City of Blaine
City Council Workshop

March 4, 2024 | 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. Roll Call

3. New Business

3.1. 2024-52 Closed Session Pursuant to Minnesota Statute 13D.05, Subd. 3(a) - City Manager Performance Review
Sponsors: City Council

3.2. 2024-53 Closed Session Pursuant to Minnesota Statute 13D.05, Subd. 3(b) Attorney-Client Privileged Settlement Discussion
Sponsors:

3.3. 2024-54 Closed Session Pursuant to Minnesota Statute 13D.05(2)(a)(2) - Active Fraud Investigation Update
Sponsors:

3.4. 2024-55 Closed Session Pursuant to Minnesota Statute 13D.05, Subd. 3(d) - City Hall Security
Sponsors:

3.5. 2024-56 Strategic Plan Quarterly Update
Sponsors: Ben Hayle, Communications Manager

3.6. 2024-57 Trunk Highway 65 Update
Sponsors: Daniel Schluender, Director of Engineering

4. **Other Business**
5. **Adjournment**

City of Blaine
Staff Report

File Number: 2024-52

Agenda Date	Status
March 4, 2024	
In Control	**File Type**
City Council	Workshop Item

New Business - City Council

Agenda Item # 3.1

Closed Session Pursuant to Minnesota Statute 13D.05, Subd. 3(a) - City Manager Performance Review

Background

City Council will conduct an annual performance evaluation for City Manager Wolfe.

Staff Recommendation

Questions for Council

Attachment List

None

City of Blaine
Staff Report

File Number: 2024-53

Agenda Date	Status
March 4, 2024	
In Control	**File Type**
City Council	Workshop Item

New Business -

Agenda Item # 3.2

Closed Session Pursuant to Minnesota Statute 13D.05, Subd. 3(b) Attorney-Client Privileged Settlement Discussion

Background

Staff Recommendation

Questions for Council

Attachment List

None

City of Blaine
Staff Report

File Number: 2024-54

Agenda Date	Status
March 4, 2024	
In Control	**File Type**
City Council	Workshop Item

New Business -

Agenda Item # 3.3

Closed Session Pursuant to Minnesota Statute 13D.05(2)(a)(2) - Active Fraud Investigation Update

Background

Staff Recommendation

Questions for Council

Attachment List

None

City of Blaine
Staff Report

File Number: 2024-55

Agenda Date	Status
March 4, 2024	
In Control	**File Type**
City Council	Workshop Item

New Business -

Agenda Item # 3.4

Closed Session Pursuant to Minnesota Statute 13D.05, Subd. 3(d) - City Hall Security

Background

Staff Recommendation

Questions for Council

Attachment List

None

City of Blaine
Staff Report

File Number: 2024-56

Agenda Date	Status
March 4, 2024	
In Control	**File Type**
City Council	Workshop Item

New Business - Ben Hayle, Communications Manager

Agenda Item # 3.5

Strategic Plan Quarterly Update

Background

Staff will provide an update on the implementation work for the City's current strategic plan. This update will include an overview of working groups that have been created for the six strategic priorities. The update will also include a look at how staff is tracking progress on the strategic plan through Microsoft Teams.

