



City of Blaine

City Council Workshop

October 16, 2023 | 5:00 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. 2023-503 Closed Session Pursuant to MN Statute 13D.05 Subd. 3(b) - Attorney Client Privileged Discussion Regarding Lexington Water System Interconnections
Sponsors: Michelle Wolfe, City Manager

2.2. 2023-501 Proposed Charter Amendment - Council Recall
Sponsors: Cathy Sorensen, City Clerk

2.3. 2023-500 Proposed Charter Commission Amendment - Redetermination of Ward Boundaries
Sponsors: Cathy Sorensen, City Clerk

2.4. 2023-498 Proposed Charter Commission Amendment - Council Salaries
Sponsors: Cathy Sorensen, City Clerk

3. Other Business

4. Adjournment



City of Blaine Staff Report

File Number: 2023-501

Agenda Date	Status
October 16, 2023	
In Control	File Type
City Council	Action Item

New Business -

Agenda Item # 2.2

Proposed Charter Amendment - Council Recall

Executive Summary

Background

In 2022 the council directed the charter commission to consider charter amendments that would provide for a recall process for an elected mayor or councilmember. It should be noted that Minnesota's constitution and statute provide for recall of elected state officials but not city officials. The topic was discussed at the 2022 commission meetings where commissioners shared input cautioning that reasons for recall should not include those for good cause such as health. It should be noted that statute allows cities to declare a vacancy of office if unable/unwilling to serve for a period of 90 days and city charter already includes language regarding a member's inability or refusal to serve so any potential recall language would be for reasons such as dereliction of duty or criminally based, such as gross misdemeanor or higher. It should also be noted the Minnesota Constitution and state court decisions have restricted the recall of city officials to cases of serious malfeasance or nonfeasance during the term of office in the performance of the duties of the office.

During their meetings the commission discussed the desire to have the recall committee be comprised of a larger group of voters than other cities' charters requirements of five. The commission also discussed the potential for lawsuits if petitions were unfounded and if the councilmember as subject of the recall could appeal the validity of the petition. Discussion was held that while city charter sets the parameters for recall, ultimately any recall result is up to the voters and suggested setting the threshold for recall high. The proposed draft currently includes that threshold to be 25% of the total number of registered voters at the last regular election, but the commission recognizes this threshold may be quite high and is seeking feedback from the council.

Over the last few months the commission has reviewed examples from several cities as well as draft language based on the City of Richfield. Staff and the commission are seeking input on the attached

draft language for Chapter 5 of the City Charter and once finalized, a public hearing will be scheduled and the proposed amendment presented to council for formal consideration.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

Review and make final recommendations on proposed charter amendment language.

Attachment List

1. Chapter 5. Initiative and Referendum and Recall
2. Blaine Voter Registration Count - September 2023
3. 9-12-23 Approved Minutes
4. 10-10-23 Draft Minutes
5. PowerPoint

CHAPTER 5. INITIATIVE AND REFERENDUM AND RECALL

Sec. 5.13. Reserved.

Section 5.14. The Recall.

No less than twenty-five (25) registered voters eligible to vote on candidates for that office may form themselves into a committee for the purpose of bringing about the recall of any member of council, which is comprised of a mayor and six (6) councilmembers, as outlined in Sec. 2.03, - Elective Offices, or as amended from time to time. If the committee seeks the recall of a ward councilmember, the registered voters constituting the committee must be from that councilmember's ward. The committee must certify to the city clerk the name of the councilmember whose removal is sought, a statement of the grounds for removal in not more than two hundred and fifty (250) words, and the committee's intention to bring about their recall. A copy of this certificate must be attached to each signature paper and no signature paper may be put into circulation previous to such certification.

The Minnesota Constitution and state court decisions restrict the recall of elected city officials to cases of serious malfeasance or nonfeasance during the term of office the performance of the duties of the office. The grounds for recall, as set forth in the recall petition, must be predicated on one (1) or more charges of serious malfeasance or nonfeasance, or both, during the term of office in the performance of the duties of the office. For this purpose the word "malfeasance" means the performance of an act by a councilmember in their official capacity that is wholly illegal and wrongful and the word "nonfeasance" means the neglect or refusal, without sufficient excuse, to do that which it is the councilmember's legal duty to do so.

Section 5.15. Recall Petitions.

The petition for the recall of any councilmember must consist of a certificate identical to that filed with the city clerk together with all the signature papers and affidavits thereto attached. All the signatures need not be on one (1) signature paper, but the circulator of every signature paper must make an affidavit that each signature appended to the paper is the genuine signature of the person whose name it purports to be. Every circulator of a signature paper must be a registered voter eligible to vote on candidates for that office. Each signature paper must be in substantially the following form:

RECALL PETITION

Proposing the recall of _____ from the office as _____ which recall is sought for the reasons set forth in the attached certificate.

Committee

This movement is sponsored by the following committee of registered voters eligible to vote on candidates for that office.

	<u>Legal Signature</u>	<u>Name</u> (print legibly)	<u>Address</u> (print legibly)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
[listing all members of the committee]			

Instructions to Petition Signers

You are being asked to sign a petition. You must be a resident of, and a registered voter in, the City of Blaine and corresponding ward if the subject of the recall petition is not at large. Every person signing this petition must do so in the presence of the person circulating the petition. It is a criminal offense to sign a name other than your own to the petition or to accept compensation for signing your name to the petition. Pursuant to Section 5.16 of Blaine City Charter, twenty-five (25) percent of the total number of registered voters eligible to vote on candidates for that office at the last preceding regular municipal election is required to be deemed a sufficient petition, which is [X] signatures.

The undersigned registered voters, all being eligible to vote on candidates for that office, understanding the nature of the charges against the councilmember herein sought to be recalled, desire the holding of a recall election for that purpose.

	<u>Date</u>	<u>Legal Signature</u>	<u>Name</u> (print legibly)	<u>Address</u> (print legibly)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

The affidavit of the circulator must be attached at the end of the list of signatures.

Section 5.16. Filing of Petition.

Within thirty (30) days after the filing of the original certificate, the committee must file the completed petition in the office of the city clerk. The city clerk must examine the petition within the next ten (10) working days and if the city clerk and/or city attorney finds it irregular in any way, or finds that the number of signers is less than twenty-five (25) percent of the total number of registered voters eligible to vote on candidates for that office at the last preceding regular municipal election, the city clerk must so notify one (1) or more members of the committee. The committee shall then be given ten (10) days in

which to file additional signature papers and to correct the petition in all other respects, but the committee may not change the statement of the grounds upon which the recall is sought. If at the end of that time the city clerk and/or city attorney finds the petition still insufficient or irregular, the city clerk must notify all the members of the committee to that effect and file the petition in the city clerk's office. No further action shall be taken thereon.

