-	-	-	60,000
TRP233200 - Zest Street from Lakes Parkway to 125th Avenue Improvements	**75,000**	**225,000**	**1,650,000**	**-**	**-**	**-**	**1,950,000**
Projects - Consulting	75,000	225,000	-	-	-	-	300,000
Projects - Construction	-	-	1,500,000	-	-	-	1,500,000
Contingency	-	-	150,000	-	-	-	150,000
TRP240100 - 2028 Area 1 Street Reconstructions	**-**	**-**	**-**	**-**	**595,000**	**3,850,000**	**4,445,000**
Projects - Consulting	-	-	-	-	595,000	-	595,000
Projects - Construction	-	-	-	-	-	3,500,000	3,500,000
Contingency	-	-	-	-	-	350,000	350,000
TRP240200 - 2027 Area 4 Street Reconstructions	**-**	**-**	**-**	**194,400**	**1,188,000**	**-**	**1,382,400**
Projects - Consulting	-	-	-	194,400	-	-	194,400
Projects - Construction	-	-	-	-	1,080,000	-	1,080,000
Contingency	-	-	-	-	108,000	-	108,000
TRP240300 - 2028 Area 2 Street Reconstructions	**-**	**-**	**-**	**-**	**236,300**	**1,529,550**	**1,765,850**
Projects - Consulting	-	-	-	-	236,300	-	236,300
Projects - Construction	-	-	-	-	-	1,390,500	1,390,500
Contingency	-	-	-	-	-	139,050	139,050
TRP240400 - 2028 Lakes Parkway Mill and Overlay	**-**	**-**	**-**	**-**	**129,000**	**1,182,500**	**1,311,500**
Projects - Consulting	-	-	-	-	129,000	-	129,000
Projects - Construction	-	-	-	-	-	1,075,000	1,075,000
Contingency	-	-	-	-	-	107,500	107,500
TRP240500 - 2028 Area 3 Street Reconstructions	**-**	**-**	**-**	**-**	**259,250**	**1,677,500**	**1,936,750**
Projects - Consulting	-	-	-	-	259,250	-	259,250
Projects - Construction	-	-	-	-	-	1,525,000	1,525,000
Contingency	-	-	-	-	-	152,500	152,500
TRP240600 - CSAH 17 (Lexington Ave) at 122nd Ave New Traffic Signal	**-**	**247,500**	**-**	**-**	**-**	**-**	**247,500**
Projects - Construction	-	225,000	-	-	-	-	225,000
Contingency	-	22,500	-	-	-	-	22,500
TRP240700 - CSAH 3 (University Ave) at 86th Lane Signal Replacement	**-**	**192,500**	**-**	**-**	**-**	**-**	**192,500**
Projects - Construction	-	175,000	-	-	-	-	175,000
Contingency	-	17,500	-	-	-	-	17,500
TRP240900 - CR 49 (North Road) Reconstruction from CSAH 17 (Lexington Ave) to Lakeview Dr	**-**	**-**	**275,000**	**-**	**-**	**-**	**275,000**
Projects - Construction	-	-	250,000	-	-	-	250,000
Contingency	-	-	25,000	-	-	-	25,000
TRP241000 - CSAH 14 (125th Ave) at Zest St Traffic Signal	**-**	**-**	**385,000**	**-**	**-**	**-**	**385,000**
Projects - Construction	-	-	350,000	-	-	-	350,000
Contingency	-	-	35,000	-	-	-	35,000

Transportation Capital Improvement Program **2024-2028**

Projects by Expense Type

Project and Expense	Budget to Date	2024 Budget	2025	2026	2027	2028	Total Project Budget
TRP241100 - MNDOT TH65 Drainage and Pedestrian Improvements	**-**	**-**	**165,000**	**-**	**-**	**-**	**165,000**
Projects - Construction	-	-	150,000	-	-	-	150,000
Contingency	-	-	15,000	-	-	-	15,000
TRP241200 - MNDOT TH47 Drainage and Pedestrian Improvements	**-**	**-**	**110,000**	**-**	**-**	**-**	**110,000**
Projects - Construction	-	-	100,000	-	-	-	100,000
Contingency	-	-	10,000	-	-	-	10,000
TRP241300 - CSAH 12 (109th Ave) from Radisson Rd to Lexington Ave	**-**	**-**	**-**	**-**	**990,000**	**-**	**990,000**
Projects - Construction	-	-	-	-	900,000	-	900,000
Contingency	-	-	-	-	90,000	-	90,000
TRP241400 - CSAH 23 (Lexington Ave) from I-35W to CSAH 14 (109th Ave) Rehabilitation	**-**	**-**	**-**	**-**	**-**	**550,000**	**550,000**
Projects - Construction	-	-	-	-	-	500,000	500,000
Contingency	-	-	-	-	-	50,000	50,000
TRP990101 - 2023 Crack Seal Program	**100,000**	**-**	**-**	**-**	**-**	**-**	**100,000**
Projects - Construction	100,000	-	-	-	-	-	100,000
TRP990102 - 2024 Crack Seal Program	**-**	**250,000**	**-**	**-**	**-**	**-**	**250,000**
Projects - Construction	-	250,000	-	-	-	-	250,000
TRP990103 - 2025 Crack Seal Program	**-**	**-**	**250,000**	**-**	**-**	**-**	**250,000**
Projects - Construction	-	-	250,000	-	-	-	250,000
TRP990104 - 2026 Crack Seal Program	**-**	**-**	**-**	**250,000**	**-**	**-**	**250,000**
Projects - Construction	-	-	-	250,000	-	-	250,000
TRP990105 - 2027 Crack Seal Program	**-**	**-**	**-**	**-**	**250,000**	**-**	**250,000**
Projects - Construction	-	-	-	-	250,000	-	250,000
Grand Total	**18,959,000**	**17,762,900**	**15,107,300**	**11,963,400**	**14,947,550**	**8,789,550**	**87,529,700**



2024 C.I.P.

CITY OF BLAINE
TRANSPORATION PROJECTS

LEGEND

1. 2024 CRACK SEALING (*VARIOUS STREETS)
2. 2024 NW AREA RECONSTRUCTION
3. 2024 W AREA RECONSTRUCTION
4. 2024 SW AREA RECONSTRUCTION
5. 85TH AVE RECONSTRUCTION (JEFFERSON TO TH 47)
6. RADISSON RD AND TOURNAMENT PLAYERS PKWY INTERSECTION
7. SUNSET AVE/125TH AVENUE ROUNDABOUT
8. TH 65 AND 99TH AVE INTERSECTION RECONSTRUCTION
9. TH 65 MILL AND OVERLAY
10. ULYSSES ST AND 121ST ST SIGNAL
11. CSAH 17 (LEXINGTON AVE) AT 122ND AVE NEW TRAFFIC SIGNAL
12. CSAH 3 (UNIVERSITY AVE) AT 86TH LANE SIGNAL/ MILL AND OVERLAY
13. 2025 AREA 1 RECONSTRUCTION
14. 2025 AREA 2 RECONSTRUCTION
15. 2025 AREA 3 RECONSTRUCTION
16. POLK STREET/99TH AVENUE SIGNAL
17. ZEST ST IMPROVEMENTS (LAKES PKWY TO 125TH AVE)

ENGINEERING DEPARTMENT
10801 Town Square Drive, Blaine, Minnesota 55449
Phone (763) 785-6172

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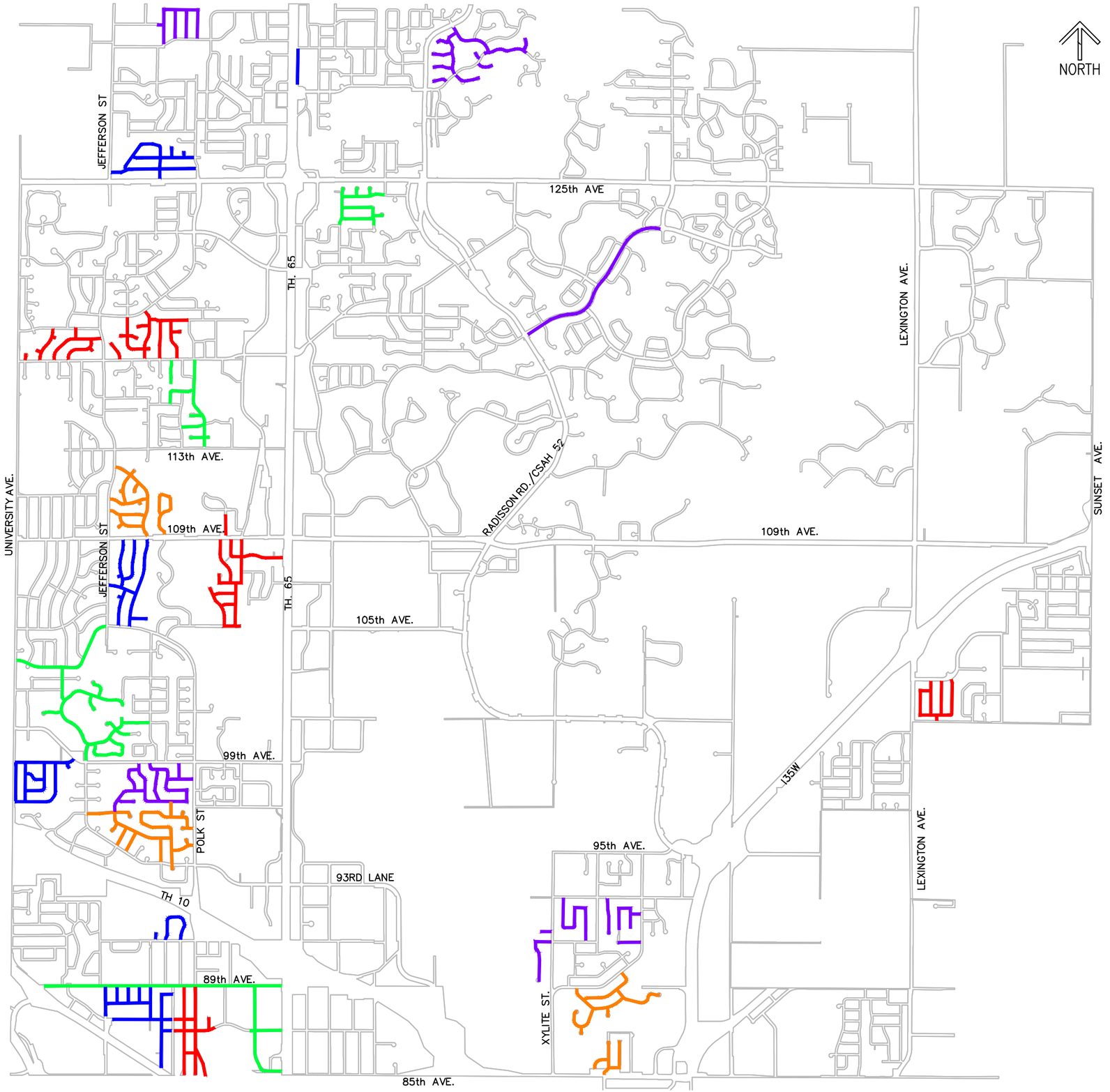

5 YEAR C.I.P.

CITY OF BLAINE
PAVEMENT MANAGEMENT PROGRAM

LEGEND

- 2024 PROJECTS
- 2025 PROJECTS
- 2026 PROJECTS
- 2027 PROJECTS
- 2028 PROJECTS

STREET PROJECTS SHOWN ARE SUBJECT TO CHANGE BASED ON YEARLY EVALUATION OF STREET CONDITIONS.

