



City of Blaine

City Council

December 18, 2023 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order by the Mayor

The meeting was called to order at 7:00PM by Mayor Sanders followed by the Pledge of Allegiance and the Roll Call.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Mayor Tim Sanders, Councilmembers Terra Fleming, Leslie Larson, Chris Massoglia, Tom Newland, Jess Robertson and Lori Saroya.

ABSENT: None.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe; Community Development Director Erik Thorvig; City Planner Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Captain Mark Boerboom; Captain Matt Carlson; Officer Justin Pohlman; Finance Director Jason Zimmerman; Finance Analyst Jenna Trittin; Public Works Director Nick Fleishhacker; Director of Engineering Dan Schluender; City Attorney Tom Loonan; Senior Parks and Recreation Manager Jerome Krieger; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

4. Awards - Presentations - Organizational Business

- 4.1.** 2023-648ORD Ordinance Amending Blaine Code of Ordinances - City Council, Article II. -
23-2538 Sec. 2-33. Rules of Order and Procedure.
Sponsors: Michelle Wolfe, City Manager

Safety Services Manager/Police Chief Podany stated Council is asked to adopt an emergency ordinance amending Section 2-33 Rules and Procedures regarding attendance upon the Council Chambers dais. To better ensure a safe and secure environment for the public,

elected officials, and staff during public meetings in council chambers, staff is recommending council waive first reading and adopt an emergency ordinance regarding who is allowed on the dais during council meetings. Per Section 3.06, an emergency ordinance can be adopted by at least five votes of councilmembers in order to preserve public peace, health, morals, safety or welfare. If adopted, the ordinance will be published and posted in at least three conspicuous places until the ordinance has been published.

Moved by Councilmember Robertson, seconded by Councilmember Massoglia to adopt an Ordinance Amending Blaine Code of Ordinances - City Council, Article II. - Sec. 2-33, Rules of Order and Procedure.

Motion adopted unanimously.

5. Communications

None.

6. Open Forum

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.

Mayor Sanders opened the Open Forum at 7:02PM.

Darryl Carlberg, 11286 Baltimore Street, shared concerns regarding the proposed roundabout at 117th/Ulysses Street and asked that council reconsider their direction due to potential delays in medical response calls this roundabout would cause.

There being no further input, Mayor Sanders closed the Open Forum at 7:06PM.

7. Adoption of Agenda

The agenda was adopted as presented.

8. Approval of Consent Agenda:

All items listed under the "Consent Agenda" are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

Moved by Councilmember Newland, seconded by Councilmember Robertson, that the following items on the Consent Agenda be approved as presented.

Motion adopted unanimously.

- 8.1.** 2023-631 Schedule of Bills Paid
Sponsors: Jason Zimmerman, Finance Director
- 8.2.** 2023-599 Approve 2024 Annual Business License Renewals
Sponsors: Cathy Sorensen, City Clerk
- 8.3.** 2023-620 Approve Flock Safety License Plate Reader Camera System
Sponsors: Mark Boerboom
- 8.4.** RES 23-199 Resolution Releasing Lots 2 & 3, Block 3, Radisson Industrial Park from Recorded Development Agreement (Case File No. 23-0084/SAS)
Sponsors: Sheila Sellman, City Planner
- 8.5.** 2023-637 Reject Bids for 2024 Water Treatment Plant Chemicals
Sponsors: Nick Fleischhacker, Public Works Director
- 8.6.** RES 23-210 Approving Interfund Transfers and Fund Closures
Sponsors: Jason Zimmerman, Finance Director
- 8.7.** RES 23-174 Resolution to Receive Feasibility Report and Order Public Hearing for the 2024 Northwest Area Street Reconstructions, Improvement Project No. 24-05
Sponsors: Daniel Schluender, Director of Engineering
- 8.8.** RES 23-177 Resolution to Receive Feasibility Report and Order Public Hearing for the 2024 Pleasure Creek Area Street Reconstructions, Improvement Project No. 24-06
Sponsors: Daniel Schluender, Director of Engineering
- 8.9.** RES 23-178 Resolution to Receive Feasibility Report and Order Public Hearing for the 2024 Southwest Area Street Reconstructions, I/P 24-07.
Sponsors: Daniel Schluender, Director of Engineering