Section 5.17. Recall Election.

If the petition or amended petition is found sufficient, the city clerk must transmit it to the council without delay, and must also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. If the councilmember sought to be recalled does not resign within ten (10) days after having been given such notice, the council shall, at its next meeting occurring more than ten (10) days after the receipt by the council of the recall petition, by resolution, provide for the holding of a special recall election as allowed by statute and election law, as amended from time to time. If the special recall election involves one (1) or more ward councilmembers, the recall election must be conducted only within the wards of the affected councilmembers. If it involves a councilmember who is elected at large, the election must be a citywide election.

Section 5.18. Procedure at Recall Election.

The city clerk must include with the published notice of the election the statement of the grounds for recall and also, in not more than five hundred (500) words, the response of the councilmember concerned in justification of their course in office. The election must be conducted in accordance with statute and election law, as amended from time to time.

Section 5.19. Form of Recall Ballot.

The form of the ballot at such election shall be: "Shall _____ be recalled and thereby removed from office?" The name of the councilmember whose recall is sought and their office shall be inserted in the blank. The voters shall be permitted to vote separately "yes" or "no" upon this question. If a majority of those voting on the question of recall vote in favor of recall, the official shall be thereby removed from office, effective as allowed by statute and election law, as amended from time to time.

Section 5.20. Procedure to Fill Vacancy.

In the event that a councilmember is recalled by the voters or resigns after a petition has been filed for their recall, the vacancy must be filled pursuant to Sec. 20.5 – Vacancies in the council.

Section 5.21. Term.

The term of the candidate selected by the voters at the special election to fill the unexpired term shall start as soon as the certified results have been canvassed by the council and filed with the city clerk and the person has been duly qualified for office.

Section 5.22. Offenses; penalty.

It is unlawful for a person to:

- a. Sign a name other than that person's own name to an initiative, referendum, or recall petition;
- b. Circulate an initiative, referendum, or recall petition without required attachments;
- c. Circulate an initiative, referendum, or recall petition when unqualified to do so;
- d. Sign an initiative, referendum, or recall petition when that person knows they are not qualified to do so;
- e. Make a false affidavit in connection with an initiative, referendum, or recall petition;
- f. Pay or offer to pay a person, or receive payment or agree to receive payment, for signing an initiative, referendum, or recall petition;
- g. Pay or offer to pay a person, or receive payment or agree to receive payment, on a basis related to the number of signatures obtained for circulating an initiative, referendum, or recall petition. This subsection does not prohibit the payment of salary and expenses for circulation of the petition on a basis not related to the number of signatures obtained, as long as the circulators fully disclose all contributions received to the city clerk upon submission of the petitions.

A violation of this section is a misdemeanor punishable in accordance with state law.

Sec. 2.05. Vacancies in the council.

A vacancy in the council shall exist in case of:

- (1) The failure of any person elected thereto to qualify on or before the date of the second regular meeting of the new council; or
- (2) The death, resignation, removal from office, removal from the city, continuous absence of any councilmember from the city for more than three (3) months; or
- (3) The failure of any councilmember without good cause to perform any of the duties of membership in the council for a period of two (2) months; or

-
- (4) The conviction of any such person of a crime for which a sentence of imprisonment for more than one year may be imposed, whether before or after such person's qualification.

If a vacancy on the council is for a period of more than twelve (12) months, the council shall by resolution declare the vacancy to exist and shall by resolution call for a special election as provided in this section.

If a vacancy on the council is for a period of less than twelve (12) months, the council shall by resolution declare that the vacancy exists. Within the next forty-five (45) days, the council shall by resolution appoint an eligible person to the existing vacancy. The appointee shall serve until January 1 following the next regular municipal election, or until their successor is elected and qualified. ~~At the next regular municipal election, the office will be filled for the unexpired term.~~

The council may by resolution waive its right to appoint to fill a vacancy and may call a special election to be held as soon as legally permissible. If a vacancy on the council is not filled by appointment within the forty-five (45) days following the declaration of the vacancy, the council shall call a special election as provided in this section.

Notwithstanding anything to the contrary herein, any vacancy resulting from a recall election or from a resignation following the filing of a recall petition shall be filled in the manner provided above.



Voter Registration Count by Precinct and District

09/12/2023
2:45 PM

County-Anoka, MCD-Blaine-020, Group By Ward, Group By Precinct

Precinct	CO	MCD	WD	CG	LG	CM	SWCD	JD	PK	HD	Registered Voters
Ward: W-01											
0305 BLAINE W-1 P-1	02	020	W-01	6	32B	06	4003	10			1009
0310 BLAINE W-1 P-2	02	020	W-01	6	32B	06	4003	10			2050
0315 BLAINE W-1 P-3	02	020	W-01	6	32B	06	4003	10			1615
0320 BLAINE W-1 P-4	02	020	W-01	6	32B	06	4004	10			1336
0325 BLAINE W-1 P-5	02	020	W-01	6	32B	06	4004	10			1537
0330 BLAINE W-1 P-6	02	020	W-01	6	32B	06	4003	10			1320
0335 BLAINE W-1 P-7	02	020	W-01	6	32B	06	4003	10			1364
0340 BLAINE W-1 P-8	02	020	W-01	6	32B	06	4004	10			1865
0345 BLAINE W-1 P-9	02	020	W-01	6	32B	03	4004	10			1712
Ward W-01 Total:											13808
Ward: W-02											
0405 BLAINE W-2 P-1	02	020	W-02	6	32A	06	4004	10			1503
0410 BLAINE W-2 P-2	02	020	W-02	6	32A	06	4004	10			2016
0415 BLAINE W-2 P-3	02	020	W-02	6	32B	06	4004	10			1985
0420 BLAINE W-2 P-4	02	020	W-02	6	32B	06	4004	10			1577
0425 BLAINE W-2 P-5	02	020	W-02	6	32B	06	4004	10			1530
0430 BLAINE W-2 P-6	02	020	W-02	6	32B	06	4004	10			2170
0435 BLAINE W-2 P-7	02	020	W-02	6	32B	06	4004	10			1525
0440 BLAINE W-2 P-8	02	020	W-02	6	32B	03	4004	10			1497
0445 BLAINE W-2 P-9	02	020	W-02	6	32B	03	4005	10			1331
Ward W-02 Total:											15134
Ward: W-03											
0505 BLAINE W-3 P-1	02	020	W-03	6	32A	06	4004	10			2114
0510 BLAINE W-3 P-2	02	020	W-03	6	32A	02	4004	10			1338
0515 BLAINE W-3 P-3	02	020	W-03	6	32A	02	4004	10			1875
0520 BLAINE W-3 P-4	02	020	W-03	6	32A	02	4004	10			1787
0525 BLAINE W-3 P-5	02	020	W-03	6	32A	06	4004	10			1861
0530 BLAINE W-3 P-6	02	020	W-03	6	32A	06	4004	10			1854
0535 BLAINE W-3 P-7	02	020	W-03	6	32A	02	4004	10			2559
0540 BLAINE W-3 P-8	02	020	W-03	6	32A	03	4004	10			2046
Ward W-03 Total:											15434
Total Number of Voters:											44376