PRINT DATE: 07/27/23

ENGINEERING DEPARTMENT
10801 Town Square Drive, Blaine, Minnesota 55449
Phone (763) 785-6172

2024-2028 Transportation Capital Improvement Program

City Council Workshop| Finance

8/14/2023

Agenda

- Background Information
- 2024-2028 Capital Improvement Program
- Next Steps

Background Information

Section 1 of 3

Transportation Background

Purpose

- Road Preservation
- Road Construction
- Traffic Signal Preservation

Intergovernmental

- U.S. Dept of Transportation
- MN Dept of Transportation
- Anoka County
- Ramsey County
- Other Cities

Infrastructure

- Centerline miles of street (297 miles)
- Lane miles of street (612 miles)
- Other assets: traffic signals

2024-2028 Capital Improvement Program

Section 2 of 3

2024-2028 Transportation CIP Summary

Revenues	Budget to Date	2024 Budget	2025-2028	Total Project Budget
Federal Grants	1,500,000	-	-	1,500,000
Fund Reserve - Crack Sealing	-	150,000	-	150,000
GO Bond Proceeds	9,107,750	8,727,625	30,789,625	48,625,000
Property Taxes Current	100,000	100,000	750,000	950,000
SA Bond Proceeds	2,910,750	3,327,775	10,293,175	16,531,700
State - MSA Construction	5,340,500	5,457,500	8,975,000	19,773,000
Revenues Total	**18,959,000**	**17,762,900**	**50,807,800**	**87,529,700**

Expenses	Budget to Date	2024 Budget	2025-2028	Total Project Budget
Contingency	1,346,000	1,186,500	4,026,050	6,558,550
Land & Easements	330,000	120,000	90,000	540,000
Projects - Construction	13,709,500	12,965,000	42,040,500	68,715,000
Projects - Consulting	3,573,500	3,491,400	4,651,250	11,716,150
Expenses Total	**18,959,000**	**17,762,900**	**50,807,800**	**87,529,700**

Project Selection & Timing

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
1	**TRP990102 - 2024 Crack Seal Program**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**250,000**	**-**	**-**	**-**	**-**	**250,000**
	Property Taxes Current	-	100,000	-	-	-	-	100,000
	Fund Reserve - Crack Sealing	-	150,000	-	-	-	-	150,000
	Expenses	**-**	**(250,000)**	**-**	**-**	**-**	**-**	**(250,000)**
	Projects - Construction	-	(250,000)	-	-	-	-	(250,000)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
2	**TRP230900 - 2024 Area 1 Street Reconstruction**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**5,760,000**	**-**	**-**	**-**	**-**	**5,760,000**
	State - MSA Construction	-	1,750,000	-	-	-	-	1,750,000
	GO Bond Proceeds	-	2,570,000	-	-	-	-	2,570,000
	SA Bond Proceeds	-	1,440,000	-	-	-	-	1,440,000
	Expenses	**-**	**(5,760,000)**	**-**	**-**	**-**	**-**	**(5,760,000)**
	Contingency	-	(450,000)	-	-	-	-	(450,000)
	Projects - Construction	-	(4,500,000)	-	-	-	-	(4,500,000)
	Projects - Consulting	-	(810,000)	-	-	-	-	(810,000)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
3	**TRP230700 - 2024 Area 2 Street Reconstruction**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**155,500**	**3,949,700**	**-**	**-**	**-**	**-**	**4,105,200**
	GO Bond Proceeds	155,500	2,962,200	-	-	-	-	3,117,700
	SA Bond Proceeds	-	987,500	-	-	-	-	987,500
	Expenses	**(155,500)**	**(3,949,700)**	**-**	**-**	**-**	**-**	**(4,105,200)**
	Contingency	-	(311,000)	-	-	-	-	(311,000)
	Projects - Construction	-	(3,110,000)	-	-	-	-	(3,110,000)
	Projects - Consulting	(155,500)	(528,700)	-	-	-	-	(684,200)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
4	**TRP230800 - 2024 Area 3 Street Reconstruction**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**106,500**	**2,705,100**	**-**	**-**	**-**	**-**	**2,811,600**
	State - MSA Construction	-	500,000	-	-	-	-	500,000
	GO Bond Proceeds	106,500	1,528,825	-	-	-	-	1,635,325
	SA Bond Proceeds	-	676,275	-	-	-	-	676,275
	Expenses	**(106,500)**	**(2,705,100)**	**-**	**-**	**-**	**-**	**(2,811,600)**
	Contingency	-	(213,000)	-	-	-	-	(213,000)
	Projects - Construction	-	(2,130,000)	-	-	-	-	(2,130,000)
	Projects - Consulting	(106,500)	(362,100)	-	-	-	-	(468,600)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
5	**TRP231800 - 2024 85th Avenue Reconstruct from Univ Ave Service Dr to Elm Dr**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**30,000**	**640,000**	**-**	**-**	**-**	**-**	**670,000**
	State - MSA Construction	30,000	225,000	-	-	-	-	255,000
	GO Bond Proceeds	-	191,000	-	-	-	-	191,000
	SA Bond Proceeds	-	224,000	-	-	-	-	224,000
	Expenses	**(30,000)**	**(640,000)**	**-**	**-**	**-**	**-**	**(670,000)**
	Contingency	-	(50,000)	-	-	-	-	(50,000)
	Projects - Construction	-	(500,000)	-	-	-	-	(500,000)
	Projects - Consulting	(30,000)	(90,000)	-	-	-	-	(120,000)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
6	**TRP232400 - Radisson Road and Tournament Players Parkway Intersection Improvements -ACHD**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**440,000**	**247,500**	**-**	**-**	**-**	**-**	**687,500**
	State - MSA Construction	440,000	247,500	-	-	-	-	687,500
	Expenses	**(440,000)**	**(247,500)**	**-**	**-**	**-**	**-**	**(687,500)**
	Contingency	(40,000)	(22,500)	-	-	-	-	(62,500)
	Projects - Construction	(400,000)	(225,000)	-	-	-	-	(625,000)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
7	**TRP232600 - Sunset Avenue/125th Avenue Roundabout - ACHD**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**350,000**	**-**	**-**	**-**	**-**	**350,000**
	State - MSA Construction	-	350,000	-	-	-	-	350,000
	Expenses	**-**	**(350,000)**	**-**	**-**	**-**	**-**	**(350,000)**
	Projects - Construction	-	(350,000)	-	-	-	-	(350,000)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
8	**TRP232700 - TH 65 and 99th Avenue Intersection Reconstruction**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**500,000**	**500,000**	**500,000**	**500,000**	**-**	**-**	**2,000,000**
	State - MSA Construction	500,000	500,000	500,000	500,000	-	-	2,000,000
	Expenses	**(500,000)**	**(500,000)**	**(500,000)**	**(500,000)**	**-**	**-**	**(2,000,000)**
	Contingency	-	-	-	-	-	-	-
	Projects - Construction	-	(500,000)	(500,000)	(500,000)	-	-	(1,500,000)
	Projects - Consulting	(500,000)	-	-	-	-	-	(500,000)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
9	**TRP232800 - TH 65 Mill and Overlay - MNDOT**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**440,000**	**-**	**-**	**-**	**-**	**440,000**
	State - MSA Construction	-	440,000	-	-	-	-	440,000
	Expenses	**-**	**(440,000)**	**-**	**-**	**-**	**-**	**(440,000)**
	Contingency	-	(40,000)	-	-	-	-	(40,000)
	Projects - Construction	-	(400,000)	-	-	-	-	(400,000)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
10	**TRP233000 - Ulysses Street/121st Avenue Signal**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**30,000**	**750,000**	**-**	**-**	**-**	**-**	**780,000**
	State - MSA Construction	30,000	750,000	-	-	-	-	780,000
	Expenses	**(30,000)**	**(750,000)**	**-**	**-**	**-**	**-**	**(780,000)**
	Contingency	-	(60,000)	-	-	-	-	(60,000)
	Projects - Construction	-	(600,000)	-	-	-	-	(600,000)
	Land & Easements	(30,000)	(90,000)	-	-	-	-	(120,000)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
11	**TRP240600 - CSAH 17 (Lexington Ave) at 122nd Ave New Traffic Signal**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**247,500**	**-**	**-**	**-**	**-**	**247,500**
	State - MSA Construction	-	247,500	-	-	-	-	247,500
	Expenses	**-**	**(247,500)**	**-**	**-**	**-**	**-**	**(247,500)**
	Contingency	-	(22,500)	-	-	-	-	(22,500)
	Projects - Construction	-	(225,000)	-	-	-	-	(225,000)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
12	**TRP240700 - CSAH 3 (University Ave) at 86th Lane Signal Replacement**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**192,500**	**-**	**-**	**-**	**-**	**192,500**
	State - MSA Construction	-	192,500	-	-	-	-	192,500
	Expenses	**-**	**(192,500)**	**-**	**-**	**-**	**-**	**(192,500)**
	Contingency	-	(17,500)	-	-	-	-	(17,500)
	Projects - Construction	-	(175,000)	-	-	-	-	(175,000)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
13	**TRP230600 - 2025 Area 1 Street Reconstruction**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**113,500**	**391,000**	**2,527,000**	**-**	**-**	**-**	**3,031,500**
	GO Bond Proceeds	113,500	391,000	1,797,500	-	-	-	2,302,000
	SA Bond Proceeds	-	-	729,500	-	-	-	729,500
	Expenses	**(113,500)**	**(391,000)**	**(2,527,000)**	**-**	**-**	**-**	**(3,031,500)**
	Contingency	-	-	(227,000)	-	-	-	(227,000)
	Projects - Construction	-	-	(2,300,000)	-	-	-	(2,300,000)
	Projects - Consulting	(113,500)	(391,000)	-	-	-	-	(504,500)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
14	**TRP231000 - 2025 Area 2 Street Reconstruction**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**685,100**	**4,433,000**	**-**	**-**	**-**	**5,118,100**
	GO Bond Proceeds	-	685,100	3,153,475	-	-	-	3,838,575
	SA Bond Proceeds	-	-	1,279,525	-	-	-	1,279,525
	Expenses	**-**	**(685,100)**	**(4,433,000)**	**-**	**-**	**-**	**(5,118,100)**
	Contingency	-	-	(403,000)	-	-	-	(403,000)
	Projects - Construction	-	-	(4,030,000)	-	-	-	(4,030,000)
	Projects - Consulting	-	(685,100)	-	-	-	-	(685,100)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
15	**TRP231100 - 2025 Area 3 Street Reconstruction**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**399,500**	**2,585,000**	**-**	**-**	**-**	**2,984,500**
	State - MSA Construction	-	-	-	-	-	-	-
	GO Bond Proceeds	-	399,500	1,838,875	-	-	-	2,238,375
	SA Bond Proceeds	-	-	746,125	-	-	-	746,125
	Expenses	**-**	**(399,500)**	**(2,585,000)**	**-**	**-**	**-**	**(2,984,500)**
	Contingency	-	-	(235,000)	-	-	-	(235,000)
	Projects - Construction	-	-	(2,350,000)	-	-	-	(2,350,000)
	Projects - Consulting	-	(399,500)	-	-	-	-	(399,500)

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
16	**TRP232300 - Polk Street/99th Avenue Signal**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**-**	**30,000**	**750,000**	**-**	**-**	**-**	**780,000**
	State - MSA Construction	-	30,000	750,000	-	-	-	780,000
	Expenses	**-**	**(30,000)**	**(750,000)**	**-**	**-**	**-**	**(780,000)**
	Contingency	-	-	(60,000)	-	-	-	(60,000)
	Projects - Construction	-	-	(600,000)	-	-	-	(600,000)
	Land & Easements	-	(30,000)	(90,000)	-	-	-	(120,000)

2024 Project Detail

	Project Name and Revenues/Expenses	Budget to Date	2024 Budget	2025	2026	2027	2028	Total
17	**TRP233200 - Zest Street from Lakes Parkway to 125th Avenue Improvements**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
	Revenues	**75,000**	**225,000**	**1,650,000**	**-**	**-**	**-**	**1,950,000**
	State - MSA Construction	75,000	225,000	1,650,000	-	-	-	1,950,000
	Expenses	**(75,000)**	**(225,000)**	**(1,650,000)**	**-**	**-**	**-**	**(1,950,000)**
	Contingency	-	-	(150,000)	-	-	-	(150,000)
	Projects - Construction	-	-	(1,500,000)	-	-	-	(1,500,000)
	Projects - Consulting	(75,000)	(225,000)	-	-	-	-	(300,000)

Next Steps

Section 3 of 3

Questions and Notes for Council

- Does council support the transportation capital improvement program as laid out?
- Next Meeting: October 16 council meeting – Adopt Transportation CIP

City of Blaine
Staff Report

File Number: 2023-372

Agenda Date	Status
August 14, 2023	
In Control	**File Type**
City Council	Workshop Item

New Business - Daniel Schluender, Director of Engineering

Agenda Item # 2.5

Trunk Highway 65 Update

Background

Staff will present an overall update on the TH 65 project, including status of Funding, Public Outreach, Project Design, Project Delivery, and Schedule.

Staff Recommendation

Staff will be discussing next steps of the project.

Questions for Council

Attachment List

None

City of Blaine
Staff Report

File Number: 2023-274

Agenda Date	Status
August 14, 2023	
In Control	**File Type**
City Council	Workshop Item

New Business -

Agenda Item # 2.6

Rules of Order and Procedure

Background

With implementation of CivicClerk and continued efforts toward meeting efficiency and public transparency, staff had recommended updates to the rules of order and procedure annually adopted by council. At the April 25 workshop, council began review of the proposed amendments along with the council code of conduct and requested both topics be brought back for further discussion. Due to time constraints, staff will bring forward potential amendments to the code of conduct, (which was adopted December 2022), to a future workshop.

In researching meeting minutes and resolutions, council rules of order and procedure have changed over time, beginning in 1976. The last resolution for order and procedure was adopted in 1999 and included an addendum that is reviewed by council for amendments and adopted at the first business meeting of each year. Over the years, the addendum (rules of order) changed often. The most recent version is included as an attachment, with proposed changes in highlight/underline. Going forward, staff is suggesting a full new resolution is adopted instead to provide clearer history for current and future councils and recognize and identify how processes have evolved over time as councils and city managers have changed over time. In addition, council annually adopts a resolution affirming council/staff responsibilities. This annual resolution affirming the work of both council and staff began in 1986 and directed that each year it be presented as the first order of business to pledge that our sole purpose is to serve the public interest.

At the May 21, 2021 retreat, council discussed the topic "Council Requests for Agenda Items". The result of that discussion was the creation of the current practice for council-directed items.