- 8.10.** 2023-644 Approve Lobbying Agreement with The Ferguson Group
Sponsors: Michelle Wolfe, City Manager

9. 7:00 PM - Public Hearings/Meetings and Items Published for a Certain Time

- 9.1.** RES 23-196 Resolution Vacating Drainage and Utility Easement Lying Over, Under and Across Outlot A, Preserve at Lexington Waters, Vacation No. V23-06
Sponsors: Daniel Schluender, Director of Engineering

Director of Engineering Schluender stated the City received a petition dated October 30, 2023 from Lori Krueger-Kopischke, Blaine 2002, LLC, requesting the vacation of the existing drainage and utility easement lying over, under and across Outlot A, Preserve at Lexington Waters; according to the recorded plat thereof, Anoka County, Minnesota. The property was originally platted as Outlot A, Preserve at Lexington Waters. The existing drainage and utility easements are no longer needed and new easements will be platted in accordance to requirements with the platting of Preserve at Lexington Waters 2nd Addition. Engineering staff has reviewed the request and agrees with the vacation.

Mayor Sanders opened the public hearing at 7:08PM.

There being no public input, Mayor Sanders closed the public hearing at 7:09PM.

Moved by Councilmember Massoglia, seconded by Councilmember Robertson, to adopt a Resolution Vacating Drainage and Utility Easement Lying Over, Under and Across Outlot A, Preserve at Lexington Waters, Vacation No. V23-06.

Motion adopted unanimously.

- 9.2.** RES 23-203 Granting an Interim Use Permit for a Land Reclamation Permit to Allow for Stockpile of Top Soil Onsite and Prepare Property for Future Development
Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated the city of Blaine received an application for earth removal and or land reclamation permit on November 8, 2023 from Menomonie Land 11 LLC. The contractor is proposing to demolish existing buildings, clear and grub site, scrape topsoil and stockpile along north edge of site as well as import sand to raise the site to grade per grading plan at 3100 101st Avenue.

Mayor Sanders opened the public hearing at 7:11PM.

There being no public input, Mayor Sanders closed the public hearing at 7:12PM.

Moved by Councilmember Fleming, seconded by Councilmember Newland, Granting an Interim Use Permit for a Land Reclamation Permit to Allow for Stockpile of Top Soil Onsite

and Prepare Property for Future Development.

Motion adopted unanimously.

9.3. RES 23-209 2024 Truth in Taxation Meeting: Adopting the 2024 Property Tax Levy and City Budgets

Sponsors: Jason Zimmerman, Finance Director

Finance Director Zimmerman stated the 2024 budget process began with the discussions at the July and August small group meetings and continued with workshops held between August and December to discuss department requests, prioritize city services, and identify the estimated tax impacts on property owners at various tax levies. On September 18, 2023, the City Council adopted the preliminary 2024 budget and property tax levy and set December 18, 2023, as the date to hold the Truth in Taxation meeting and consider adopting the final 2024 budget and property tax levy. The preliminary 2024 property tax levy for the City of Blaine was certified at \$44,222,501, an increase of 19.16%, or \$7,110,501, over 2023. As a reminder, this amount can only be reduced at the time the final levy is set per Minnesota State Statute 275.065.

Mr. Zimmerman explained in November 2023, parcel specific estimates of property taxes for 2024 were mailed by Anoka and Ramsey Counties to property owners. The estimated taxes were based on the preliminary tax levy adopted at the September 18, 2023, City Council Meeting. This parcel specific mailing also included the notice of December 18, 2023, as the Truth in Taxation budget meeting for the City of Blaine. At the December 4, 2023, City Council Workshop staff discussed actions to reduce the preliminary levy with council. Staff reviewed the changes that were made to the proposed levy at that meeting.

Mr. Zimmerman reported the proposed final 2024 property tax levy for City of Blaine is presented this evening to be \$42,909,600, an increase of 15.62% or \$5,797,600 over 2023. City-wide assessed property values are up 11.41% from 2023. At the proposed preliminary levy amount, the median value single family property in Blaine valued at \$327,400, which experienced an increase in valuation of 2.18%, is estimated to have the city's share of their property tax bill increase by approximately \$69.42 or 7.00% for 2024. As a reminder, assessed values are still subject to change slightly. The proposed levy is anticipated to result in an approximate tax capacity rate of 33.216%. The difference between the preliminary levy and the final proposal this evening results in an approximate reduction of \$35.93 annually for taxes payable in 2024 on the median value residential property. Property tax relief programs were reviewed with the council. Staff commented further on the property tax levy, city budgets and requested the council hold the Truth in Taxation Hearing.