City of Blaine
Anoka County, Minnesota
Minutes of the Meeting
Blaine Charter Commission

Tuesday, September 12, 2023

5:00 PM
Community Room
10801 Town Square Drive NE

1. Call To Order/Roll Call

The meeting was called to order at 5:25 PM.

Present: Chair Jeffrey Lester, Commissioners Ken Anderson, Ayman Khan, Jason Halpern, Terri Homan, Dick Swanson, Arman Tagarro

Absent: Commissioners Stephen Berk, Alan Goracke, Jason Hartmann

Also Present: City Clerk/Staff Liaison Cathy Sorensen

Quorum present.

2. Approval Of Minutes – August 8, 2023

Moved by Commissioner Homan, seconded by Commissioner Anderson, that the minutes of August 8, 2023, be approved.

Motion approved unanimously.

3. Old Business

3.1 Council Salary Review/Recommendation Process

City Clerk/Staff Liaison Cathy Sorensen shared as directed by council the charter commission has been asked to annually review mayor and council salary data from comparable/surrounding cities and make any recommendations on possible adjustments for council consideration. She noted if any adjustments were recommended, they would be presented to council and if concurred an ordinance amendment would be processed that would place any new salary in effect after the next municipal election. She presented an updated salary survey that included population and annual general budget for the commission's information and asked for input.

The commission discussed the difficulty comparing Blaine to other cities as there are differing factors in each city such as the number of employees, enterprise funds, service levels and existence of public amenities such as community centers, etc. The commission noted the many complex projects and developments in Blaine such as TH65, Northtown, and the 105th Avenue redevelopment area, and that

any increase ultimately decided upon should include escalators as the increases take effect a year after approval. They agreed the consumer price index (CPI) could be a good measure to use to provide an “up to” salary range recommendation that averaged to an increase of a little more than 1% per year since 2015, then use the annual cost of living increase (COLA) given to employees going forward for consistency and adding language for salary review in the odd year, similar to Anoka.

Moved by Commissioner Anderson, seconded by Commissioner Homan, to recommend annual salaries for mayor be increased up to \$18,315.03 and councilmembers up to \$13,461.54 and amend Sec. 2.07 Salaries of the city charter as follows:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with adjustments provided to staff. The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.

Motion approved 6-1, Commissioner Tagarro voted nay.

3.2 Consider Potential Ward Structure Changes

Ms. Sorensen shared that as part of the 2022 redistricting process council was supportive of the commission's recommendation to review potential amendments that would allow for the possibility of future ward restructuring as the city reaches full development. She reiterated the commission's reasons for possible restructuring that included five or six smaller wards that could potentially provide more neighborhood-based representation as opposed to the current three-ward structure then outlined factors staff used to determine both wards and precincts that included census population, projected population growth, registered voters and estimated voters, wards bounded by precinct lines, compact in area, and composed of contiguous territory, wards equal in population as practicable within the required 5% population threshold, and polling place management. Ms. Sorensen presented draft language for the commission's review and input.

The commission discussed various possibilities to redraw wards, which included creation of five or six smaller wards with a councilmember at large. Ms. Sorensen noted the proposed language would not actually establish new or additional wards but provide a mechanism to review and make recommendations for the possibility of new or additional wards. After discussion, the commission supported creating a mechanism that would allow review of ward boundaries, including the potential change to the number of boundaries, and supported the city being proactive in this manner.

Moved by Commissioner Halpern, seconded by Commissioner Tagarro, to recommend the following amendment to Sec. 2.03(a) of the city charter, adding Sec. 2.03(b):

Sec. 2.03(a). Wards.

The City of Blaine shall be divided into three (3) council election wards.

The city manager shall re-evaluate the ward boundaries following the certification of the decennial census.

Council election wards shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory.

Ward boundaries shall follow visible, clearly recognizable physical features as required by state law. The city manager shall prepare a redistricting report which shall be submitted to the charter commission for review and comment.

The redistricting report, any charter commission comments, and a redistricting ordinance shall be submitted to the city council for consideration. If the city council does not adopt a redistricting ordinance within the period specified by state law, no compensation may be paid to the mayor or councilmembers until the wards of the city are newly redetermined as required by this charter and state law.

Sec. 2.03(b). Redetermination of Ward Boundaries.

Pursuant to City Charter Sec. 2.03(a). - Wards, the city council shall redetermine appropriate ward boundaries in years between the taking of a Federal decennial census whenever the city council finds that a deviation of more than five percent exists in the populations of the largest and smallest wards. For the purposes of this section, the city council, in making its findings as to populations, shall take into consideration changes in numbers of households since the last decennial census and household size in areas where changes have occurred as determined by the school district(s) and as outlined in the Metropolitan Council's annual preliminary population and household estimates released in April of each year pursuant to MN Statute 473.24. If after review of the findings the city council determines the number of council election wards should be changed in addition to ward boundaries, the city council shall direct the charter commission to review said findings for recommendation for any appropriate city charter amendments
Pursuant to City Charter Sec. 2.03(a). - Wards.

Motion approved unanimously.

3.3 Councilmember Recall Process

Clerk Sorensen stated council has directed the commission to consider charter language that would provide for a recall process for an elected councilmember. She shared proposed amendments based on discussion on input from the commission at last month's meeting and said this topic would be included on next month's agenda for finalization and hopefully formal recommendation.

4. New Business

None.

5. Other Business

None.

6. Set Next Meeting Date

The next meeting will be held October 10, 2023, at 6:00 PM.

7. Adjournment

Moved by Commissioner Halpern, seconded by Commissioner Homan, to adjourn. Motion approved unanimously. The meeting was adjourned at 6:51 PM.

