City of Blaine
City Council

March 18, 2024 | 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 7:10PM by Mayor Sanders followed by the Pledge of Allegiance and the Roll Call.

2. Pledge of Allegiance

3. Roll Call

PRESENT: Mayor Pro Tem Robertson, Councilmembers Fleming, Massoglia, Newland, Robertson, Saroya.

ABSENT: Mayor Sanders, Councilmember Larson

ALSO PRESENT: City Manager Michelle Wolfe; Community Development Director Erik Thorvig; City Planner Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Director of Engineering Dan Schluender; City Attorney Tom Loonan; City Attorney Kevin Sandstrom; Communications Manager Ben Hayle; Assistant City Engineer Stefan Higgins; Public Works Director Nick Fleischhacker; Deputy Public Works Director Jason Grode; Public Works Supervisor Kristain Gaaslandand City Clerk Cathy Sorensen

4. Awards - Presentations - Organizational Business

None.

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 Pro Tem Robertson opened the Open Forum at 7:11PM.

There being no input, Mayor Pro Tem Robertson closed the Open Forum at 7:11PM.

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.

Councilmember Saroya requested Item 8.1 be removed from the consent agenda for further discussion.

Councilmember Newland stated he would be abstaining from voting on the February 3 schedule of bills to paid.

Motion by Councilmember Newland, seconded by Councilmember Massoglia, that the following items on the Consent Agenda be approved as amended removing Item 8.1.

Motion adopted unanimously.

8.1. 2024-72 Schedule of Bills Paid
Sponsors: Jason Zimmerman, Finance Director

Councilmember Saroya raised questions regarding current printing invoices included in schedule of bills paid and inquired about the process for selection of printing firms and possible conflict of interest. Finance Director Zimmerman described the exhaustive process for bidding projects, based on the size of print projects, but that these invoices were a result of past invoices not paid. He stated other firms are used in the city, but typically the city elects to use local firms. Communications Manager Hayle commented on the RFP process that has to be followed for larger projects. He reported the city follows its purchasing policy for when quotes are required and when direct negotiations are required.

Motion by Couniclmember Massoglia, seconded by Councilmember Fleming, to approve the Schedule of Bills Paid.

Motion adopted 6-0-1 (Councilmember Newland abstained).

8.2. 2024-81 Approval of Minutes

Sponsors:

8.3. 2024-73 Motion to Approve Updated Engagement Letter with Baker Tilly for Municipal Advisor Services
Sponsors: Jason Zimmerman, Finance Director

8.4. RES 24-56 Resolution to Approve Purchases from the SBM Fire Capital Fund and Associated Budget Amendments
Sponsors: Jason Zimmerman, Finance Director

8.5. RES 24-57 Resolution Designating Additional Financial Security Dealers for City Funds in 2024
Sponsors: Jason Zimmerman, Finance Director

8.6. RES 24-193 Resolution Releasing Lot 1, Block 1, Minnesota School of Business-Blaine from Recorded Development Agreements. (Case File No. 24-0015/SLK)
Sponsors: Sheila Sellman, City Planner

8.7. RES 24-54 Resolution Granting Final Plat Approval to Subdivide Approximately 1.16 Acres into Three Lots to be Known as Alexander Woods Fourth Addition at 1000 113th Avenue NE. (Case File No. 23-0090/EES)
Sponsors: Sheila Sellman, City Planner

8.8. RES 24-29 Concur with the City of Spring Lake Park in Accepting a Bid from North Valley, Inc. in the amount of $1,048,489.18 for the Sanburnol Drive/85th Avenue Improvements, Improvement Project No. 23-14.
Sponsors: Daniel Schluender, Director of Engineering

8.9. 2024-74 Motion to Approve Contract Amendment with TKDA for Professional Engineering Services toward the TH 65 Access Improvements, Improvement Project No. 21-01
Sponsors: Daniel Schluender, Director of Engineering

8.10. 2024-75 Authorize Temporary Removal of Parking Restrictions on 91st Avenue, between Eldorado Street and Isanti Street to accommodate Ferguson Waterworks Training Academy

Sponsors: Daniel Schluender, Director of Engineering

8.11. 2024-76 Motion to Approve Amendment #1 to the Local Road Improvement Program Agreement

Sponsors: Daniel Schluender, Director of Engineering

8.12. 2024-77 Authorize a Professional Services Contract with Henning Professional Services, Inc. to Provide Right-of-Way Acquisition Services for the 2024 Southwest Area Street Reconstruction Project.

Sponsors: Daniel Schluender, Director of Engineering

8.13. RES 24-58 Resolution to Approve Joint Powers Agreement No. C0010610 with Anoka County and Coon Rapids for Signal Reconstruction and ADA Improvements at University Avenue (CSAH 3) and 86th Lane

Sponsors: Daniel Schluender, Director of Engineering

8.14. RES 24-59 Resolution Approving a Premise Permit for Lawful Gambling Activity for Blaine Youth Football at Pizza Pub

Sponsors: Cathy Sorensen, City Clerk

8.15. 2024-78 Approve Temporary Nursery Sales License for Frattalones Hardware and Garden

Sponsors: Cathy Sorensen, City Clerk

8.16. RES 24-60 Resolution Approving a Premise Permits for Lawful Gambling Activity for Spring Lake Park Lions Club at On The Green

Sponsors: Cathy Sorensen, City Clerk

9. 7:00 PM - Public Hearing and Items Published for a Certain Time

None.

10. Development Business

None.