Mayor Sanders opened the Truth in Taxation Hearing at 7:40PM.

There being no public input, Mayor Sanders closed the Truth in Taxation Hearing at 7:40PM.

Moved by Councilmember Fleming, seconded by Councilmember Newland, to adopt the 2024 Property Tax Levy and City Budgets.

Councilmember Massoglia thanked staff for their work on this budget and said while he would support this year's budget, he stressed the need for reduced spending going forward.

Councilmember Robertson thanked the finance team for all of their efforts on the budget. She commented further on how the budget before the council addressed the city's values and priorities.

Councilmember Newland stated this was a challenging budget cycle and he appreciated the efforts of both staff and the council. He stated he supported the budget and tax levy as presented.

Motion adopted unanimously.

10. Development Business

10.1. ORD 23-2534 Second Reading

Ordinance Granting a Rezoning from Planned Office District (POD) to Development Flex (DF) at 4321 109th Avenue NE. Infinite Campus (Case File No. 23-0077/SAS)

Sponsors: Sheila Sellman, City Planner

City Planner Sellman stated the applicant is requesting a rezoning from Planned Office District (POD) to Development Flex (DF) in order to allow for a residence in the existing headquarters. No new development is proposed. Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Robertson, to adopt the Second Reading of Ordinance No. 23-2537, Granting a Rezoning from Planned Office District (POD) to Development Flex (DF) at 4321 109th Avenue NE.

Motion adopted unanimously.

10.2. RES 23-186 Resolution Granting a Conditional Use Permit for a 213,295 Square Foot Two-Story Office Building with a Tower, Auditorium, 8,700 Square Foot Residence on the 5th Floor, and a Parking Structure in a Development Flex (DF) Zoning District at 4321 109th Avenue NE. Infinite Campus (23-0077/SAS)

Sponsors: Sheila Sellman, City Planner

Ms. Sellman stated the applicant is requesting a rezoning to Development Flex (DF) in order to allow for a residence in an existing office space. No new development is proposed. Staff commented further on the request and stated the planning commission recommended approval.

Moved by Councilmember Fleming, seconded by Councilmember Massoglia, to adopt a

Resolution Granting a Conditional Use Permit for a 213,295 Square Foot Two-Story Office Building with a Tower, Auditorium, 8,700 Square Foot Residence on the 5th Floor, and a Parking Structure in a Development Flex (DF) Zoning District at 4321 109th Avenue NE.

Councilmember Saroya stated she appreciated what an amazing job this business owner has done with his property and thanked him for his service to the community.

Motion adopted unanimously.

10.3. ORD 23-2535 Second Reading

Ordinance Granting Annual Revisions to the Blaine Zoning and Parking Ordinances. City of Blaine (Case File No. 23-0076/EES)

Sponsors: Sheila Sellman, City Planner

Ms. Sellman stated the proposed ordinance includes updates to the parking requirements, previously discussed at City Council Workshop, and housekeeping changes to the Zoning Code. Staff commented on the proposed language changes and stated the planning commission recommended approval.

Moved by Councilmember Robertson, seconded by Councilmember Newland, to adopt the Second Reading of Ordinance No. 23-2535, Granting Annual Revisions to the Blaine Zoning and Parking Ordinances.

Councilmember Massoglia thanked staff for bringing forward the proposed revisions. He requested staff take a look at the parking requirements for smaller shopping centers in order to ensure they were adequately parked.

Motion adopted unanimously.

10.4. RES 23-204 Summary Resolution for Publication of an Ordinance Granting Annual Revisions to the Blaine Zoning and Parking Ordinances. City of Blaine (Case File No. 23-0076/EES)

Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen requested the council adopt the proposed resolution allowing for publication of title and summary of Ordinance 23-2535.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to adopt a Summary Resolution for Publication of an Ordinance Granting Annual Revisions to the Blaine Zoning and Parking Ordinances.

Motion adopted unanimously.