Catherine M. Sorensen, CMC, City Clerk
Staff Liaison/Blaine Charter Commission

City of Blaine
Anoka County, Minnesota
Minutes of the Meeting
Blaine Charter Commission

Tuesday, October 11, 2023

6:00 PM
Community Room
10801 Town Square Drive NE

1. Call To Order

The meeting was called to order at 6:00 PM.

2. Roll Call

Present: Chair Jeffrey Lester, Commissioners Ken Anderson, Alan Goracke, Arman Tagarro, Nyle Zikmund

Absent: Commissioners Ayman Khan, Jason Hartmann, Dick Swanson, Jason Halpern, Terri Homan

Also Present: City Clerk/Staff Liaison Cathy Sorensen

Quorum present.

The commission welcomed new Commissioner Nyle Zikmund.

3. Approval Of Minutes – September 12, 2023

The commission requested corrections to page 2, paragraph 1, regarding clarifying the 1% salary increase per year and page 3, paragraph 2, deletion of repeated words “should be changed” included in error.

Moved by Commissioner Anderson, seconded by Commissioner Tagarro, that the minutes of September 12, 2023, be approved as corrected.

Motion approved unanimously.

4. Open Forum

No one appeared.

5. New Business

None.

6. Old Business

Follow-Up Item: Council Salary Review/Recommendation Process

City Clerk/Staff Liaison Cathy Sorensen shared that as staff prepared memos for presentation to council that the city manager had suggested the commission consider removing language from Sec. 2.07 regarding reimbursement for reasonable expenses for council when traveling outside the city as the language may be confusing if remained. Discussion was held on the fact that this language was in fact outside the scope of salaries and was already addressed in the council travel policy allowed by statute and agreed the language should be removed.

Moved by Commissioner Goracke, seconded by Commissioner Zikmund, to recommend the following amendment to Sec. 2.07 Salaries of the city charter as follows:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with adjustments provided to staff. ~~The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.~~

Motion approved unanimously.

6.1 Councilmember Recall Process

Clerk Sorensen stated council has directed the commission to consider charter language that would provide for a recall process for an elected councilmember. She shared proposed amendments based on discussion on input from the commission at last month's meeting and said this topic along with council salary language and ward redetermination would be included on the council's workshop agenda on October 16, 2023, for review and feedback. She shared preliminary council input regarding the need better define reasons for a recall as the language currently was vague. Ms. Sorensen shared the Minnesota Constitution and case law restricted reasons for recall to serious malfeasance and nonfeasance and how she amended language to reference that and include city attorney review in addition to city clerk to provide additional review in establishing sufficiency of the petition itself.

Commissioner Zikmund commented on the proposed threshold of 25% of registered voter signatures to file a petition and that this level may be too high to realistically achieve. The commission discussed alternatives and concluded that feedback from the council would be helpful as they have campaigned and understand the time and work required to door knock to meet, educate, and obtain signatures. They stressed the importance of creating the recall tool with a high enough threshold to be a strong representation of the voters to file balanced against the reality of being able to obtain that high of a level of signatures as well as the requirement for staff time to verify the signatures needed to declare the petition significant.

Other Business

None.

Set Next Meeting Date

The next meeting, if any, will be scheduled following input and direction by council at the October 16 workshop.

7. Adjournment

Moved by Commissioner Tagarro, seconded by Commissioner Zikmund, to adjourn. Motion approved unanimously. The meeting was adjourned at 6:46 PM.

Catherine M. Sorensen, CMC, City Clerk
Staff Liaison/Blaine Charter Commission

Council Recall



- ◆ Council requested the Commission draft language that allowed for a recall petition as it currently does not exist in Charter
- ◆ Several city charters were reviewed
- ◆ MN Constitution/state case law restricts reasons for a recall to serious malfeasance/nonfeasance
 - Malfeasance - performance of an act in their official capacity that is wholly illegal and wrongful
 - Nonfeasance means neglect or refusal, without sufficient excuse, to do what is a member's legal duty to do
- ◆ Charter currently includes language to declare a council vacancy
- ◆ The Commission wanted a higher threshold for petition committee and petition sufficiency
 - ◆ 25 registered voters for petition committee
 - ◆ 25% of total number of registered voters at last regular municipal election, which for 2022 would have ranged between 3,500-3,800 for a ward recall
 - ◆ The Commission recognizes this threshold may be too high to be realistically achieved and is seeking feedback



City of Blaine Staff Report

File Number: 2023-500

Agenda Date	Status
October 16, 2023	
In Control	File Type
City Council	Workshop Item

New Business - Cathy Sorensen, City Clerk

Agenda Item # 2.3

Proposed Charter Commission Amendment - Redetermination of Ward Boundaries

Executive Summary

Background

As part of the redistricting process in early 2022, council shared general support of the charter commission's recommendation to draft potential amendments that would allow the ability to consider possible ward boundaries and restructuring in the future as the city reaches full development. The commission's reasons for creating this ability was based on the potential benefits of more neighborhood-based wards.

Staff presented proposed redistricting plans to council and the charter commission at workshops on February 14 and March 7, 2022, with first reading on March 7 and second reading and adoption on March 21, 2022. Factors used to determine the adopted ward boundaries and precincts included:

- 2020 census population
- projected population growth
- registered voters and estimated voters
- wards that were bounded by precinct lines, compact in area, and composed of contiguous territory
- wards that were as equal in population as practicable within the required 5% population threshold
- polling place management

At the meetings there was discussion that should future councils/charter commissions ever wish to consider the possibility of more neighborhood-based wards there was no mechanism included in charter to allow for that review. Redistricting after the census allows for review and adjustment of established precinct boundaries, but work to review any potential ward structure changes needs to occur two to three years before the census. The language being proposed would provide a way to review population data before a census and provide future councils and charter commissions the ability to decide at that time if changes should be explored. The proposed amendment would not result in any ward structure changes but just allow the city to be proactive and provide an opportunity to review

the data and make recommendations, which a recommendation could certainly be that no ward boundary or structure changes should occur at all. If the conclusion by future councilmembers and commissioners was to amend the current ward structure, other amendments would then be presented for formal consideration. To confirm, the proposed amendment being presented would just provide a mechanism for future review; no actual ward-structure changes are being recommended at this time.

Below is current language from charter establishing the number of election wards:

Sec. 2.03(a). Wards.

The City of Blaine shall be divided into three (3) council election wards.

The city manager shall re-evaluate the ward boundaries following the certification of the decennial census.

Council election wards shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory.