Staff Recommendation

Questions for Council

Attachment List

1. Strategic Plan Summary

STRATEGIC PLAN SUMMARY 2023-2026
City of Blaine

Strategic Priority	Desired Outcome	Key Outcome Indicator	Target	Strategic Initiatives
Financial Sustainability *A financially responsible organization*	Financial stability in all funds	- Year-end fund balances - Policy targets met	- Meet utility and proprietary fund balance targets by 12/2026	a) Development of Comprehensive Financial Manual b) Identify & evaluate alternative funding sources c) Create/adopt Comprehensive Long-range Financial Plan
	Structurally balanced financial system	- Financial plan adoption - Funding plan adoption	- Long-term financial plan in place and funded by 12/2026	
	Non-tax revenues increased	- Annual increase in non-tax revenue - Number of non-tax revenue sources	- Maintain ratio of tax/non-tax revenue sources - General fund non-tax revenues increased __% 2023-2027	
Economic Development *Thoughtfully planned growth and renewal*	Successful redevelopment of priority projects	- 105th St. project initiated - Rainbow Village completion	- 40% of 105th St. project completed by 12/2027 - Rainbow Village completed by 12/2026	a) Revised Master Plan for 105th Area b) Implementation of Northtown Master Plan c) Lexington Meadows implementation d) Lexington Crossings implementation e) Create commercial/retail sector marketing strategy
	Targeted development areas improved	- Lex Meadows completed - Lex Crossings ground broken	- Completion of Lex Meadows by 12/2026 - Lex Crossings groundbreaking by 1/2026	
	Improved commercial-retail sector	- Retail sq. ft. added - # of new retail projects	- 60,000 sq. ft. of new retail space added 12/2023-12/2026	
Infrastructure Management *Reliable, sustainable, infrastructure*	Sustainable capital assets	- Capital assets replaced on schedule	- All capital assets replaced at 80% of scheduled life cycle	a) Develop 10 YR CIP and funding plan b) Develop inspection and maintenance strategy c) Create Comprehensive Asset Management Plan
	Well-maintained infrastructure	- Infrastructure rating achieved - Maintenance schedule adherence	- >__% of all infrastructure meets maintenance & reliability standards annually	
	Infrastructure adequate to support growth	- CIP adopted - Funding plan approved	- 10 yr. CIP/asset mgmt. & funding plan in place by ___	
Organizational Health *Capabilities and capacity to meet community needs*	Adequate staff to meet core services and demands	- Service level defined - Staffing plans adopted	- Staffing plan and service levels in _#_ core services by ___	a) Conduct a Staffing Analysis b) Establish Departmental Succession Plans c) Finalize Supervisor Training Plan d) Develop Organizational Culture Enhancement Plan
	Well-trained leaders	- % of leadership vacancies filled internally	- > than __% of leadership vacancies filled internally	
	Healthy workplace culture	- Survey results confirm healthy workplace	- > 75% of employees confirm a positive workplace culture by 12/2026	
Collaboration and Engagement *Collaborating to increase our connection*	An inclusive, engaged, involved community	- Positive feedback on community inclusiveness & engagement	- >__% of feedback confirms inclusive enrollment by ___ - >__% of feedback positive re: City engagement efforts by __	a) Create Governance Index b) Establish Council governance training process c) Create Council/Staff Relationship Index d) Create a Comprehensive Community Engagement and Trust Building Program
	Healthy Council working relationships	- Positive Council Governance Index score - Positive Council-Staff Relationship Index Score	- Council Governance Index score =/>__% annually - Council-Staff Relationship Index score =/>__% annually	
	Improved trust in City government	- Stakeholder Feedback reflects trust in City gov't	- >__% respondents indicate they trust City by ___	
TH 65 Improvement *Transportation to meet local and regional needs*	Segment #2 (99th to 117th) progress	- Segment #2 completed	- Segment #2 construction complete by 2028	a) Segment #1 project coordination b) Segment #2 project delivery coordination c) Segment #2 project right of way coordination
	Segment #2 (99th to 117th) Right of way secured	- ROW secured	- ROW in place entire corridor by February 2025	
	Segment #1 (CSAH 10 to 93) clarified	- Segment #1 alignment decision	- Segment #1 preferred alignment by 2026	

City of Blaine
Staff Report

File Number: 2024-57

Agenda Date	Status
March 4, 2024	
In Control	**File Type**
City Council	Workshop Item

New Business - Daniel Schluender, Director of Engineering

Agenda Item # 3.6

Trunk Highway 65 Update

Background

Staff will present an overall update on the TH 65 project, including status of Funding, Lobbying/Legislative, Project Meetings of Note, and Project Design.

Staff Recommendation

Staff will be discussing additional strategies for advancing the project.

Questions for Council

Attachment List

None