A short summary of proposed changes to the rules of order and procedure (Attachment 4) follows:

- *Open Forum* – as cities are allowed to place some limits with regard to time, place, and manner for public forums, staff is suggesting amended parameters that may help provide opportunities

for more members of the public to speak by limiting comments regarding a specific topic. Creating public comment cards and sign in sheets will assist the public in understanding how they can address the council, will accurately capture speaker information such as address for followup if needed, and serve as a tool for the mayor/presiding officer to know how many individuals wish to speak and the scope of topics. Clarification has also been made as to when the public should speak on topics already included on the agenda, such as through public hearings.

- *Consent Agenda* - to continue using the consent agenda as a tool for effective meeting management, additional items are being suggested for inclusion on the consent agenda . As always, council can remove any item from the consent agenda for separate discussion and consideration, and clarifying questions can be asked without the need for removal of an item from consent for separate action and vote. (Attachment 3 is a summary of information from other cities regarding consent agendas).
- *Agenda Item Scheduling* – to ensure adherence with state statute, city charter, city mission statement, and open meeting law that provides deliberate public transparency and notice, clarification on scheduling agenda items is being made for both workshop and regular council meetings. These changes will ensure sufficient time for staff to research and provide council full and accurate information for informed decision making which reduces the risk of unintended consequences and results in good policy making.

Staff has included policies from other cities as well as sample rules for comment for consideration.

Attachments 1 and 2 are sample tools that can be implemented for use by the public during meetings. Using these can assist with the accuracy of the record and the orderly management of the meeting.

Staff Recommendation

Council input is requested.

Questions for Council

Staff is seeking input on the proposed amendments to Council rules of order and procedure.

Attachment List

1. Minnesota Mayors Handbook-Rules for Public at Meetings - Sample
2. Sign In Sheet
3. Consent Agenda Use - Other Cities
4. Rules of Procedure Survey
5. Rules of Procedure Survey - Attachments
6. Minnetonka Council Rules of Procedure 2020
7. Minnetonka Council Item
8. Roseville Rules of Procedure
9. Resolution 76-12 Adopting Agenda Format for Council Meetings
10. Resolution 99-152 Adopting Agenda Format for City Council Meetings
11. Orders of Business - Proposed Revisions 2023

Appendix C: Summary Rules for Public Comment

Sample for Use with Minnesota Mayors Association *City Council Bylaws*

City Council

Mayor: _____
Councilmembers:

_____
_____
_____
_____
_____
_____

City Staff:

City Manager:

_____

City Attorney:

_____

City _____:

_____

City _____:

_____

City _____:

_____

City _____:

_____

Meeting Dates & Times:

_____

WELCOME to the meeting of the Blaine City Council. Please take a moment to read our guidelines for public participation in City Council meetings.

Agenda: An agenda packet is available for public inspection at the entrance to the meeting room. Ordinarily the Council will address items as they appear on the agenda.

Council procedure: The Council has adopted rules of procedure for all meetings. The rules are available for public inspection at the entrance to the meeting room. In order to take official action on items, the Council will adopt a motion by voice vote. Generally, a simple majority vote of the members present is needed to pass most motions.

Public participation in meetings: Comments from the public are restricted to the public forum period.

City Council meetings are the forum for the Council to conduct City business. While Council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression except during open forum.

Members of the public are not allowed to participate in council discussion and debate without a specific invitation by the Mayor/presiding officer.

Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or actions that may disrupt the proceedings of the Council meeting.

During the public forum period, citizens must:

- Sign up prior to speaking and provide a name, address, and brief summary of the subject matter they wish to address. The sign-up sheet is available at the meeting entrance.
    - Open Forum is an opportunity for the public to present an issue or concern to City Council. There is a maximum of fifteen minutes set aside for open forum. Each presentation should be limited to no more than three minutes. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.
- Be recognized by the Mayor/presiding officer before speaking. Comments are limited to three minutes.
- Direct their remarks to the Mayor/presiding officer.
- Follow the direction of the Mayor/presiding officer.

During forum period, the public is prohibited from:

The use of obscene, profane, or threatening language.

Threatening, loud, or boisterous conduct that disrupts the meeting or the security of the public.

Members of the public who do not follow the direction of the Mayor/presiding officer will be warned that further disruptive conduct could result in a recess and/or removal from the meeting. If the conduct continues, the Mayor/presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the Mayor/presiding officer, the Mayor/presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means.

The Mayor/presiding officer may:

- Request the public to appoint a spokesperson when multiple speakers appear to speak on the same topic.
- Place a time limit on or defer the public comment period.
- Alter rules to meet legal requirements for public hearings required by law

City Council Agenda/Orders of Business:

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Awards-Presentations-Organizational Business
5. Communications (Council/Staff)
6. Open Forum
7. Adoption of Agenda
8. Consent Agenda (includes approval of bills paid/minutes.
9. Public hearings
10. Development Business
11. Administration
12. Other Business
13. Adjournment

Contact information for City Hall:

_____

_____

Hours of operation:

_____

Open Forum Sign In

If you wish to address the Council regarding a matter not on the current agenda, please register below.

- Every Council meeting has an Open Forum portion of the agenda.
- Wait for the Mayor to call upon you to address your issue to the City Council.
- Begin by stating your name then provide your comments. Speak clearly so that all may benefit from your remarks.
- Please limit comments to three minutes.
- If there are several in attendance related to one topic, the Mayor may note for the record your presence but may limit the number of speakers on one topic to allow for other topics to be presented.

NAME	**ADDRESS**	**Phone # (optional)**	**Subject**
Example: Bob Jones	*1234 St. James Place*	*(952) 555-5555*	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

3/22/23

Consent Agenda

Woodbury

- Site plan reviews
- Final plats/ consent to prepare a Developers Agreement
- Extension of approvals

Eagan

- final subdivisions & plat
- final planned developments
- Contract releases

Bloomington

The only Planning applications that the City Council does not put on consent agenda are those that require a Public Hearing according to the City Code. The Code section has a legend and indicates what applications require public hearings (PH) for items that Council is the decision maker (DM).

These items are on consent:

- CUP
- IUP
- Variance

Here is a link to the City Code section that specifies who the decision makers are for each application and which applications require a public hearing to be held at City Council:

https://codelibrary.amlegal.com/codes/bloomington/latest/bloomington_mn/0-0-0-111609

Fridley

It really does depend upon the item and if there is controversy or not.

But typically:

- CUP
- Final Plats
- Sometimes Pre Plats and Lot Splits

- Second Reading of Rezonings

Brooklyn Park

- Development Agreement (Bond Release)
- Final plats (if the preliminary plat was passed by unanimous vote)
- Second reading of a rezoning.

Maple Grove

- Final Plats
- AUAR & EAW adoptions
- Most resolutions of approval

For the resolutions, we have items go to CC twice, once where they review and send it to the City Attorney to draft a resolution, and then the second time with the actual resolution.

Edina

- Final Plats
- Second Reading Rezoning

Coon Rapids

- Final Plats
- Development Agreement Releases
- Right of Entry Agreements

This is something we are actually working with our city manager on to get more clarity when something could be on the consent agenda. Generally right now we put final plats, development agreement releases and right of entry agreements on consent.

Other planning items that go to the Council include rezonings/comp plan amendments, zoning ordinance amendments and site plan reviews for projects in our special PORT Districts along Coon Rapids Blvd. Planning staff typically give a brief presentation on these items. Our conditional use permits only need Planning Commission approval and do not go to Council (unless someone appeals a decision by the Planning Commission).

Champlin

- 2nd readings of ordinances
- Final plats
- Appointments to Planning Commission

St. Louis Park

- CUP amendments
- Second Readings of Ordinances
- Final Plats
- Time limit extensions for Plats/CUPs

We don't have a hard and fast rule for which applications can go on consent. Usually it's small, uncontroversial projects that don't have any discretionary approvals. Personally, I've worked on a couple of conditional use permits for building expansions and site improvements for existing uses that needed a CUP amendment. Those can sometimes go on consent, especially if we don't get any comments during the public hearing. Final plats could also go on the consent agenda; usually we process preliminary and final plats together so it doesn't come up. Planning development contracts are approved administratively by staff review, so they don't usually go to council. Time limit extensions for plats or CUPs, when the project is delayed but we still expect it to move forward, can go on consent.

Second readings of ordinances are on consent.

Minnetonka

- CUP
- Final Plats
- Pre-Plats
- Variances

Final plats always go on the consent agenda, and projects that staff is recommending denial of always go on the non-consent agenda. Those are really the only true "agenda rules" in our community. That said, staff tries to make good use of our consent agenda. As we draft each agenda, planning staff determines what projects we think need discussion. These could be items containing multiple applications (like redevelopment projects), items that we perceive to be controversial, items similar to past items the commission or council have discussed, or items that staff wants some policy direction on. If we don't think discussion is necessary, we put the item on consent. It is not uncommon for us to have variances and CUPs on both our consent and non-consent agenda. For example, the agenda we are working on this week includes:

Consent Agenda

- Side yard setback variance for garage addition;
- Amendment to an existing sign plan;
- CUP for an orthodontics clinic; and

- CUP for a periodontal clinic.

Non-Consent

- Expansion permit (variance for expansion of a non-conforming use); and
- CUP and IUP for an indoor pickleball court

Plymouth

- Conditional Use Permits that have been recommended for approval by the PC and did not receive any opposition at the public hearing
- Final Plats
- Development Contracts and development contract financial guarantee reductions/releases
- Site plan amendments that have been recommended for approval by the PC and did not receive any opposition at the public meeting
- Variances that have been recommended for approval by the PC and did not receive any opposition at the public meeting

Rules of Procedure/Agenda Item Placement

City	Processes Used
Bloomington	If a Councilmember asks to have an item added to a City Council meeting, generally the City Manager will gauge Council interest in the item. If there is general interest by a majority or at least several of the Councilmembers, the City Manager will take that back to staff and have it added to a future agenda. Timing obviously depends on what the item is; if it's something fairly quick that staff can pull together it could have a quick turnaround. It also depends on how heavy the upcoming agendas are, how time sensitive the item is, or how much staff time is required to prepare the item. If a Councilmember requests an item be added to a meeting but there is no interest by other Councilmembers or Mayor, depending on what the issue is, staff may take the matter offline. We no longer have study meetings; we started combining study meeting items into our regular City Council meetings a couple years ago. These items take place at the end of our regular City Council meetings under "organizational business" on the agendas. These are the items where staff or external people have an opportunity to present updates to council. Council usually will not vote on these items but may provide staff with feedback and desires for next steps. Approximately once a year or once every other year, we have council retreats where the Mayor, Council, and City Manager discuss priorities and work plans. These retreats are not regularly scheduled but are held as needed. These meetings are open to the public but no official action is taken at these meetings that members must vote on. All reports, communications, ordinances, resolutions, documents, or other matters submitted to the Council must be filed before 4:00 p.m. on the Wednesday prior to the Monday Council meeting at which consideration is desired, and must be delivered to the City Manager, or in the Manager's absence must be filed with the acting City Manager, for inclusion in the proper order of business on the agenda. Provided, however, in unusual circumstances and when the matter does not require investigation by the City Manager or department head, matters may be accepted after completion of the agenda upon approval of the City Manager. Any two members of the Council or the Mayor may request that the City Manager include a matter on the agenda.

Burnsville	Council can add to the regular Council agenda but this is rarely done. If so the Mayor would request if there is an “emergency” item to add to the agenda and would need a majority to do so. More often, we use a standing ROUNDTABLE item on our monthly work session agenda and the Council asks the City Manager to add a discussion item to that. Sometimes an item is added during the ROUNDTABLE discussion but that is generally frowned upon. This provides Council an opportunity to discuss openly and if they have a majority give staff direction to move forward. We also have related items that come up during discussion of other items that are added to a future meeting with consensus.
Champlin	Same as Maple Grove
Coon Rapids	The attached resolution outlines “formal” rules for Council procedure to add items to the agenda. That being said, our regular practice is that Councilmembers contact the City Manager about an item they may want to add who facilitates any necessary research related to the item and makes the determination as to how to proceed. As far as work session meeting topics, the City Manager maintains a spreadsheet with the dates of meetings and a list of items that covers the entire year. There is also space for items that have been brought up but not risen to the level of making an agenda. Once per year a work session planning discussion occurs at a work session where the City Manager presents the list prepared by staff and Council discusses. It’s at this meeting Council can ask to add an item if there is a majority in favor of doing so. The informal process for work sessions is the same as for regular Council meetings. If something comes up during the year they want to discuss, Councilmembers contact the City Manager who facilitates any conversation or research related to it and makes the determination as to how to proceed. Under Other Business Councilmembers can bring up topics both at the regular or work session meetings, to briefly bring something up if it is an item that is not yet ready for full discussion at a work session or regular meeting. This would be very brief and is how some things make it onto the “items brought up for possible work session at a later date” list.