Ward boundaries shall follow visible, clearly recognizable physical features as required by state law. The city manager shall prepare a redistricting report which shall be submitted to the charter commission for review and comment.

The redistricting report, any charter commission comments, and a redistricting ordinance shall be submitted to the city council for consideration. If the city council does not adopt a redistricting ordinance within the period specified by state law, no compensation may be paid to the mayor or councilmembers until the wards of the city are newly redetermined as required by this charter and state law.

Below is the proposed amendment that, upon review and consensus by council, would result in the charter commission being directed to review both ward boundaries and the number of council election wards for potential changes in the years between the census:

Sec. 2.03(b). Redetermination of Ward Boundaries.

Pursuant to City Charter [Sec. 2.03\(a\). - Wards](#), the city council shall redetermine appropriate ward boundaries in years between the taking of a Federal decennial census whenever the city council finds that a deviation of more than five percent exists in the populations of the largest and smallest wards. For the purposes of this section, the city council, in making its findings as to populations, shall take into consideration changes in numbers of households since the last decennial census and household size in areas where changes have occurred as determined by the school district(s) and as outlined in the Metropolitan Council's annual preliminary population and household estimates released in April of each year pursuant to MN Statute 473.24. If after review of the findings, the city council determines the number of council election wards should be changed in addition to ward boundaries, the city council shall direct the charter commission to review said findings for recommendation for any appropriate city charter amendments Pursuant to City Charter [Sec. 2.03\(a\). - Wards](#).

Staff and the charter commission is seeking input from the council regarding the proposed amendment. Once direction is received from council a public hearing will be scheduled regarding the proposed charter amendment and an ordinance presented for formal consideration.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

Staff requests council input regarding the proposed charter amendment regarding redetermination of ward boundaries.

Attachment List

1. 09-12-23 Approved Minutes
2. PowerPoint

City of Blaine
Anoka County, Minnesota
Minutes of the Meeting
Blaine Charter Commission

Tuesday, September 12, 2023

5:00 PM
Community Room
10801 Town Square Drive NE

1. Call To Order/Roll Call

The meeting was called to order at 5:25 PM.

Present: Chair Jeffrey Lester, Commissioners Ken Anderson, Ayman Khan, Jason Halpern, Terri Homan, Dick Swanson, Arman Tagarro

Absent: Commissioners Stephen Berk, Alan Goracke, Jason Hartmann

Also Present: City Clerk/Staff Liaison Cathy Sorensen

Quorum present.

2. Approval Of Minutes – August 8, 2023

Moved by Commissioner Homan, seconded by Commissioner Anderson, that the minutes of August 8, 2023, be approved.

Motion approved unanimously.

3. Old Business

3.1 Council Salary Review/Recommendation Process

City Clerk/Staff Liaison Cathy Sorensen shared as directed by council the charter commission has been asked to annually review mayor and council salary data from comparable/surrounding cities and make any recommendations on possible adjustments for council consideration. She noted if any adjustments were recommended, they would be presented to council and if concurred an ordinance amendment would be processed that would place any new salary in effect after the next municipal election. She presented an updated salary survey that included population and annual general budget for the commission's information and asked for input.

The commission discussed the difficulty comparing Blaine to other cities as there are differing factors in each city such as the number of employees, enterprise funds, service levels and existence of public amenities such as community centers, etc. The commission noted the many complex projects and developments in Blaine such as TH65, Northtown, and the 105th Avenue redevelopment area, and that

any increase ultimately decided upon should include escalators as the increases take effect a year after approval. They agreed the consumer price index (CPI) could be a good measure to use to provide an “up to” salary range recommendation that averaged to an increase of a little more than 1% per year since 2015, then use the annual cost of living increase (COLA) given to employees going forward for consistency and adding language for salary review in the odd year, similar to Anoka.

Moved by Commissioner Anderson, seconded by Commissioner Homan, to recommend annual salaries for mayor be increased up to \$18,315.03 and councilmembers up to \$13,461.54 and amend Sec. 2.07 Salaries of the city charter as follows:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with adjustments provided to staff. The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.

Motion approved 6-1, Commissioner Tagarro voted nay.

3.2 Consider Potential Ward Structure Changes

Ms. Sorensen shared that as part of the 2022 redistricting process council was supportive of the commission's recommendation to review potential amendments that would allow for the possibility of future ward restructuring as the city reaches full development. She reiterated the commission's reasons for possible restructuring that included five or six smaller wards that could potentially provide more neighborhood-based representation as opposed to the current three-ward structure then outlined factors staff used to determine both wards and precincts that included census population, projected population growth, registered voters and estimated voters, wards bounded by precinct lines, compact in area, and composed of contiguous territory, wards equal in population as practicable within the required 5% population threshold, and polling place management. Ms. Sorensen presented draft language for the commission's review and input.

The commission discussed various possibilities to redraw wards, which included creation of five or six smaller wards with a councilmember at large. Ms. Sorensen noted the proposed language would not actually establish new or additional wards but provide a mechanism to review and make recommendations for the possibility of new or additional wards. After discussion, the commission supported creating a mechanism that would allow review of ward boundaries, including the potential change to the number of boundaries, and supported the city being proactive in this manner.

Moved by Commissioner Halpern, seconded by Commissioner Tagarro, to recommend the following amendment to Sec. 2.03(a) of the city charter, adding Sec. 2.03(b):

Sec. 2.03(a). Wards.

The City of Blaine shall be divided into three (3) council election wards.

The city manager shall re-evaluate the ward boundaries following the certification of the decennial census.

Council election wards shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory.

Ward boundaries shall follow visible, clearly recognizable physical features as required by state law. The city manager shall prepare a redistricting report which shall be submitted to the charter commission for review and comment.

The redistricting report, any charter commission comments, and a redistricting ordinance shall be submitted to the city council for consideration. If the city council does not adopt a redistricting ordinance within the period specified by state law, no compensation may be paid to the mayor or councilmembers until the wards of the city are newly redetermined as required by this charter and state law.

Sec. 2.03(b). Redetermination of Ward Boundaries.

Pursuant to City Charter Sec. 2.03(a). - Wards, the city council shall redetermine appropriate ward boundaries in years between the taking of a Federal decennial census whenever the city council finds that a deviation of more than five percent exists in the populations of the largest and smallest wards. For the purposes of this section, the city council, in making its findings as to populations, shall take into consideration changes in numbers of households since the last decennial census and household size in areas where changes have occurred as determined by the school district(s) and as outlined in the Metropolitan Council's annual preliminary population and household estimates released in April of each year pursuant to MN Statute 473.24. If after review of the findings the city council determines the number of council election wards should be changed in addition to ward boundaries, the city council shall direct the charter commission to review said findings for recommendation for any appropriate city charter amendments
Pursuant to City Charter Sec. 2.03(a). - Wards.