11. Administration

11.1. RES 24-49 Resolution Accepting a Bid from Valley Paving, Inc. in the Amount of $1,338,453.04 for the Ulysses Street and 117th Avenue Roundabout Project, Improvement Project No. 23-09

Sponsors: Daniel Schluender, Director of Engineering

Director of Engineering Schluender stated bids were received for Project No. 23-09. A total of 9 bids were received, ranging from $1,338,453.01 to $1,833,508.88. The three lowest bidders were reviewed with the council. It was noted bids have been checked and tabulated, and it has been determined that Valley Paving, Inc. of Shakopee, Minnesota is the lowest bidder. The Engineering department has worked with Valley Paving, Inc. on previous contracts. Staff recommends that the low bid be accepted, and a contract entered into with Valley Paving, Inc. City Council is also asked to approve a 10% contingency to bring the total project budget to $1,472,298.34. The project will be funded with a combination of the City's Municipal State Aid (MSAS) fund and Public Sanitary Sewer and Water Utility Funds. There are sufficient funds in the 2024 budget to cover these costs.

Moved by Councilmember Massoglia, seconded by Councilmember Fleming, to adopt a Resolution Accepting a Bid from Valley Paving, Inc. in the Amount of $1,338,453.04 for the Ulysses Street and 117th Avenue Roundabout Project, Improvement Project No. 23-09.

Motion adopted unanimously.

11.2. 2024-79 Motion to Authorize the Mayor and City Manager to Enter into a Contract with Bolton & Menk for Construction Services for Ulysses Street and 117th Avenue Roundabout, Improvement Project No. 23-09

Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated in 2019, the Traffic Commission ordered that the Ulysses Street and 117th Avenue intersection be evaluated for safety in its current condition and future needs. The city then hired Bolton & Menk to conduct evaluation and recommendations for the intersection. In 2020 the council directed staff to incorporate the proposed improvements recommended by the Traffic Commission to modify the intersection with the addition of a roundabout from the study into the 5-year Capital Improvement Plan. It was identified as a 2023 construction project. In 2022, Council approved the contract with Bolton & Menk to provide survey and design for the project and later amended that contract to include right of way acquisition. At this time design has been completed and the project is being awarded to the Low Responsible bidder at the March 4, 2024 meeting.

Mr. Schluender reported construction is anticipated to start in May 2024. The Engineering Department recently requested and received a proposal from Bolton & Menk to provide Construction Services in the amount of $180,722.00, for the next phase of the project. This includes construction staking, construction observation, construction administration and record plans. Bolton & Menk is currently in the city's approved engineering pool. Staff has reviewed this proposal and determined that the fees are justified and reasonable. City council is also asked to approve a 10% contingency to bring the total project budget to

$198,794.00. This project will be funded through proposed Municipal State Aid System (MSAS) and Public Utility funds.

Motion by Councilmember Massoglia, second by Councilmember Newland, to authorize the Mayor and City Manager to Enter into a Contract with Bolton & Menk for Construction Services for Ulysses Street and 117th Avenue Roundabout, Improvement Project No. 23-09.

Motion adopted unanimously.

11.3. RES 24-61 Resolution to Support MACTA Efforts to Modernize Public, Education, and Government (PEG) Programming/Public Access Funding

Sponsors: Michelle Wolfe, City Manager

City Manager Wolfe stated community television programming has primarily been funded through cable franchise fees, which have been declining. Consumers have additional options for programming (such as streaming) which are not subject to fees. The Minnesota Association of Community Telecommunications Administrators (MACTA) is initiating a campaign to create legislative changes at the state and federal level that will respond to consumer changes, and hopefully lead to a diversified funding stream for locally produced telecommunications programming. The council reviewed the 2024 State Legislative Priorities that included Digital Media Fee to Support Local Community Television - This was introduced in the 2023 session as SF 3039 and HF3261. This would be a new revenue stream to support local community television and would help increase revenue into the City's communication fund. Ms. Wolfe stated bills have been introduced which modernize PEG funding by enabling city franchising of broadband internet providers and through a 5% fee on gross revenue for digital media streamers.

Moved by Councilmember Massoglia, seconded by Councilmember Newland, to adopt a Resolution to Support MACTA Efforts to Modernize Public, Education, and Government (PEG) Programming/Public Access Funding.

Councilmember Massoglia thanked staff for their efforts on this item. He commented further on how applying PEG fees to broadband would positively impact community television.

Motion adopted unanimously.

11.4. 2024-80 Approve an Agreement with Jacobson, Magnuson, Anderson & Holloran for Government Relations for April 2024-April 2025.

Sponsors: Michelle Wolfe, City Manager

Ms. Wolfe stated the current federal government relations contract with Jacobson, Magnuson, Anderson & Holloran will expire at the end of March. City Council is being asked to approve the April 2023 - April 2024 contract at the rate of $4,500 per month for a total of $54,000.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to approve an agreement with Jacobson, Magnuson, Anderson & Holloran for Government Relations for April 2024 through April 2025.

Councilmember Massoglia stated he greatly appreciated the efforts of this lobbying firm on behalf of the city of Blaine.

Motion adopted unanimously.

12. Other Business

None.

13. Adjournment

Moved by Councilmember Massoglia, seconded by Councilmember Newland, to adjourn the meeting at 7:27PM.

Motion adopted unanimously.

Signed by ______________________________
Tim Sanders, Mayor

Signed by ______________________________
Catherine M. Sorensen, CMC, City Clerk