Fridley	We have a very informal process facilitated by the City Manager. Through informal conversations with the Council, items eventually make their way to a Conference Meeting for formal discussion.
Maple Grove	Per City code, the Council may amend the agenda at the meeting and add, delete, or amend items. The Mayor offers the opportunity to make agenda amendments immediately after calling the meeting to order. This method is mostly used when an item is on consent and the Councilmember wants to pull it for further discussion (i.e. retirements, new hires, awards, etc.). When a Councilmember has something new that they would like to discuss, that Councilmember would informally have a discussion with the City Administrator. This typically leads to staff researching something or providing a memo to the entire Council on the topic. If Councilmembers want to pursue/discuss something further, they would notify the City Administrator who would offer to put the item on a future discussion, most likely at a work session. During discussion of a specific scheduled item a Councilmember may request that a related topic be discussed at a future meeting as well.
Maplewood	Most workshop and Council agenda items are a result of applications and general operations of the City, however, we do have a fixed agenda item and time during Council meetings called Council calendar update to gather topics of interest to Council. The City Manager goes over upcoming agenda topics, reviews the progress of past topics not yet concluded, and gives time for Council to bring up topics which they would like to discuss or have staff research. Sometimes this item is discussed at the meeting as it is a quick question staff can answer. If it is a larger topic and there is Council consensus, the topic is added to an ongoing list of topics of concern or interest. These topics may have been brought up outside of the meeting but this is the time which full council interest is determined to most efficiently use staff resources. If consensus is not reached, the item is not added. The attached report is provided with the packet for items.
Minnetonka	In practice, the City Manager sets the regular meeting agenda and Council has the opportunity to bring items up at study sessions, per the attached Policy 1.5. Section 1.5 applies the most

	and Councilmembers are steered to this section when they want to discuss items of particular interest.
Mounds View	For internal process we utilize only one common agenda that can be open by one person at a time and items include only routine or in-the process items such as budget, strategic plan, planning items; only directors can add to the agendas. It's very rare a Councilmember adds an item and it is usually something more ceremonial and is nothing of substance in order to allow staff to research first. Council reports at end of each meeting on topics for future scheduling but no one Councilmember can add, there needs to be consensus/direction. City Administrator will get input Directors and sometimes Mayor on topics to include on a workshop agenda. Two or more Councilmembers can request a topic be added to a workshop agenda and Council reviewed the full workshop topic list at each meeting to allow for changes in timing, time spent, and priorities but is done by consensus. Workshops are held once per month with the goal of the meeting lasting no more than 3 hours.
Plymouth	Similar to other cities, Council can add items to the agenda during the meeting when agenda is approved but no formal action is taken on items added to the agenda. Typically hold study sessions before every regular meeting. The last agenda item during the study session is to set future study sessions. During this time, Council has the opportunity to bring up ideas for future discussion at either an upcoming study session or regular council meeting. If three Council members agree this is something worth discussing, staff adds it to a future agenda.
Ramsey	We have an informal policy that changes to the agenda need to be requested by Monday at noon for a Tuesday Council meeting. As far as adding new items to the any agenda, we have always had two Councilmembers bring forward a new item, one to motion and the other to second to get an item added ahead of time, the same applies to adding items during the meeting. Any individual Councilmember can request that an item gets moved from Consent to the regular agenda. The City Administrator requests that changes to an agenda occur no later than noon the day before the meeting to allow time to republish the agenda and give other Councilmembers a chance to review these changes. We also request that Council notify the Administrator/staff of any questions in advance to allow for time to research before the

	meeting as having information available for the meeting will allow Council to make decisions in a timely manner and minimize the need to postpone items.
Roseville	We amended our Rules of Procedure to include the process so it is more formalized (attached). If a Councilmember wants to discuss an item they bring it up at the end of the meeting and it is placed on the next meeting agenda for a vote on whether or not to have a discussion on the topic. If a Councilmember initiates an item for discussion, they would provide any documentation/report/etc. to be included in the next meeting materials, which has helped eliminate staff doing a lot of work in the event the full Council decides the topic is not going to move forward. Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows: 1. A Councilmember may, at a council meeting, request that an item be placed on a future council agenda, or; 2. A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, no later than noon of the Wednesday preceding the council meeting. An agenda item submitted per 1 or 2 above will be included on the agenda for the next council meeting under the heading "Council Direction on Councilmember Initiated Agenda Items" at which time the Council, on consideration of any preliminary material provided by the initiating Councilmember for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or; Additionally, a Councilmember may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers present.

St. Louis Park	1. Use request form for study session topics. 2. Use follow up staff analysis template. The analysis is given back to the requesting Councilmember so they can decide whether they want to pursue the discussion with their colleagues and includes factors such as impacts, cost, staffing, capacity, other affected agencies, pending policy discussions, timeline, alignment with strategic priorities. 3. Updated Council norms/protocols (attached)
Woodbury	See attached

DEFINITIONS AND EXPLANATIONS OF CITY COUNCIL ORDER OF BUSINESS
Addendum to Resolution 23-2

The items contained in the formally adopted order of business for the Coon Rapids City Council shall have the meanings commonly associated therewith unless otherwise defined or explained herein.

1. ADOPTION OF AGENDA: This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions or changes to the proposed agenda. After an agenda has been formally adopted, any change thereto shall require a two-thirds (2/3) vote of all members present.

2. CONSENT/ INFORMATIONAL ITEMS: Consent items are those business items which must be acted upon by the City Council, but which are routine and generally do not require any discussion or debate. Informational items do not require formal action and are provided as an update or comment to an item of interest to the Council. The City Manager is authorized to prepare a list of consent items, but any Councilmember or the Mayor may request that a particular consent item be removed from the consent list and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.

3. PUBLIC HEARINGS: The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.

4. OPEN MIC: This order of business provides a time for members of the public to approach the Council and comment, ask questions, present a concern or make a statement specifically relating to City business that is not already on the agenda for that meeting. Each speaker will be limited to three minutes and will be informed by the Mayor when their time is concluded. The Mayor will advise the audience of the time limit when introducing the Open Mic portion of the meeting. The speaker will be asked to come to the podium set up for that purpose, state his or her name and address, and give his or her statement, question or concern. Councilmembers may speak briefly to an Open Mic item for the purposes of asking for clarification, providing additional, pertinent information, or responding to questions raised by the speaker or another Councilmember. The Mayor will explain to the speaker that the statement, question or concern will be referred to the City staff for review and then a report will be sent to the speaker prior to the next regularly scheduled Council meeting. It is recognized that not all issues may be resolved at or prior to the next Council meeting, but the speaker will be informed of the progress on the issue prior to the next meeting. Staff will draft a response to be submitted as part of the next City Council Agenda. The speaker will be provided a copy of the report and any subsequent reports until the matter is resolved. Speakers are prohibited from engaging in personal attacks on Councilmembers, staff, or member of the public. Should this occur, the presiding officer will inform the speaker his/her opportunity to address Council has been relinquished and the person must leave the podium.

5. OTHER COUNCIL BUSINESS: This order of business provides an opportunity

for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to, such items as questions or concerns of Councilmembers, questions or concerns that have been expressed to Councilmembers by citizens and suggestions by Councilmembers for future workshops which will be scheduled upon consensus of the Council.

Items may be placed on or removed from an agenda by any Councilmember in accordance with the following procedures:

A. PLACEMENT OF ITEMS ON AN AGENDA. Any Councilmember may have an item placed on a meeting agenda up until the time the agenda is formally adopted at the Council meeting. Thereafter additions to the agenda will be permitted only upon a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

Items submitted by the Wednesday preceding a regular Council meeting will be included in the original printing of the agenda. Thereafter, items requested by Councilmembers will be included in the recommended additions, deletions and amendments distributed at the Council meeting.

B. REMOVAL OF ITEMS FROM AN AGENDA. Any Councilmember who has placed an item on an agenda will be given the courtesy to remove that item from the agenda at any time prior to the formal adoption of the agenda. Thereafter an item may be removed from the agenda with a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

If an item which was placed on an agenda is deleted at the originator's request prior to the meeting, the City Manager will advise the Council as part of the additional agenda materials provided prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by the originator of the item or by any other Councilmember.

Any Councilmember who has placed an item on an agenda, who will be absent from a meeting, may have that item on that meeting's proposed agenda removed or postponed by notifying the Mayor or the City Manager no later than 3:00 p.m. on the day of the scheduled meeting.

However, if the item has been placed on the agenda by another Councilmember, then it can be removed or postponed only with the concurrence of that Councilmember.

Adopted by the Coon Rapids City Council this 3rd day of January, 2023.

_____
Jerry Koch, Mayor

ATTEST:

_____
Joan Lenzmeier, City Clerk

St. Louis Park
MINNESOTA
Experience LIFE in the Park.

St. Louis Park City Council norms

DO:

- Assume good intentions
- Agree to disagree
- Pay attention to each other; listen
- Accept the vote once taken and support implementation. *(Suggested response: "I accept the body's decision, even though I didn't vote for it.")*
- Make sure everyone has opportunity to speak
- Be respectful, open and honest
- Exercise humility
- Seek opportunities to make/build connections with each other
- Address problems with other council members in a timely and constructive manner
- Accept the decisions of other council members
- Focus discussions on policy
- Check self in adherence to norms; practice self-regulation

DON'T:

- Have side conversations
- Personalize policy disagreements, or take offense to what someone says as their truth
- Get stuck when you disagree with an outcome

Accountability to norms

- Exercise caution calling each other out in public
- Identify/own your feelings and needs when speaking up
    - Say "I'm not feeling heard" or "I'm feeling we are not able to agree to disagree"
- Address issues/concerns one on one or with an intermediary

Guidance for council/staff interactions

- **DO** strive to request only information you need to make the decision at hand
- **DON'T** re-litigate points with staff during implementation

Established January 27, 2022; updated May 9, 2022; updated March 9, 2023

St. Louis Park
MINNESOTA

Experience LIFE in the Park

Council protocols for key situations

Titles

- During *council meetings*, council addresses each other using titles (for example, Mayor Spano)
- During *study sessions*, council uses first names.
- Staff uses council titles in public communications with council; council uses first names for staff.

Public discussions

- Council wants more organic and free-flowing discussion; the mayor is responsible for facilitating this.
- Mayor will generally speak last in council meetings but will participate more flexibly in study sessions.

Ward considerations

- For issues specific to a ward, the impacted ward member speaks first and make(s) the motion unless they decline to do so.

Recusals

- Council members should recuse themselves from an issue as soon as a conflict is reasonably apparent or identified, and no later than before a vote.
- Once a council member has recused themselves from an issue, they should not work on the issue with staff or speak on it as a council member.
- When a vote happens, they may elect to sit at or leave the dais and may choose to leave the room during the discussion.
- They also may only speak to staff or other council about the topic on the same basis as any other member of the public.

Connections

- Council will have recurring dinner connections on the first Monday of each month. There may be additional after-councilmeeting connection points.

Spokesperson

- In general, the mayor represents the council to the media on issues of "why" and staff work with media on the "how."
- Council may represent themselves on issues they feel strongly about, making it clear they don't speak for the city council.
- As a general rule, council should always notify staff of media requests and/or appearances to avoid surprises.

Emails

- When a member of the public sends an email to multiple council or staff, the impacted ward member takes the lead (or mayor if not a ward issue).
- Suggestion is for the ward member to "reply all" to say, "Thanks for your message, I'll reach out separately to avoid any open meeting law conflicts."
- The group will give the mayor or ward member 24 hours to respond.
- It's okay for council members to reply directly to senders to acknowledge the message.
- Staff is also available to assist with crafting responses.

CITY OF Woodbury COUNCIL DIRECTIVE	Adopted: 2001 Revised: 6-13-12, 5-13-15, 11-30-16, 8-22-18, 8-10-22, 12-14-22	Number: CD-COUNCIL-2.5
	Mayor:	City Administrator:
	For: City Council	
	Subject: City Council Roles and Guidelines	

Purpose

The purpose of the document is to outline the main roles, duties, and authority of the City Council (Council). This document also establishes general guidelines for decorum of Council as to proper procedure during meetings, best practices to represent Council and the community and other state and local laws that apply.

Section 1 Roles/Responsibilities

1.01 The five-Member City Council is the chief governing body of the City whose responsibility it is to see that the City is properly exercising its functions, fulfilling the duties law imposes, overseeing the organization's financial affairs and selecting the City Administrator, and not exercising powers which it does not legally possess.

1.02 Mayoral Role: According to MN Statute 412.191 the Mayor is a full Member of the Council in addition to:

a. Being the official head of the City.
b. Execute official documents.
c. Represent the City ceremoniously.
d. Act as presiding officer of meetings.
e. Work closely with the City Administrator to move City Council goals forward, anticipate issues on the horizon, and manages the action of Council meetings.

1.03 Mayor Pro Tem Role: The Mayor shall appoint the Mayor Pro Tem, with the approval of the Council. The Mayor Pro Tem shall act in place of the Mayor in the absence or disability of the Mayor.