Motion approved unanimously.

3.3 Councilmember Recall Process

Clerk Sorensen stated council has directed the commission to consider charter language that would provide for a recall process for an elected councilmember. She shared proposed amendments based on discussion on input from the commission at last month's meeting and said this topic would be included on next month's agenda for finalization and hopefully formal recommendation.

4. New Business

None.

5. Other Business

None.

6. Set Next Meeting Date

The next meeting will be held October 10, 2023, at 6:00 PM.

7. Adjournment

Moved by Commissioner Halpern, seconded by Commissioner Homan, to adjourn. Motion approved unanimously. The meeting was adjourned at 6:51 PM.

Catherine M. Sorensen, CMC, City Clerk
Staff Liaison/Blaine Charter Commission

Potential Ward Structure Changes



- ◆ During the 2022 redistricting process discussion was held that should future councils/charter commissions wish to consider the possibility of a different ward structure there was not a mechanism to allow for that review
- ◆ Redistricting after the census allows for review/adjustment of ward boundaries but work to review actual ward structure has to occur 2-3 years before the census
- ◆ The proposed language would provide a way to review population data before a census and allow future councils/commissions the ability to explore different ward structures
- ◆ No ward structures changes are being recommended at this time, just a mechanism to allow for the review if desired
- ◆ If and when any changes are recommended in the future further amendments would be needed and boundaries determined

Potential Ward Structure Changes



Sec. 2.03(b). Redetermination of Ward Boundaries.

Pursuant to City Charter Sec. 2.03(a). - Wards, the city council shall redetermine appropriate ward boundaries in years between the taking of a Federal decennial census whenever the city council finds that a deviation of more than five percent exists in the populations of the largest and smallest wards. For the purposes of this section, the city council, in making its findings as to populations, shall take into consideration changes in numbers of households since the last decennial census and household size in areas where changes have occurred as determined by the school district(s) and as outlined in the Metropolitan Council's annual preliminary population and household estimates released in April of each year pursuant to MN Statute 473.24. If after review of the findings, the city council determines the number of council election wards should be changed in addition to ward boundaries, the city council shall direct the charter commission to review said findings for recommendation for any appropriate city charter amendments Pursuant to City Charter Sec. 2.03(a). - Wards.



City of Blaine Staff Report

File Number: 2023-498

Agenda Date	Status
October 16, 2023	
In Control	File Type
City Council	Workshop Item

New Business - Cathy Sorensen, City Clerk

Agenda Item # 2.4

Proposed Charter Commission Amendment - Council Salaries

Background

City charter states the monthly salary of councilmembers and mayor is to be established by ordinance. Council charged the charter commission to annually review council salary surveys from comparable/surrounding cities and make recommendations on possible salary adjustments. Any recommended adjustments would be presented to council and, if supported, an ordinance amendment presented for formal consideration. Per statute, no change in salary can take effect until after the next municipal election. The last increase to council salaries occurred in 2015 and is noted below:

Sec. 2-31. - Salaries of mayor and councilmembers. Pursuant to the City Charter, section 2.07, and Minn. Stat. § 415.11, as amended, the salary of the mayor shall be increased to \$1,192.80 per month; and the salary of the councilmembers shall be increased to \$875.00 per month, effective January 2015.

The commission reviewed salary information from comparable cities and Commissioner Anderson compiled the attached summary of the data that included average salaries, consumer price index, and proposed options for increases. After review and discussion, the commission supported a salary increase based on many factors that included an increased complexity of local government and development in the city, as well as other factors including the lack of increases over the past eight years. Discussion was held on the city's increased population, council-city manager form of government, and roles of mayors in comparative cities. The commission discussed difficulties when comparing Blaine to others due to differing factors across cities, such as the number of employees and enterprise funds, service levels, and the existence of public amenities such as community centers. The commission acknowledged the many complex projects and developments currently occurring in Blaine such as TH65, the Northtown master plan, and the 105th Avenue redevelopment area, and that any increase ultimately recommended should include escalators as increases take effect the following year. They agreed the consumer price index (CPI) could be a good measure for any current increase and have

provided an “up to” salary range recommendation that averaged to an increase of a little more than 1% per year since 2015, then suggested using the annual cost of living increase (COLA) provided to employees going forward to provide consistency and recommended new language be added to ensure regular salary reviews occur.

After discussion, on a 6-1 vote the commission recommended the following:

- increase the annual salary for the mayor in an amount up to \$18,315.03 (\$1,526.25/mo)
- increase the annual salary for councilmembers in an amount up to \$13,461.54 (\$1,121.80/mo)
- add language to Sec. 2.07 Salaries of the city charter that salary review be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with adjustments provided to staff.

At the October 10 meeting, the commission revised their recommendation to also strike language referring to council travel expenses as they were outside of the scope of salaries and were addressed in the council travel policy and based on current statute. The resulting amendment recommendation is below:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with adjustments provided to city staff. ~~The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.~~

Staff and the commission is seeking input from the council regarding both salary changes and the proposed amendments. Once direction is received from council a public hearing will be scheduled regarding the proposed charter amendment and an ordinance amending salaries will be presented for formal consideration.

Staff Recommendation

Staff requests council input regarding the proposed charter amendment and recommendations regarding salary.

Questions for Council

Request council input regarding the charter commission's proposed amendment regarding council salaries.