11. Administration

11.1. ORD 23-2537 Second Reading of an Ordinance Repealing the Fee Schedule From City Code and Adopting the 2024 Fee Schedule

Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen stated first reading and public hearing of an ordinance repealing the City's fee schedule from code and placing in a separate schedule was held on December 4, 2023; no comments or changes have been received since first reading. Staff recommended approval of the proposed changes to the 2024 fees.

Moved by Councilmember Newland, seconded by Councilmember Larson, to adopt the Second Reading of Ordinance No. 23-2537 Repealing the Fee Schedule From City Code and Adopting the 2024 Fee Schedule.

Motion adopted 6-1 (Councilmember Massoglia opposed).

11.2. RES 23-208 Summary Resolution for Publication of an Ordinance Removing Appendix D - City Fee Schedule

Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen requested the council adopt the proposed resolution allowing for publication of title and summary of Ordinance 23-2537.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt a Summary Resolution for Publication of an Ordinance Removing Appendix D - City Fee Schedule.

Motion adopted 6-1 (Councilmember Massoglia opposed).

11.3. RES 23-207 Adopting the 2024-2028 Capital Improvement Program and Authorizing 2024 Purchases and Projects

Sponsors: Jason Zimmerman, Finance Director

Mr. Zimmerman stated the city of Blaine plans for capital maintenance and improvements by preparing a five-year Capital Improvement Plan (CIP). The CIP represents a framework for planning the preservation and expansion of capital, including infrastructure, facilities, and equipment in a way that is sustainable and affordable for the community. It sets forth the estimated schedule, timing, and details of specific improvements by year, together with the estimated cost, the need for the improvement, and sources of revenue to pay for the improvement. The plan supports the city's goals as identified by the City Council and discussed during the 2024 budget process. These goals include enhancing and preserving service levels, continual review for service efficiencies and innovations, and maintaining a strong financial position. He asked the council to approve the 2024-2028 Capital Improvement Program and 2024 Purchases and Projects.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt the

2024-2028 Capital Improvement Program and Authorizing 2024 Purchases and Projects.

Councilmember Robertson stated the council spent a great deal of time reviewing the CIP for 2024 through 2028. She thanked Public Works Director Fleischhacker for reviewing the public works pieces of equipment with her in detail.

Motion adopted unanimously.

- 11.4.** RES 23-205 Approve 2024 Transfer and Budget Amendment from the Strategic Priorities Fund to the Parks and Trails Fund
Sponsors: Jason Zimmerman, Finance Director

Mr. Zimmerman requested the council approve the transfer and budget amendment from the Strategic Priorities Fund to the Parks and Trails Fund for 2024 playground replacements and trail maintenance. Staff described when Strategic Priorities Funds can be utilized by the city council. He commented further on the proposed transfer and recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to approve the 2024 Transfer and Budget Amendment from the Strategic Priorities Fund to the Parks and Trails Fund.

Motion adopted unanimously.

- 11.5.** 2023-645 Approve Renewal of City Attorney Prosecution and Civil Contracts with Eckberg Lammers Attorneys at Law
Sponsors: Michelle Wolfe, City Manager

City Manager Wolfe stated council is asked to approve the renewal of the prosecution and civil attorney contracts with Eckberg Lammers Attorneys at Law for 2024. She reported the current five year contracts would expire on December 31, 2023. It was noted the proposed contract would be for three years and included a 3% increase per year within the contract.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to Approve Renewal of City Attorney Prosecution and Civil Contracts with Eckberg Lammers Attorneys at Law.

Councilmember Massoglia thanked Eckberg Lammers for being a great partner with the city of Blaine.

Motion adopted unanimously.

12. Other Business

Mayor Sanders thanked all city staff for their hard work and dedicated service to the community all year. He asked that the council support a motion that would close city offices on Tuesday,

December 26, 2023 in order to provide staff with one more day of holiday time as a thank you.

Moved by Mayor Sanders, seconded by Councilmember Robertson to close City Offices on Tuesday, December 26, 2023.

Motion adopted unanimously.

13. Adjournment

Moved by Councilmember Massoglia, seconded by Councilmember Robertson, to adjourn the meeting at 8:24PM.

Motion adopted unanimously.



Signed by

Tim Sanders, Mayor

Signed by

Catherine M. Sorensen, CMC, City Clerk