1.04 The City Council, as a body, has the following major areas of authority and responsibility. These are:

a. Selecting the City Administrator.
b. Focusing on policy and outcomes ensuring that the strategic direction leads the City to the desired outcome.
c. Setting and interpreting rules governing its own proceedings.
d. Exercising the policy level statutory powers reserved for Councils of statutory cities.

e. Legislating for the City.
f. Directing the enforcement of City ordinances.
g. Overseeing the City's financial operations and adopting the annual budget.
h. Appointing Members of boards, commissions, committees, chairs, vice chairs and task forces conducting the City's inner and regional governmental affairs.
i. Protecting the general health, welfare and safety of the City and its inhabitants.
j. Serving as the Economic Development Authority (EDA) and the Housing and Redevelopment Authority (HRA).
k. Providing community leadership and vision.

1.05 The most important single responsibility of individual Council Members is participation and voting at City Council meetings and workshops. As individuals, Council Members have no individual administrative authority; they cannot direct staff or otherwise supervise City employees unless the Council, as a majority, specifically directs them to do so. Staff's respective duties are to Council as an entity.

1.06 No one Council Member has any right to privileged information, or the direction of staff analysis, research or action apart from the group. As a Council, however, Council Members should devote their official time to issues of basic policy and to act as liaisons between the City and the general public. Council Members should be concerned, not only with the conduct of current affairs, but also with the future development and welfare of the City.

Section 2 Affirmation of Expectations

2.01 The Council seeks to establish commonly held expectations and to clarify roles and procedures to further Council and staff effectiveness. These various initiatives are to not suppress the dynamic engagement which is so valuable to policy development. The Council is committed to a set of behavioral expectations, intended to create a high level of trust, creativity, and productivity. These include:

a. Staying focused on top priority and strategic goals, rather than becoming reactive.
b. Engaging in proactive, on-going communication which avoids unnecessary surprises.
c. Seeking common ground and coming together, avoiding the fueling of controversy or anxiety.
d. Focusing on others' actions and avoiding speculation about their intentions.
e. Building trust by being transparent, ethical, and acting with integrity.
f. Engaging in and encouraging direct communication.
g. Maintaining confidentiality of all closed session materials and discussion.
h. Assuming good intentions and being curious about others' interests.
i. Respecting all citizens and all Members.
j. Reading packets ahead of time and, when possible, providing the City Administrator advance notice about questions for staff before the meeting.
k. Participating in all issues, not just select matters of personal interest.
l. Voting after Council discussion and accepting the decision.
m. Debating and disagreeing, without fighting and with keeping it to the issue at hand.

n. Remembering that Council makes policy and sets direction, and staff manages the operations and implements Council actions.

Section 3 Meetings, Trainings, Activities and Events

3.01 There are also expected activity levels of Council Members in addition to attending additional meetings, training, activities and events as part of the fulfillment of their duties. Some of these are:

a. City Council Orientation: Setting the information foundation of a Council Member is important. Therefore, for each new Council Member, a detailed orientation plan should be completed and fulfilled within the first year of office.
b. City Council Meetings: Council Members are expected to be present and on time at all noticed meetings of the City Council. Absences from Council meetings should be identified as soon in advance as possible and communicated to the City Administrator to assure a quorum and necessary voting numbers are present for any given action before the Council.
c. Council Liaison: Each Council Member will be assigned meetings through the year that they are expected to attend on behalf of the City Council. Information from these meetings that might be of interest to the other Council Members should be reported at the end of the monthly City Council workshop meetings under "Mayor and City Council Comments and Commission Liaison Updates."
d. Council Member attendance or participation in non-Council-meetings: Council Members may choose to attend organized events such as planning commission meetings, parks and natural resources commission, project neighborhood meetings, public hearings, etc. related to issues that may later come before the City Council as a whole. Council Members choosing to attend such meetings should only be passive observers rather than active participants, and should refrain from providing input, voicing opinions about the topics of the meetings, or even participating in required and noticed public hearings that are occurring per statutory processes. Participation by City Council members at these types of official City meetings intended for the public present risk of bias and prejudgment and creating unlawful interference with the quasi-judicial duties of the City Council.
f. Additional Meetings: There are a number of meetings outside the normal meeting schedule that is important for Council Members to attend. Some of them are:
    1. City Council/Advisory Commission Kick-off event
    2. Groundbreaking and grand openings of City facilities
    3. Joint meetings with other public entities
    4. One-on-one meetings with the City Administrator as established
    5. Development Tour
    6. Emergency Management Training

Section 4 Agendas

4.01 Council agendas shall be established by the City Administrator or designee. Future agenda items requested by a Council Member shall be discussed during a regular and/or workshop meeting and will be determined by the majority of the Council.

4.02 Council Members are encouraged to submit any questions on agenda items to the City Administrator and Assistant City Administrator by noon, the day before the meeting for items they wish staff to respond to ahead of the meeting. Questions not needing a response ahead of the meeting but that the Council Member may raise at the meeting should be provided to the City Administrator and Assistant City Administrator by the end of the day before the meeting so staff can be prepared to answer at the meeting.

4.03 Council Members who wish to pull a consent agenda item to discussion should notify the City Administrator and Assistant City Administrator no later than the end of the day before the meeting so the other Members can be informed of this as well.

4.04 In order to focus the meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be at the Council meeting rather than administrative details. Any clarifications or technical questions that can be readily answered should be handled before the meeting.

Section 5 Working with Advisory Commissions, Boards, Task Forces

5.01 As set forth in the Woodbury City Code Chapter 2, Article VIII Boards and Commissions and Chapter 17, Article II Planning and Zoning Commission are established by the City Council and serve as advisory to the Council. Specific roles are:

a. Advise the City Council in the creation and evolution of City policies and procedures.
b. Facilitate public participation in order to fully develop a recommendation to the City Council.

Section 6 Non-Participation in Administration

6.01 The City Council has an important oversight and fiduciary responsibility and must develop processes to ensure accountability. Central to an understanding of the role of Council Members is a confirmation of an appropriate relationship with staff. Members of the Council shall refrain from becoming directly involved in the administrative activities of the City and shall not intrude into those areas that are exclusively the responsibility of staff. Individual Council Members may not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of a majority of the Council. An individual Council Member shall not give direction or orders to any staff Member.

6.02 The Council shall work with City staff through the City Administrator or designee. The City Administrator may choose to establish formal or informal norms for routine Council or Commissioner to staff interaction.

Section 7 Communication

7.01 E-mails

a. All e-mails sent through the City server shall be saved per the City's data retention policies. Each Council Member shall be assigned a unique City e-mail address for City-related e-mail communication. E-mails to Council Members from the public should be done through the Council@woodburymn.gov, which will be shared with all Members of the Council.
b. It is strongly advised for Council Members to exclusively use this address for their City business e-mails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request.
c. Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. General electronic communications related to the specific functions of the City Clerk (i.e. scheduling of meetings, record retention, data practices, research, etc.) and the Communications Manager (i.e. composing of various items such as articles for the newsletter, press releases, and general correspondence) following positions, may be directly e-mailed, copying the City Administrator.
d. Council Member communications may not copy any Council Member in their correspondence, nor should e-mail messages be forwarded on from one Member to another so as to create a "walking quorum."
e. On legislative matters before the Council, Council Members should have the same information with which to make decisions. The City Administrator, or designee, will copy all Council Members concerning staff responses to any inquiries, questions or comments by Council Members on agenda items.

7.02 Written correspondence

a. The City Clerk or assigned staff shall open up incoming mail for the Mayor and Council Members (unless it is labeled personal and confidential) and disseminate these materials.
b. Council Members agree to this practice, thus recognizing the public nature of this correspondence. The City Clerk or assigned staff is authorized to provide copies of Council Members' correspondence to pertinent staff Members. General correspondence addressed to Council Members shall be opened and distributed to all Council Members as appropriate.

7.03 Text messages/social media correspondence

All electronic communications from Council to staff or from Council to the public should utilize a City issued address.

7.04 City Logo, Insignia and Brand

Council Members can only use for City business and not for political or personal purposes.

7.05 Interviews with the press

Prior to interviews with the press, Council Members will inform the City Administrator or designee to coordinate message points.

7.06 Speaking for the City

a. When Council Members are requested to speak to groups or are asked for the City Council's position on an issue (verbal or written), the response should reflect the position of the City Council as a whole.
b. A Council Member may clarify his/her vote on a matter by stating, for example, "While I voted against X, the City Council voted in support of it."
c. When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the City Council's position rather than that of an individual Member.

Section 8 General Meeting Guidelines

8.01 During meetings, Council Members shall preserve order and decorum and shall obey the rules of the governing body. Governing bodies are expected to conduct meetings implementing Robert's Rules of Order (11th edition). Discussions shall be conducted in an orderly fashion. Private conversation between Council Members during meetings is inappropriate. Council Members also should not privately communicate with any Member of the public, including other governing body Council Members and staff via electronic means, during a public meeting. As much as possible, or practical, Council Members should provide City staff questions in advance of a meeting that may entail research and preparation for items on the forthcoming agenda.

8.02 A Council Member once recognized, shall not be interrupted while speaking unless called to order by the Mayor or Mayor Pro Tem, or the speaker chooses to yield to questions from another Council Member. All Council Members shall accord the utmost courtesy to each other, to City employees and to the public appearing before the body. Council Members shall also refrain at all times from rude and derogatory remarks. Council Members shall confine their remarks to the issues before the body and shall not attempt to revisit or reopen issues already addressed and settled with one exception: a Member of the prevailing side on an issue may move for formal reconsideration of that issue.

8.03 Citizens and staff attending meetings shall also observe the same rules of propriety, decorum and good conduct applicable to Council Members. Any person making personal, impertinent, or slanderous remarks or anyone who becomes boisterous while addressing the body or while attending the meeting shall be asked by the Mayor/Pro Tem to conduct themselves properly, and if they fail to do so shall be asked to leave the room.

8.04 If the governing body conducts public hearings, Council Members shall not express their views on a proposal until after a public hearing is closed. Council Members' comments and questions shall not suggest a position. After a public hearing is closed, Council

Members shall be invited to discuss their views on the proposal. Council Members shall apply City Council Roles and Guidelines to achieve win-win solutions whenever possible.

8.05 Outside of deliberations, it is a Council Member's responsibility to present views and recommendations representing the governing body as a whole. Council Members expressing views not represented by the majority of the body shall identify them as such.

8.06 Public statements shall not include promises that may be construed to be binding on the City, governing body or staff. Council Members shall follow the guidelines on electronic communications CD-COUNCIL-2.7.

8.07 Public officials and representatives on governing bodies shall follow Minnesota State Statute 10A.07 Conflicts of Interest and Minnesota State Statute 10A.09 Statements of Economic Interest.

8.08 The success or failure of a governing body's efforts may be dependent upon the degree of cooperation evident among the individual Council Members of the body; therefore, Members shall work to establish a good relationship with each other. Each Council Member shall keep in mind these important points:

a. Show respect for another's viewpoint.
b. Allow others adequate time to fully present their views before making comments.
c. Be open and honest.
d. Make new Members feel welcome and help them become acquainted with their duties.
e. Confine comment to the current issue or policy, not to the person who made other comments.
f. Refrain from speaking a second time until everyone has spoken a first time.
g. No verbal attacks of other Members.
h. No side conversations.
i. Pay attention (avoid use of any personal technology devices).
j. Speak directly and openly to one another.
k. Support Council decisions.

8.09 Council Members shall not vote on, nor participate in the discussion of, issues in regard to which the Council Member has a conflict of interest. Conflict of interest is generally defined as having a personal financial interest in the outcome. Further information can be obtained from the City Attorney by contacting the City Administrator. If a Council Member intends to abstain from a vote for what the Council Member deems a conflict of interest, then that Council Member may not participate in the discussion either. If the item from which the Council Member abstains ends up getting tabled or postponed, the Council Member should know they should not participate in the future discussion of or vote on that tabled or postponed issue.

8.10 Council Members are also expected to consider issues in terms of the good of the City as a whole and should, as much as possible, be perceived as considering issues on this basis. To this end, Council Members are requested to publicly disclose any relationships to

parties involved in an issue or possible perceived conflicts which might be viewed as impacting their ability to objectively consider an issue before them.

Section 9 Requests for Information/Analysis

9.01 City Council requests for information should be made through the City Administrator, according to protocol for channeling communications. Any request that requires a significant amount of staff time to research a problem or prepare a response may be referred to the full Council for direction to ensure that staff resources are allocated in accordance with overall Council priorities.

Section 10 Conflicts of Interest and Recusal from Voting

10.01 State laws regarding ethics and conflicts of interest are some of the most important for a local official to be aware of and follow. Below are several areas of conflict that may lead to a Council Member recusing themselves from participating and voting on a matter before them:

10.02 Financial Interest

a. Generally, state law prohibits public officers from having a direct financial interest in or gain a personal financial benefit from a sale, lease, or contract in front of Council and in which they are authorized to participate in their official capacity.
b. Officials should disclose his or her interest at the earliest state, and abstain from voting or deliberating on any matter in which he or she has a financial interest. To help determine if a conflict exists, consider the:

- Nature of the decision being made
- Nature of the financial interest
- Effect of the individual interest on the outcome of the decision by Council

10.03 Incompatible Offices

State law provides guidance on incompatible positions. For example, no Council Member may also work as a "fulltime, permanent" City employee. City official concerned about potential incompatible offices should consult with their staff liaison who may refer the official to the City Administrator, who then, in turn, may consult with the City Attorney.