Attachment List

1. 08-08-23 Blaine Charter Commission Council Salaries Proposal
2. Council Salary Review 2023
3. 09-12-23 Approved Minutes
4. PowerPoint

City of Blaine Charter Commission
Mayor and City Council Salary Proposal – August 8, 2023

<u>Survey City (15)</u>	<u>Population (Met. Council Est. 07/2023)</u>
Blaine	71,891
Bloomington	91,330
Brooklyn Park	84,993
Burnsville	64,522
Coon Rapids	63,415
Eagan	68,889
Eden Prairie	64,023
Edina	54,048
Hopkins	18,608
Lakeville	73,828
Maple Grove	71,230
Minnetonka	54,474
Plymouth	80,762
St. Louis Park	49,786
Woodbury	77,224

Average Salary (City Clerk Survey 07/2023)

Mayors:	Annual - \$18,185	Monthly - \$1,515.40	Blaine current - \$14,314	\$1,192.80
Council:	Annual - \$13,121	Monthly - \$1,093.13	Blaine current - \$10,500	\$ 875.00

Consumer Price Index (CPI), 12 Mo. Percent Change (U.S. Bureau of Labor Statistics, All Items)

June 2015	0.1%	June 2020	0.6%
June 2016	1.0 %	June 2021	5.4%
June 2017	1.6%	June 2022	9.1%
June 2018	2.9%	June 2023	3.0%
June 2019	1.6%		

Proposed Salary Change for Mayor and Council – Effective January 1, 2025

Average Salary from 15 City Survey Attached, July 2023

Mayors:	Annual - \$18,185	Monthly - \$1,515.40	Blaine current - \$14,314	\$1,192.80
Council:	Annual - \$13,121	Monthly - \$1,093.13	Blaine current - \$10,500	\$ 875.00

Option 1 - Proposed Survey Avg. Salary; Eff. January 1, 2025; Next election in November 2024

Mayor:	Annual - \$18,185	Monthly - \$1,515.40
Council:	Annual - \$13,121	Monthly - \$1,093.13

Option 2 - Current 2015 Salary increased by CPI factor - Last increase effective January 1, 2015

Option 2 Proposed Salary Effective January 1, 2025 after next election in November 2024

		<u>Annual</u>	<u>Monthly</u>
<u>Mayor:</u>	CPI	\$18,315.03	\$1,526.25
	5 percent	\$19,230.78	\$1,602.57
	8 Percent	\$19,780.23	\$1,648.35
	10 percent	\$20,146.53	\$1,678.88
<u>Council:</u>	CPI	\$13,461.54	\$1,121.80
	5 percent	\$14,189.19	\$1,182.43
	8 percent	\$14,538.46	\$1,211.54
	10 percent	\$14,788.13	\$1,232.34

Recommendation: I recommend the Charter Commission recommend the City Council adopt an ordinance amendment to revise the Mayor and Council salaries, effective January 1, 2025, at the Option 2 level with the 2023 survey average salaries increased by 8 percent per the above table. Some rationale for this recommended increase includes:

1. Local government administration and representation has become increasingly complex,

2. Salaries have not been increased for 8 years since January 2015, and will likely not be increased for several more years,
3. The City of Blaine citizens and our elected representatives are not average,
4. The salary increase will not be effective for 16 months, if approved, and the economy continues to experience inflationary pressures and increases in the cost of living,
5. Blaine has experienced much growth since 2015 and will continue to grow the residential, commercial, and industrial sectors of the community,
6. Blaine is unique in many ways with events such as PGA Golf and the National Sports Center creating unique infrastructure, operational, and community and public relations issues, and
7. The Mayor and Councilmembers will be challenged with much future work, meetings, and intergovernmental coordination for the Highway 65 improvement project and many development and redevelopment projects.

Therefore, based upon this brief analysis, I recommend the Mayor's salary be \$19,780.23 per annum and \$1,645.38 per month. The Councilmember's salary is proposed to be \$14,538.46 per annum and \$1,211.54 per month. The effective date will be January 1, 2025. These increases reflect cost-of-living changes since 2015 and an additional eight percent to account for future challenges and the 16 months before any changes will be effective. Furthermore, I recommend the Charter Commission recommend the City Council review and approve the ordinance adopting these increases prior to December 1, 2023.

Respectfully submitted,

Kenneth R. Anderson, Charter Commission Member

Attachment: City survey information of July 2023

Information Collected July 2023.

City	General Fund Budget	Population Based on 2022 Met Council estimates	# of FT Employees	Mayor Annual Salary	Councilmember Annual Salary
Blaine	\$41,583,610	71,891	233	\$ 14,314	\$ 10,500
Bloomington	\$94,161,711	91,330	618	\$ 26,400	\$ 12,396
Brooklyn Park	\$64,991,186	84,993		\$ 21,355	\$ 12,212
Burnsville	\$37,500,000	64,522	307	\$ 15,600	\$ 12,000
Coon Rapids	\$94,617,507	63,415		\$ 14,000	\$ 10,500
Eagan	\$48,321,800	68,889	295	\$ 13,624	\$ 10,004
Eden Prairie	\$57,395,407	54,442	250	\$ 17,245	\$ 13,351
Edina	\$43,831,665	54,048	335	\$ 15,965	\$ 12,700
Hopkins	\$18,766,224	18,608	105	\$ 15,000	\$ 12,500
Lakeville	\$26,804,100	73,828	227	\$ 15,000	\$ 10,000
Maple Grove	\$45,642,500	71,230		\$ 15,500	\$ 13,500
Minnetonka*	\$46,944,000	54,474	271	\$ 15,000	\$ 11,000
* increasing in 2024	--	--		\$ 23,500	\$ 18,000
Plymouth	\$37,922,777	80,762	315	\$ 17,413	\$ 12,615
St. Louis Park	\$63,152,372	49,786		\$ 16,176	\$ 13,533
Woodbury	\$47,572,600	77,224	276	\$ 16,680	\$ 12,006

Mechanism for Salary Increase:

Anoka (see attached) – the council receives salary increases based on cost of living adjustments provided to staff

Hopkins (see attached ordinance) – the council receives the cumulative adjustment of non-union employees for the prior two years in increase percentage

Woodbury (see attached policy) – the council receives odd-year biennial increases equal to the current and previous year cost-of-living adjustments approved for city staff in the

Edina –councilmember salaries increase every two years based on the CPI increase provided by Minnesota Management and Budget

Plymouth – The adjustment shall be in a percentage equal to the change in the United States Department of Labor Consumer Price Index (November report) for all urban consum

Eden Prairie - Numbers include community center staff and budget

year that adjustment is made

ners U.S. city average over the 24 months preceding the municipal regular election

City of Blaine
Anoka County, Minnesota
Minutes of the Meeting
Blaine Charter Commission

Tuesday, September 12, 2023

5:00 PM
Community Room
10801 Town Square Drive NE

1. Call To Order/Roll Call

The meeting was called to order at 5:25 PM.

Present: Chair Jeffrey Lester, Commissioners Ken Anderson, Ayman Khan, Jason Halpern, Terri Homan, Dick Swanson, Arman Tagarro

Absent: Commissioners Stephen Berk, Alan Goracke, Jason Hartmann

Also Present: City Clerk/Staff Liaison Cathy Sorensen

Quorum present.

2. Approval Of Minutes – August 8, 2023

Moved by Commissioner Homan, seconded by Commissioner Anderson, that the minutes of August 8, 2023, be approved.

Motion approved unanimously.