10.04 Personal Interest

a. Another conflict of interest situation may occur when the official's own personal interest is so distinct from the public interest that the Member cannot be expected to represent the public interest fairly in deciding the matter. Some common areas are planning and zoning issues, public improvements, special assignments, licenses, land purchases and vacation of streets. Some other areas may include interests arising out of church Memberships, family associations and club Memberships.
b. City officials concerned about potential conflicts of interest should:

1. Consult with their staff liaison ahead of the meeting. The staff liaison may refer the official to the City Administrator, who in turn may turn the matter to the City Attorney as necessary.
2. Identify and disclose the conflict as early as possibly (orally and in writing), preferably ahead of the meeting.
3. When the particular agenda item in which there is a conflict of interest is about to commence, orally identify that the official will not be participating or voting on the matter due to a conflict of interest.
4. Not speak during this segment of the agenda.
5. When possible, leave the dais when the governing body is discussing the matter.

Section 11 Discrimination

11.01 It is the policy of the City to ensure equal opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or gender expression, disability, age, marital status, familial status, or status with regard to public assistance or any other characteristic protected by law. The City prohibits any such discrimination or harassment. Members of a governing body must adhere to this policy as well as City policies regarding non-discrimination, harassment or inappropriate behavior.

Section 12 Gifts

12.01 All local officials in the State of Minnesota are required to adhere to Minnesota Statute 471.895.

12.02 Non-adherence to these guidelines may be subject to review by the City Council.

Section 13 Social Media

13.01 Council Members should not use official City social media sites for campaigning purposes.

13.02 Council Members shall not post comments or links on City social media sites to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official's campaign site.

13.03 All comments related to campaigns or political issues posted during an election season on City social media sites by anyone who has filed for office will be removed.

13.04 When using any social media, Council Members should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between a quorum or more of elected officials should be strictly avoided.

13.05 Council Members should not use social media as a mechanism for conducting official City business other than to informally communicate with the public.

13.06 Other than their personal social media, Council Members should reveal that they are elected officials for the City if/when posting and be honest, straightforward and respectful.

13.07 When using any social media, Council Members should be sure that their efforts to be honest does not result in sharing non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.

13.08 Council Members should add value to any social media discussion by staying focused on the issue.

13.09 To help prevent errors, Council Members should consider not posting official information (e.g., incorrect information about a new City ordinance) about the City as it could create liability issues.

13.10 If a Council Member makes a mistake on any of their City official social media sites or in a post on City social media, it should be corrected as soon as the official is made aware of the error. Corrections should be upfront and as timely as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with "Fixed link" or "Fact correction" prior to the correction.

13.11 Council Members who are contacted by the media on a topic of official City business should follow City media relations/communications protocols.

13.12 For additional guidance when dealing with social media, Council Members should refer to the AD-ADMIN-1.44 Social Media Use Policy Administrative Directive and CD-COUNCIL-2.7 City Council Electronic Communications Council Directive

Section 14 City Council Re-Election Best Practices

14.01 Council Members may not use official authority or influence to compel a person to apply for a Membership in or become a Member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.

14.02 A political subdivision may not impose or enforce additional limitations on the political activities of its employees (MS.211B.09).

14.03 Council Members should make best efforts to inform the City Clerk as to their attendance at events in which he or she is campaigning. In accordance with the Open Meeting Law, the City Clerk shall post notice in those instances when the City Clerk has been made aware that a quorum or more of Members will be present.

14.04 Council Members who attend a meeting or event and were not aware that other Members would be attendance should not talk about anything that has to do with official City business and may want to avoid congregating together.

Section 15 Data Requests and Litigation

15.01 In accordance with the Minnesota Government Data Practices Act (MGDPA) (Minnesota Statute Chapter 13), records (i.e., notes, correspondence, etc.) created by a local official on a particular subject, as part of a local official's duties, are government data and are subject to request for review and/or copying pursuant to the MGDPA.

15.02 If a government data request is received for correspondence related to a particular subject, the City must identify and produce relevant documents available which includes the local official's records.

15.03 These records may be subject to disclosure during the discovery phase of litigation. Attorneys representing the City are responsible for assisting staff with identifying records requested through the discovery process.

Resolution Adopting CD-COUNCIL-2.5 City Council and Advisory Commission Roles and Guidelines

Resolution No. 12-79
Resolution No. 15-91
Resolution No. 16-193
Resolution No. 18-136
Resolution No. 22-161
Resolution No. 22-263 (renaming and revising directive)

CITY COUNCIL

RULES OF PROCEDURE

Updated March 2, 2020

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RULES OF PROCEDURE

The purpose of these rules is to provide guidelines for the conduct of the public business by or on behalf of the City Council. Non-compliance with or violation of any provision will not affect the validity of any action taken, unless otherwise specifically provided by law.

1. MEETINGS

1.1 Regular Meetings

The city council of the City of Minnetonka will hold meetings in the council chambers of the community center, 14600 Minnetonka Boulevard, Minnetonka, Minnesota, according to a schedule adopted annually by resolution no later than the first official meeting held in each year. No meeting will be held on a legal holiday, but a regular meeting may be held at the same hour on the next succeeding day that is not a holiday.

1.2 Adjourned Meetings

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 Special Meetings

Special meetings may be called by the mayor or any three members of the council, upon at least three days written notice to each member of the council. Notice must be delivered in person or electronically to each member.

1.4 Emergency Meetings

Emergency meetings may only be called by the mayor or any three members of the council upon at least four hours notice to each member of the council either in writing or by telephone.

1.5 Study Sessions

Members of the council will meet in study sessions according to the annual meeting schedule adopted by the council. The purpose of a study session is to give the city council and city staff the opportunity to study and discuss policy matters in greater detail in a less formal environment than a regular meeting. The council may provide direction to staff but does not take formal action on business matters at study sessions. When allowed by law and these rules, the council may vote to go into closed session at a study session. Individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. Public comment will not be allowed except as determined appropriate by the mayor.

1.6 Notice of Meetings

Notice of all regular meetings, regular study sessions, and special and emergency meetings must be consistently posted in a location designated by the city clerk.

1.7 Cancellation of Meetings

Meetings may be canceled by the mayor because of insufficient agenda items, lack of a quorum, inclement weather, and/or other similar reasons. Except for inclement weather

and other emergency situations, council members must be notified in writing delivered to their homes, by electronic message, or by telephone at least four hours in advance. The mayor may not cancel two or more consecutive meetings without the concurrence of a majority of all council members, except in situations of inclement weather or other emergency.

1.8 Quorum

A majority of the council, excluding vacant seats, is sufficient to do business. A majority is more than half. For the purposes of these rules, a vacant seat is a position on the council that is currently unfilled; it does not mean a seat whose incumbent is merely absent.

1.9 Meetings to be Public

Study sessions and all regular, continued, special or emergency city council meetings must be open to the public, except that the council may hold executive sessions from which the public is excluded when permitted by state law. A decision to hold a closed session must be made upon a motion to that effect, approved by at least a majority of the members present and voting .

1.10 Minutes of Meetings

The city clerk or designee will take minutes of all council meetings. For closed sessions of the city council, the minutes will reflect: the time at which the closed session was convened; the reason(s) and statutory authority stated on the public record for closing the meeting; council members present or participating remotely in the closed session; other persons in attendance or participating remotely in the closed session, except to the extent that the identities of those persons is required by law to be protected; and the time at which the closed session adjourned.

2. AGENDA PREPARATION

2.1 Deadline for Agenda Items

Unless approved by the city manager, no item will be placed on a city council agenda unless the request has been made to the city manager by the second Friday preceding the meeting at which consideration is requested. The city manager may choose not to schedule items for a particular meeting when, in his or her opinion, other business to be considered at that meeting will likely consume the available time. This rule does not preclude amendment of the agenda as provided in Rule 3.4.

2.2 Delivery of the Agenda

The agenda will ordinarily be delivered in person or electronically to council members by the Friday before the Monday meeting to which it pertains.

The agenda and all supporting material classified as public will also be available to the general public within a reasonable time after it is delivered to the city council.

3. ORDER OF BUSINESS

3.1 Agenda

The order of business of each meeting will be as contained in the agenda prepared by the city manager. The agenda will be a listing of subjects which will be taken up for consideration. For regular meetings, the agenda will be organized in the following order:

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

Special Matters

Reports from the City Manager and Council Members

Citizens Wishing to Discuss Matters not on the Agenda

Bids and Purchases

Consent Agenda – Items Requiring Four Votes

Consent Agenda – Items Requiring Supermajority Vote

Introduction of Ordinances

Public Hearings and Related Matters

Other Business

Appointments

Adjournment

3.2 Items Out of Order

With majority consent of the council, the mayor may at any time allow an item to be considered out of the regular agenda order.

3.3 Roll Call

Before proceeding with the business of the council, the city clerk or designee will call the roll of the council members and record their attendance in the minutes. The order of roll call will rotate with each council member being called first every sixth meeting. The mayor will always be called last.

Council members will be noted in the minutes as being excused if they advised the city manager within a reasonable time in advance of their impending absence.

3.4 Agenda Amendments

Once the city manager has formalized and transmitted the agenda to the city council along with accompanying material, no items will be added or deleted before the council

meeting. A majority of the council may amend the agenda during “Approval of the Agenda,” except that an item may not be added to the agenda of a special or emergency meeting if the item was not included in the notice for the meeting.

3.5 Reports from the City Manager and Council Members

The city manager may report on upcoming events or matters of interest. Council members may report on recent or upcoming events or matters of interest.

3.6 Public Comments

During “Citizens Wishing to Discuss Matters not on the Agenda,” any person may address the council on a matter that pertains to city business and is not listed on the agenda.

Members of the public also are allowed the opportunity to comment during public hearings. For matters on the agenda that are not public hearings, the mayor has discretion whether to allow public comment.

All public comments ae subject to Rule 5.4 and Rule 6 of these Rules of Procedure.

3.7 Consent Agenda

The city manager will place routine and non-controversial items on the consent agenda. Except as noted below, these items may be approved by one blanket motion upon unanimous consent of the council members present. A council member or member of the audience may request that an item be removed from the consent agenda for separate consideration. A council member may abstain from voting on, or vote against, any consent agenda item without requesting its removal.

3.8 Introduction of Ordinances

Except for emergency ordinances, an ordinance must be considered by the city council at two regular meetings before adoption, and at least seven days must elapse between the two meetings. At the first meeting, the ordinance is introduced. The city council may discuss and/or refer the ordinance to an advisory board for review and public comment. The ordinance will be placed on a second meeting agenda for adoption.

3.9 Public Hearings

Generally, public hearings will be conducted in the following order:

Introduction of item

Staff report and recommendation

Questions of staff by council

Opening of the hearing by the mayor

Comments by applicant

Comments by the audience

Closing of the hearing

Questions by council

Discussion by council

Action by council

4. PRESIDING OFFICER

4.1 Presiding Officer

The mayor is the presiding officer at all meetings of the council. In the absence of the mayor, the acting mayor will preside. In the absence of both the mayor and acting mayor, the alternate acting mayor will preside. At its first regular meeting in January, the council, by a majority vote, will designate an acting mayor and an alternate acting mayor. A reference to the mayor in these rules also means the acting mayor, the alternate acting mayor, or other council member if the person is serving as the presiding officer in place of the mayor.

4.2 Call to Order

The mayor will call the council meeting to order. In the absence of the mayor, the acting mayor, and the alternate acting mayor, the meeting will be called to order by the city manager who will immediately call for the selection of a temporary presiding officer.

4.3 Participation of Mayor

The mayor may move, second, and debate from the chair, subject only to the same limitations of debate imposed on all council members. He or she is not deprived of any rights and privileges of a council member by reason of acting as presiding officer. However, the mayor is primarily responsible for the conduct of the meeting. If he or she desires to personally engage in extended debate on questions before the council, he or she should consider turning the chair over to another member.

4.4 Question to be Stated

The mayor must verbally restate each question immediately prior to calling for the vote, upon request from any council member. Following the vote, the mayor will verbally announce whether the question carried or was defeated. The mayor will also publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

4.5 Maintenance of Order

The mayor is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the mayor. All questions and remarks must be addressed to the mayor, or through the mayor to the appropriate council member, staff member, or other person in attendance.

4.6 Powers

The mayor has the following powers:

(a) to rule motions in or out of order, including any motion obviously offered for obstructive or dilatory purposes;

(b) to determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;

(c) to entertain and answer questions of parliamentary law or procedure;

(d) to call a brief recess at any time; and

(e) to adjourn in an emergency.

A decision under (a), (b), or (c) may be appealed to the council upon motion of any member. This motion is in order only immediately after the challenged decision is announced. The member making the motion need not be recognized by the mayor, and the motion may not be ruled out of order if it is made timely.

5. RULES, DECORUM, AND ORDER

5.1 Points of Order

The mayor will determine all points of order subject to the right of any member to appeal to the council. If any appeal is taken, the question will be, “Should the decision of the mayor by sustained?” A majority vote will govern and conclusively determine the question of order.