3. Old Business

3.1 Council Salary Review/Recommendation Process

City Clerk/Staff Liaison Cathy Sorensen shared as directed by council the charter commission has been asked to annually review mayor and council salary data from comparable/surrounding cities and make any recommendations on possible adjustments for council consideration. She noted if any adjustments were recommended, they would be presented to council and if concurred an ordinance amendment would be processed that would place any new salary in effect after the next municipal election. She presented an updated salary survey that included population and annual general budget for the commission's information and asked for input.

The commission discussed the difficulty comparing Blaine to other cities as there are differing factors in each city such as the number of employees, enterprise funds, service levels and existence of public amenities such as community centers, etc. The commission noted the many complex projects and developments in Blaine such as TH65, Northtown, and the 105th Avenue redevelopment area, and that

any increase ultimately decided upon should include escalators as the increases take effect a year after approval. They agreed the consumer price index (CPI) could be a good measure to use to provide an “up to” salary range recommendation that averaged to an increase of a little more than 1% per year since 2015, then use the annual cost of living increase (COLA) given to employees going forward for consistency and adding language for salary review in the odd year, similar to Anoka.

Moved by Commissioner Anderson, seconded by Commissioner Homan, to recommend annual salaries for mayor be increased up to \$18,315.03 and councilmembers up to \$13,461.54 and amend Sec. 2.07 Salaries of the city charter as follows:

Sec. 2.07. Salaries.

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Motion approved 6-1, Commissioner Tagarro voted nay.

3.2 Consider Potential Ward Structure Changes

Ms. Sorensen shared that as part of the 2022 redistricting process council was supportive of the commission's recommendation to review potential amendments that would allow for the possibility of future ward restructuring as the city reaches full development. She reiterated the commission's reasons for possible restructuring that included five or six smaller wards that could potentially provide more neighborhood-based representation as opposed to the current three-ward structure then outlined factors staff used to determine both wards and precincts that included census population, projected population growth, registered voters and estimated voters, wards bounded by precinct lines, compact in area, and composed of contiguous territory, wards equal in population as practicable within the required 5% population threshold, and polling place management. Ms. Sorensen presented draft language for the commission's review and input.

The commission discussed various possibilities to redraw wards, which included creation of five or six smaller wards with a councilmember at large. Ms. Sorensen noted the proposed language would not actually establish new or additional wards but provide a mechanism to review and make recommendations for the possibility of new or additional wards. After discussion, the commission supported creating a mechanism that would allow review of ward boundaries, including the potential change to the number of boundaries, and supported the city being proactive in this manner.

Moved by Commissioner Halpern, seconded by Commissioner Tagarro, to recommend the following amendment to Sec. 2.03(a) of the city charter, adding Sec. 2.03(b):

Sec. 2.03(a). Wards.

The City of Blaine shall be divided into three (3) council election wards.

The city manager shall re-evaluate the ward boundaries following the certification of the decennial census.

Council election wards shall be as equal in population as practicable and each ward shall be composed of compact, contiguous territory.

Ward boundaries shall follow visible, clearly recognizable physical features as required by state law. The city manager shall prepare a redistricting report which shall be submitted to the charter commission for review and comment.

The redistricting report, any charter commission comments, and a redistricting ordinance shall be submitted to the city council for consideration. If the city council does not adopt a redistricting ordinance within the period specified by state law, no compensation may be paid to the mayor or councilmembers until the wards of the city are newly redetermined as required by this charter and state law.

Sec. 2.03(b). Redetermination of Ward Boundaries.

Pursuant to City Charter Sec. 2.03(a). - Wards, the city council shall redetermine appropriate ward boundaries in years between the taking of a Federal decennial census whenever the city council finds that a deviation of more than five percent exists in the populations of the largest and smallest wards. For the purposes of this section, the city council, in making its findings as to populations, shall take into consideration changes in numbers of households since the last decennial census and household size in areas where changes have occurred as determined by the school district(s) and as outlined in the Metropolitan Council's annual preliminary population and household estimates released in April of each year pursuant to MN Statute 473.24. If after review of the findings the city council determines the number of council election wards should be changed in addition to ward boundaries, the city council shall direct the charter commission to review said findings for recommendation for any appropriate city charter amendments
Pursuant to City Charter Sec. 2.03(a). - Wards.

Motion approved unanimously.

3.3 Councilmember Recall Process

Clerk Sorensen stated council has directed the commission to consider charter language that would provide for a recall process for an elected councilmember. She shared proposed amendments based on discussion on input from the commission at last month's meeting and said this topic would be included on next month's agenda for finalization and hopefully formal recommendation.

4. New Business

None.

5. Other Business

None.

6. Set Next Meeting Date

The next meeting will be held October 10, 2023, at 6:00 PM.

7. Adjournment

Moved by Commissioner Halpern, seconded by Commissioner Homan, to adjourn. Motion approved unanimously. The meeting was adjourned at 6:51 PM.

Catherine M. Sorensen, CMC, City Clerk
Staff Liaison/Blaine Charter Commission

Council Salary Review



- ◆ Council requested the Commission review and make recommendations for Mayor/Councilmember salary review
- ◆ Last increase occurred in 2015
 - ◆ Sec. 2-31. - Salaries of mayor and councilmembers. Pursuant to the City Charter, section 2.07, and Minn. Stat. § 415.11, as amended, the salary of the mayor shall be increased to \$1,192.80 per month; and the salary of the councilmembers shall be increased to \$875.00 per month, effective January 2015.
- ◆ The Commission reviewed salary data from comparable cities, cost of living adjustments (COLA) and consumer price index data
- ◆ The Commission acknowledged the many complex projects and developments in Blaine and time spent by Council in and outside of required meetings
- ◆ Rather than an annual salary recommendation, the Commission recommended a mechanism be created that provided for annual review based on COLA consistent with city staff
- ◆ Council has the ability to not adopt any salary adjustment presented

Council Salary Review

The following recommendations are being presented:



- ◆ Salary increase in an amount “up to” effective January 2025:
 - ◆ Mayor in an amount up to \$18,315.03 (\$1,526.25/mo)
 - ◆ currently \$1,192.80/mo
 - ◆ Councilmembers in an amount up to \$13,461.54 (\$1,121.80/mo)
 - ◆ currently \$875.00/mo
- ◆ Add language that salary review be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with adjustments provided city staff
- ◆ Remove reference to reasonable expenses as this was outside the scope of salaries and addressed in policy outlined by statute

Council Salary Review

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with adjustments provided to city staff. ~~The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.~~