5.2 Decorum and Order – Council Members

a) A council member desiring to speak must address the mayor and upon recognition, must address only the question under debate.

b) A council member desiring to question the staff must address the question to the city manager or city attorney, in appropriate cases, who will respond to the inquiry or designate a staff member to do so.

c) A council member, once recognized, may be interrupted while speaking only if called to order by the mayor, a point of order is raised by another council member, or the speaker chooses to yield to questions from another council member.

d) A council member called to order while speaking must cease speaking immediately until the question of order is determined. If ruled to be in order, he or she may proceed. If ruled to be not in order, he or she must remain silent or alter his or her remarks so as to comply with rules of the council.

e) Council members must accord courtesy to each other, to city employees and to the public appearing before the council and must refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

f) A council member may move to require the mayor to enforce the rules. Upon the affirmative vote of a majority of the council, the mayor must do so.

5.3 Decorum and Order – Employees

Staff members must observe the same rules of procedure and decorum applicable to members of the council. The city manager must ensure that they observe such decorum. Any staff member, including the city manager, desiring to address the council or members of the public must first be recognized by the mayor. All remarks must be addressed to or through the mayor.

5.4 Decorum and Order – Public

Members of the public attending council meetings must observe the same rules of order and decorum applicable to the council. The mayor may order the removal of any person who makes inappropriate remarks or who becomes boisterous while addressing the council and bar that person from further audience with the council.

5.5 Enforcement of Decorum

The city manager must carry out the orders and instruction of the mayor for maintaining order and decorum in the council chambers.

5.6 Personal Privilege

The right of a member to address the council on a question of personal privilege is limited to cases in which his or her integrity, character, or motives are questioned or impugned.

5.7 Conflict of Interest

Any council member prevented from voting because of a conflict of interest, must refrain from debate and voting. That council member may choose to leave the council chambers during debate and voting on the Issue.

5.8 Limitation of Debate

A council member normally should speak only once on a subject until every other member choosing to speak has done so.

5.9 Dissents and Protests

A council member has the right to express dissent from or to protest any action of the council. A council member wishing to have the dissent or protest entered in the minutes should state so with language such as “I would like the minutes to show that I am opposed to this action for the following reasons:”

5.10 Procedures in Absence of Rules

In the absence of a rule to govern a point or procedure, Robert’s Rules of Order, Newly Revised, should be used as a guide.

5.11 Rulings of Mayor Final Unless Overruled

The mayor will decide all questions or interpretation of these rules, point of order or other questions of procedure, requiring ruling. Unless overridden or suspended by a majority vote of the members present and voting, a ruling is final and binding for purposes of the matter under consideration.

6. ADDRESSING THE COUNCIL

6.1 Manner of Addressing the Council

A member of the public desiring to address the council must proceed to the podium and wait to be recognized by the mayor. After being recognized, he or she must state his or her name and address for the record.

All remarks and questions must be addressed to the mayor and not to an individual council member, staff member or other person. Except as allowed by Rule 3.6 for comments on matters not on the agenda, all remarks must be limited to the agenda items under consideration. No person may enter into any discussion without being recognized by the mayor.

6.2 Addressing the Council after Motion is Made

After a motion has been made, or after a public hearing has been closed, no person may address the council without first securing permission from the mayor.

6.3 Limitations Regarding Public Comments and Reports

The mayor may limit or rule out of order a speaker who addresses the council on a topic that is currently before, or about to be submitted for consideration by, a city commission, board or other agency. If an appeal procedure is or was available, the mayor may not allow oral communication to the council outside that procedure. This rule is intended to ensure that a matter follows the appropriate process and that discussion takes place in the proper forum.

The mayor may establish reasonable limitations on public comment, including, but not limited to: limiting the total time available for public comment; establishing a per-speaker time limitation; and restricting speakers from speaking more than once. In establishing the time limits, the mayor may consider, among other things, the number of items on the agenda, the number of persons present desiring to speak on agenda items, and the number of previous meetings at which persons have had an opportunity to comment on the agenda item(s).

6.4 Written Correspondence

The city manager or designee is authorized to open and attend to all mail addressed to the mayor or council not marked “personal” and that appears to relate to city business. All administrative business in those communications that does not require council action may be disposed of between council meetings. A copy of any communication to the council must be sent to each council member weekly. Correspondence to the mayor or individual members not of general interest to the council should be forwarded to the person addressed.

A communication delivered to city hall relating to a matter pending, or to be brought before city council, must be included in the agenda packet for the meeting at which the item is to be considered. Letters of appeal from administrative or commission decisions must be processed under applicable ordinance provisions.

7. MOTIONS

7.1 Motions Out of Order

A member may make only one motion at a time. A substantive motion is out of order while another substantive motion is pending.

7.2 Division of Question

If the question contains two or more propositions, the mayor may, and upon request of a member must, divide the same.

7.3 Withdrawal of Motions

A motion may not be withdrawn by the mover without the consent of the person seconding it.

7.4 Precedence of Motions

When a motion is before the council, only procedural motions may be considered, in order of priority listed below. Unless otherwise noted, each motion listed below is debatable, may be amended, and requires a majority vote of those members present and voting for adoption.

7.5 Motion to Adjourn (not debatable)

A motion to adjourn is in order at any time except:

a) when made as an interruption of a member while speaking;

b) when discussion has ended, and vote on a motion is pending; and

c) while a vote is being taken.

7.6 Motion to Fix Hour of Adjournment

Unless otherwise agreed by at least a majority of the council, all meetings and study sessions of the council must be adjourned by 12:00 midnight. A motion to set a different, specific time at which to adjourn, is not debatable and not subject to amendment except by unanimous vote of all members present.

7.7 Motion to Suspend the Rules

A motion to suspend provisions of these rules may be approved only by a vote equal to at least two-thirds of the actual membership of the council, excluding any vacant seats.

7.8 Motion to Table

A motion to table is not debatable and precludes all amendments or debate of the subject under consideration. If the motion prevails, the matter may be “taken from the table” at any time prior to the end of the next regular meeting, unless the motion is to either table indefinitely or to a date certain. If the motion is to table indefinitely, the matter may not be rescheduled without at least majority approval of the council.

7.9 Motion to Limit or Terminate Discussion

A motion to limit or terminate discussion may be used to limit or close debate on, or prohibit further amendment to, the pending motion. It is not debatable. If the motion fails, debate must be reopened; if the motion passes, a vote must be taken on the pending motion.

7.10 Motion to Amend

A motion to amend is debatable only as to amendment. A motion to amend an amendment is in order, but a motion to amend an amendment to an amendment is not in order. An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter is not in order. A substitute motion on the same subject is acceptable, and voted on before a vote on the amendment. Amendments must be voted first, then the main motion as amended.

7.11 Motion to Continue

Motions to continue to a definite time are amendable and debatable as to propriety and time set.

7.12 Motion to Reconsider

A motion to reconsider action already taken must be made by a member who voted with the prevailing side, which is the majority side except that in the case of a tie, the “no’s” prevail. The motion must be at the meeting during which the original vote was taken, including any continuation of that meeting. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment. If a motion to reconsider is adopted, the prior action taken by the council is rescinded, and the matter is returned to the status that it had immediately before the prior vote was taken. The motion previously voted upon will once again be pending.

7.13 Motion to Rescind or Repeal

A motion to rescind or repeal action previously taken is appropriate when the time for reconsideration has expired. A motion is not in order if rescission or repeal of an action is forbidden by law. If a motion to rescind or repeal fails, no motion to rescind or repeal the same action is in order until 12 months have elapsed after the failed motion.

8. VOTING PROCEDURE

8.1 Voting Procedure

The vote on each motion will be taken by roll call and entered in the minutes. The order of voting will be rotated each meeting with the mayor voting last. The clerk will call the names of members seated. Members will respond "yes," "no," or "abstain."

8.2 Failure to Vote

Every council member present must vote unless disqualified for cause.

8.3 Adoption by Majority Vote

Unless state laws, city charter, city ordinances, or these rules require a different number of votes, council motions must be adopted by a majority of all members of the council then holding office who are able to vote on the matter, whether or not they are in attendance.

8.4 Failure to Achieve Required Votes

A matter that fails to achieve the required number of votes for passage, including a tie vote, is deemed denied. The council members voting in opposition must state their reasons for the record. A matter is not deemed denied if the council continues the matter to another council meeting, by a motion adopted by a majority of members present and voting.

9. AMENDMENT OF RULES

These rules may be amended at any regular meeting or at a special meeting that includes amendment of the rules as one of the stated items to be considered. Adoption of an amendment requires an affirmative vote equal to at least two-thirds of all members of the council, excluding vacant seats.

City Council Agenda Item 3.E
Meeting of July 24, 2023

Title:	August study session - topics and date
Report from:	Sarissa Falk, Executive Assistant
Submitted through:	Mike Funk, City Manager
Presenter:	Mike Funk, City Manager

Action Requested:	Affirm upcoming topics and date.

Summary Statement
This item is informational and is intended to provide the council with the upcoming study session agenda items and study session schedule.

Strategic Profile Relatability
Financial Strength & Operational Excellence

The study session work-plan enhances city operations by allowing council to discuss topics of priority and provide staff with directions.

Background
The Minnetonka city council is scheduled to hold a total of twice (12) study sessions in 2023. To maximize study session meetings, provide staff direction and focus on council priorities, council members ranked specific topics they expressed interest to review. At the Dec. 19, 2022 Study Session the city council reviewed these rankings, discussed priorities and provided direction to staff.

At the Jan. 30, 2023, regular council meeting the city council unanimously approved the 2023 Study Session Work plan. See attached. Staff committed that at each proceeding study session the topics for the upcoming study session will be provided.

Section 1.5 of the City Council Rules of Procedure states, individual council members may propose agenda items for future meetings at a study session, and the council may provide direction to the city staff regarding scheduling such matters. In essence, this document can be modified throughout the remainder of the year by a majority of council members.

Unless modified by the city council, the 2023 study session work plan agenda item for Aug. 14, 2023 is:
- 2024 budget discussion

Discussion Questions
Does the city council confirm upcoming topics and date?
Based on the request from two business owners at the July 17 city council meeting, does the city council want staff to research charitable gaming options? If yes, where does it fit in the list of priorities?

ATTACHMENTS:
2023 Study session work plan

2023 Council Study Session Work Plan

Quarter 1	
23-Jan	
	Board and Commission Interviews
	Sales and/or Lodging Tax
	Study session work plan
06-Feb	
	Housing updates (pathways and homelessness)
	Review and Update Council Policy & Rules of Procedure (1.3, 2.7)
	2023 Community Survey questions review
20-Mar	
	Council compensation
	Director presentations
	Overview of recreation programming
Quarter 2	
24-Apr	
	Public Safety master plan
	Buckthorn Pilot pick-up program
15-May	
	2024 Kick-Off Budget discussion
	New Commission structure (DEI)
	Concept Plan review process
12-Jun	
	2024 CIP/EIP
	Transit Orientated Development
19-Jul	Boards & Commissions dinner
24-Jul	
	Housing update
	Business programs update
	Police and Fire Master Plan implementation discussion
Quarter 3	
21-Aug	
	2024 budget discussion
31-Aug	Joint City Council, EDAC and Planning Commission Meeting
06-Sep	

	Joint City Council and Park Board Study Session and Tour
	Dog Park/Leash policy (start w/Park Board)
11-Sep	
	Storm water management fees
	Zoning - density (community development project)
23-Oct	
	Storage of garbage/recycling containers
	On-street parking regulations/enforcement
20-Nov	
	2024 Enterprise budget discussion
	2024 budget discussion
11-Dec	
	2024 Strategic Profile Action Steps
	2024 Study Session Work plan
	2024 Legislative Breakfast - confirm priorities
	2024 annual appointments

* No Mow May- Sustainability Commission to regular council meeting

Revised January 10, 2022

Roseville City Council and Advisory Commission Rules of Procedure

Rules Pertaining to Both the City Council and Commissions:

Rule 1 Rosenberg's Rules of Order

The City adopts Rosenberg's Rules of Order for all meetings.

Rule 2 Electronic and/or Paper Agenda Packets

In an effort to reduce the amount of paper generated, documents will be made available electronically, when feasible.

Rule 3 Public Comment

The City will receive public comment at meetings in accordance with the following guidelines:

a. Public Comment at the beginning of a meeting and not pertaining to an agenda item is for the purpose of allowing the public the opportunity to express their viewpoints about policy issues facing their City government. Comments will be limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.

b. Public Comment pertaining to agenda items is for the purpose of allowing any member of the public an opportunity to provide input on that item. These public comments will generally be received after the staff presentation on that agenda item and before discussion and deliberation. These public comments are also limited to 3 minutes per speaker or a different amount of time at the discretion of the chair.

c. Members of the public are always free, and encouraged, to reduce to writing their comments about city business and to submit written comments before, during, or after a meeting.

d. Signs may be held and displayed during meetings but only at the back of the Council Chambers so that the view of the seated audience is not obstructed.

e. Public comment, like staff and Council or commission member comments, will pertain to the merits of an issue; personal attacks will be ruled out of order.

f. The Mayor or presiding officer may make special time-length arrangements for speakers representing a group.

Rule 4 Issue and Meeting Curfew

The City recognizes that meetings are for the benefit of the citizens of Roseville, so meetings should end by 9:00 p.m. At 10 p.m., meetings may be extended upon the majority vote of the City Council or commission members present, but at no time will a meeting run past 11:00 p.m. If business remains on the agenda, the Council or commission may continue the meeting to a future date or table such items until the next meeting, if needed.

Rule 5 Recording of Meetings

Except for closed executive sessions authorized under state law, all meetings of the City Council and commissions shall be shown live when technically possible and recorded in their entirety for replaying on the municipal cable channel and for web streaming except when the City Council directs by motion otherwise.

Rule 6 Suspension of Rules

Pursuant to Rosenberg's Rules of Order, these Rules may be suspended in specific situations upon a 2/3s vote of the members present.

Rule 7 Effective Date

These Rules shall become effective upon adoption by a majority of the City Council and shall remain in effect until amended or repealed by subsequent vote of the Council.

Rules Pertaining to the City Council Only

Rule 8 Timing of Council Packet Formation and Delivery

Every effort will be made to send draft agendas and supporting documents to Councilmembers ten days in advance of an item appearing on a Council agenda. This additional time will give Councilmembers adequate time to study an issue and seek answers to questions.

Rule 9 Agenda

The following shall be the order of business of the City Council:

1) Roll Call
2) Pledge of Allegiance
3) Approve Agenda
4) Public Comment
5) Recognitions and Donations
6) Items Removed from Consent Agenda
7) Business Items*
8) Council Direction on Councilmember Initiated Agenda Items

9) Approval of Minutes

10) Consent Agenda

11) Future Agenda Review, Reports, and Announcements - Council and City Manager

12) Adjourn

* Business Items may include Presentations, Discussions, Public Hearings, Work Session Items, and/or other Council Actions, as appropriate.

The Council will schedule a 10-minute break approximately two hours after the start of meeting.

Councilmembers are encouraged to introduce new items including background information and supporting materials for discussion and possible action. Councilmembers have the right to place items on the agenda as follows:

1. A Councilmember may, at a council meeting, request that an item be placed on a future council agenda, or;

2. A Councilmember may make a request for an agenda item outside of a council meeting by submitting an email request to the city manager, no later than noon of the Wednesday preceding the council meeting.

An agenda item submitted per 1 or 2 above will be included on the agenda for the next council meeting under the heading "Council Direction on Councilmember Initiated Agenda Items" at which time the Council, on consideration of any preliminary material provided by the initiating Councilmember for inclusion in the meeting packet, will by motion provide direction as to whether, how, and when the agenda item will be taken up at a subsequent meeting, or;

Additionally, a Councilmember may request the addition of an agenda item at the same meeting at which the item is proposed to be addressed. However, the addition of such an agenda item shall require the approval of a majority of the Councilmembers present.

Rule 10 City Council Task Force or Subcommittee Formation

The Council may, as issues arise, establish a two-member task force to study the issue. The membership will be agreed upon by the City Council majority. The task force will have a specific topic or issue to address and the task force will report its findings or recommendations by a specific deadline established by the Council.

CITY OF BLAINE

RESOLUTION NO. 76-12

RESOLUTION ADOPTING AGENDA FORMAT
FOR CITY COUNCIL MEETINGS

WHEREAS, it is the policy of the Blaine City Council to prescribe the order of business for City Council meetings annually by resolution, and

WHEREAS, the procedure outlined in this resolution is determined to be conducive to the proper handling of City Council business;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the City Council shall be considered in the following order:

(1) CALL TO ORDER
(2) PLEDGE OF ALLEGIANCE
(3) ROLL CALL
(4) APPROVAL OF MINUTES
(5) AUDIT THE BILLS
(6) COMMUNICATIONS FROM CITY COMMISSIONS AND COMMITTEES
(7) ITEMS FROM THE FLOOR (Limit of 5 Minutes Per Person and 15 Minutes for this Agenda Item)
(8) UNFINISHED BUSINESS
(9) NEW BUSINESS
(10) REPORTS FROM CITY DEPARTMENTS
(11) COMMUNICATIONS AND MISCELLANEOUS BUSINESS
(12) ADJOURNMENT

BE IT FURTHER RESOLVED that no business shall be taken up by the City Council after 12:00 A.M., unless the City Council members present unanimously consent to continue the meeting past this hour.

PASSED by the Blaine City Council this 15th day of January, 1976.

FRANCIS FOGERTY, MAYOR

Attest:

SHARON LEEGARD, CITY CLERK

CITY OF BLAINE

RESOLUTION NO. 99-152

ADOPTING AGENDA FORMAT FOR CITY COUNCIL MEETINGS

WHEREAS, the City Council of Blaine has determined that the objective of the Council meetings is to formulate policy, hold public hearings, and discuss and debate business items; and

WHEREAS, the procedure outlined in this resolution is determined to be conducive to the proper expeditious handling of City Council business.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the Council shall be conducted in the following order:

1. Call to Order by the Mayor or in his Absence the Mayor Pro Tem
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Approval of Minutes
5. Awards-Presentations-Organizational Business
6. Communications
7. Open Forum for Citizen Input
8. Adoption of Agenda
9. Public Hearings and Items Set for Certain Time
10. Consent Agenda
11. Development Business
12. Administration
13. Other Business
14. Adjournment

BE IT FURTHER RESOLVED that the City Manager or his designee shall direct the preparation of the agenda for each meeting. An agenda item may be added with the approval of a majority of the Council.

ADOPTED by the City Council of the City of Blaine this 20th day of May, 1999.

Tom Ryan, Mayor

ATTEST:

Joyce Twistol, CMC, City Clerk

DEFINITIONS AND EXPLANATION OF CITY COUNCIL ORDER OF BUSINESS
Addendum to Resolution 99-152

The items contained in the formally adopted order of business for the Blaine City Council will have the meanings commonly associated therewith unless otherwise defined or explained herein.

1. OPEN FORUM: This order of business provides a time during each Council meeting for any private citizen of Blaine to approach the Council and comment, ask questions, present a problem or make any other statement relating to City business that is not already on the agenda for that meeting. Each speaker will be limited to five minutes and will be cut off by the Mayor at the end of that time. The Mayor will advise the audience of the time limit when introducing the Open Forum portion of the meeting. The citizen will be asked to come to the podium set up for that purpose, use the microphone, state his or her name and address, and give his or her statement, questions, or problem. Councilmembers may speak briefly to an Open Forum item for the purposes of asking for clarification, providing additional, pertinent information, or responding to questions raised by the speaker or another Councilmember. The Mayor will explain to the citizen that the statement, question, or problem will be referred to the City staff for review and then a report will be sent to the citizen prior to the next regularly scheduled Council meeting. It is recognized that not all problems may be resolved at or prior to the next Council meeting, but the citizen will be informed of the progress on the problem prior to that next meeting. Staff is expected to provide Council and the citizen with a weekly status report on each item until it is finally resolved.

2. ADOPTION OF AGENDA: This order of business is the appropriate time for the Mayor and Councilmembers to add, delete, or change items on the agenda as proposed by the City Manager. A majority of those present must approve additions, deletions, or changes to the proposed agenda. After an agenda has been formally adopted, any change to the agenda will shall require a two-thirds (2/3) vote of all members present.

3. PUBLIC HEARINGS: The Mayor will make every effort to ensure that each speaker giving testimony at a public hearing provides new information and does not simply reiterate the testimony of a previous speaker. Persons will be allowed to associate themselves with previously expressed opinions by approaching the podium, stating their name and address, and indicating their concurrence with a particular prior speaker. The Mayor will also make every reasonable effort to control, and where possible prevent, demonstrations which might occur during public hearings whether the demonstrations are preplanned or spontaneous.

4. CONSENT AGENDA: Consent agenda items are those items of City business which must be acted upon by the City Council, but which are of a routine, non-controversial nature and normally do not require any discussion or debate. The City Manager will prepare the consent agenda items, but any Councilmember or the Mayor may request that a particular consent agenda item be removed from this agenda and placed on the regular agenda. This action should be taken at the time the agenda is formally adopted.

5. OTHER BUSINESS: This order of business provides an opportunity for Councilmembers and staff to bring up any issues which were not on the agenda. These issues may include, but are not limited to, such items as questions or concerns of Councilmembers, questions or

concerns that have been expressed to Councilmembers by private citizens and suggestions by Councilmembers for future workshops which will be scheduled upon an affirmative vote of a majority of the Council.

Items may be placed on or removed from an agenda by any Councilmember in accordance with the following procedures:

A. PLACEMENT OF ITEMS ON AN AGENDA. Any Councilmember may have an item placed on a meeting agenda up until the time the agenda is formally adopted at the Council meeting. Thereafter, additions to the agenda will be permitted only upon a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

Items submitted by Thursday, one week preceding the Thursday Council meeting will be included in the original printing of the agenda. Thereafter, items requested by Councilmembers will be included in the recommended additions, deletions, and amendments distributed at the Council meeting.

B. REMOVAL OF ITEMS FROM AN AGENDA. Any Councilmember who has placed an item on an agenda will be given the courtesy to remove that item from the agenda at any time prior to the formal adoption of the agenda. Thereafter, an item may be removed from the agenda with a two-thirds affirmative vote of all members present in accordance with the adopted rules of procedure.

If an item that was placed on an agenda is removed from the agenda prior to the meeting at the request of the originator of that item, the City Manager will so advise the Council as part of the additional agenda materials provided to the Council prior to the meeting. Any such removed item may be placed on the next or any subsequent meeting agenda by the originator of the item or by any other Councilmember.

Adopted by the Blaine City Council this 20th day of May, 1999.

Tom Ryan, Mayor

ATTEST:

Joyce Twistol, CMC, City Clerk

RULES OF CIVILITY FOR OUR COMMUNITY

Following are some rules of civility the City of Blaine expects of everyone appearing at Council meetings – elected officials, staff, and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

1. Show respect for each other's opinions

2. Actively listen to one another

3. Keep emotions in check

4. Use respectful language

Rules of Order and Procedure

1. Call to Order

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order.

2. Pledge of Allegiance

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. Roll Call

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. Adoption of Agenda

This order of business formally adopts the agenda as posted in accordance with state statute, city charter, and open meeting law. Changes may be presented by the city manager that result in the need to amend the posted agenda (revised order of agenda items, removal of items, addition of items due to accelerated timelines or increased priorities, etc.). Addition of new items should be avoided in almost all instances to provide consistent, public transparency and public notice in accordance with open meeting law. In the event of extreme necessity, a motion for suspension of rules could be made and if approved by a super majority of council an item may be added. Addition of new items for future meetings should be addressed under Other Business.

~~*4.*~~ *5. Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

~~*5.*~~*6. Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended,

information presented by local organizations, or information council members feel would be important for the entire council.

~~6.~~7. *Open Forum*

The council welcomes suggestions and comments that meet the needs of the city and improve its operation. Open forum is a limited public forum set aside by the city ~~This order of business~~ to provide~~s~~ a time for any individual to ~~approach~~ speak to the council. Participants may not speak on items otherwise being addressed by a public hearing on the same meeting agenda, or on items that have already had a public hearing at a previous meeting. If an agenda item allows for public comment, such as a public hearing, comment will be taken at that point in the agenda. Additional public comment may be allowed at the discretion of the mayor. In order to request to speak during a meeting a public comment card needs to be completed and submitted to the city clerk with your name and address for the record and the topic(s) you wish to address. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting

~~7.~~8. *Consent Agenda*

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council. Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e. tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances[1]
- Site plan approvals
- Preliminary/final plats
- Conditional use permits
- Second readings of rezonings
- Development agreements/releases
- Variances
- Items with limited concerns/no public comment at public hearing

~~8.~~9. Public Hearings and Items Set for a Certain Time

All public hearings will be held after the meeting begins at 7:00PM following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing. The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person or in writing, including email. If attending in person, sign the public comment card prior to the meeting located outside the chambers and submit to the city clerk. Sign-up is first-come, first-serve. When your name is called, please step to the podium and speak into the microphone to address the council.

~~9.~~10. Development Business

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

~~10.~~11. Administration

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances[1] (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

12. Other Business

This order of business provides an opportunity for councilmembers and staff to bring up any ~~issues~~ items ~~which were~~ not included on the adopted agenda. Additions that could be made ~~These issues~~ may include, but are not limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by ~~private citizens~~ residents or others
- Suggestions by councilmembers for future workshop and regular meeting agenda items
    - Items can be added to future workshop or regular meetings based on consensus reached during a council workshop.
    - Councilmembers can, by motion in a regular meeting, request items be added to future workshop or regular meetings. If seconded and adopted by a majority vote of the council, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.
    - Councilmembers can request items be added to future agendas through the workshop request form. The request form is not to discuss the item itself but reach consensus that a majority of council wish to discuss the item further. If consensus is reached to add the item to a future meeting, the city manager will schedule the item based on the amount of staff time needed for review and research for the item as well as priority of the item in relation to the priority of all other items.

12. Adjournment

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

[1]*First and Second Ordinance Readings*: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

a. First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

b. Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.