



City of Blaine

City Council

December 2, 2024 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

1. Call to Order by the Mayor

2. Pledge of Allegiance

3. Roll Call

4. Awards - Presentations - Organizational Business

5. Communications

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.

7. Adoption of Agenda

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.

8.1. 2024-553 Schedule of Bills Paid
Sponsors: Jason Zimmerman, Finance Director

8.2. 2024-567 Approval of Minutes
Sponsors: Cathy Sorensen, City Clerk

8.3. 2024-571 Approve Lobbying Agreement with The Ferguson Group
Sponsors: Michelle Wolfe, City Manager

8.4. 2024-566 Approve Renewal of Labor Attorney Contract with Eckberg Lammers

Sponsors: Scott Johnson, Director of Administrative Services

- 8.5.** 2024-550 Approve an Amendment to the City Manager's Employment Agreement and Approve an Agreement with Mission Square Retirement to Establish a Deferred Compensation Plan for the City Manager

Sponsors: Scott Johnson, Director of Administrative Services

- 8.6.** 2024-554 Accept Bid and Renewal Terms from Johnson Litho Graphics for the 2025-2027 City of Blaine Printing Contract

Sponsors: Ben Hayle, Communications Manager

- 8.7.** 2024-573 Approve Payment to Cisco Systems for Network Switch Infrastructure Upgrade, Year 2 of 3.

Sponsors: Paul Grosse, IT Manager

- 8.8.** 2024-555 Authorizing the Acquisition of Permanent Easement consistent with State Law for the 2024 Southwest Area Street Reconstruction Project, Improvement Project Number T24-07

Sponsors: Daniel Schluender, Director of Engineering

- 8.9.** 2024-451 Motion to Authorize the Mayor and City Manager to Enter into a Contract with ISG for Monitoring and Maintenance Planning for the Blaine Wetland Sanctuary

Sponsors: Daniel Schluender, Director of Engineering

- 8.10.** RES 24-200 Resolution Granting an Updated Conditional Use Permit to Allow a Mosque (Place of Worship), K-8 Elementary School, and a Daycare/Pre-School in the Development Flex (DF) Zoning District at 3629 95th Avenue NE. As-Suffah Islamic Center (Case File No. 24-0059/SLK)

Sponsors: Sheila Sellman, City Planner

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

- 9.1.** RES 24-220 Conduct Public Hearing and Adopt a Resolution to Vacate a 54-ft length portion of the Drainage and Utility Easement, according to the recorded plat thereof, Anoka County, Minnesota; Vacation No. V24-05

Sponsors: Daniel Schluender, Director of Engineering

- 9.2.** 2024-534 Approve Renewal of Currency Exchange Licenses

Sponsors: Cathy Sorensen, City Clerk

10. Development Business

- 10.1.** RES 24-225 Resolution Granting a Conditional Use Permit to Allow Continued Operations of a Mosque (Place of Worship) in the Regional Commercial (B-3) Zoning District at 12175 Aberdeen Street NE. Minnesota Education Trust (MAS Blaine) (Case File No. 24-0061/SAS)
Sponsors: Sheila Sellman, City Planner

11. Administration

- 11.1.** 2024-556 Motion to Accept Proposal and Authorize Mayor and City Manager to Enter into a Contract with Stantec for Professional Design Services for the Blaine Wetland Sanctuary Trail Development Project
Sponsors: Daniel Schluender, Director of Engineering

12. Other Business

13. Adjournment

CITY OF BLAINE

SCHEDULE OF BILLS PAID

APPROVED ON 12/02/24 FOR PAYMENTS THE WEEK OF 11/08/2024

Vendor Name	Description	Amount
ACCESS	Data Storage	\$ 143.98
AMAZON CAPITAL SERVICES	Election Labels	\$ 292.40
AMAZON CAPITAL SERVICES	Jacobs Chuck; Welding bay	\$ 159.41
AMAZON CAPITAL SERVICES	Arbor for Drill Chuck; Welding Bay	\$ 44.91
AMAZON CAPITAL SERVICES	PW Mechanic Shop Tool	\$ 119.98
AMAZON CAPITAL SERVICES	Administration supplies-professional backdrop	\$ 39.59
AMAZON CAPITAL SERVICES	Administrative Services supplies	\$ 93.97
AMAZON CAPITAL SERVICES	Food and art project for Prince and Princess Party	\$ 98.91
AMAZON CAPITAL SERVICES	Dymo Label Printer for Elections	\$ 220.02
AMAZON CAPITAL SERVICES	Supplies for breakfast with Santa	\$ 13.89
AMAZON CAPITAL SERVICES	Credit#03	\$ (159.99)
AMAZON CAPITAL SERVICES	Expanding folders, paper clips, envelope moisteners	\$ 146.48
AMAZON CAPITAL SERVICES	Mechanic Shop Tools; Tire paste/brush	\$ 80.64
AMAZON CAPITAL SERVICES	Trailer vent for Safety Camp trailer	\$ 59.00
AMAZON CAPITAL SERVICES	Small Paper pads, rubber bands	\$ 13.67
AMAZON CAPITAL SERVICES	12 rolls of dymo Labels - Election	\$ 67.35
AMAZON CAPITAL SERVICES	CREDIT#01	\$ (159.99)
AMAZON CAPITAL SERVICES	Holster equipment/Glock tools	\$ 33.96
AMAZON CAPITAL SERVICES	Credit#04	\$ (159.99)
AMAZON CAPITAL SERVICES	Workspace Wellness Equipment	\$ 724.91
AMAZON CAPITAL SERVICES	Credit#02	\$ (159.99)
AMAZON CAPITAL SERVICES	36 rolls DYNOLabels - Elections	\$ 190.64
AMEM	2024 AMEM Conference Fee- Boerboom	\$ 225.00
ANOKA COUNTY TREASURY DEPARTMENT	Anoka County Annual State Access Fee	\$ 6,120.00
APPLE FORD WHITE BEAR LAKE	Heater Cord/Tires; truck 1292	\$ 725.92
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 175.95
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 114.00
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 52.75
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 199.95
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 488.55
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 251.40
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 254.90
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 619.05
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 19.85
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 19.85
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 160.91
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 73.70
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 217.85
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 189.95
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 140.30
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 194.85
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 291.80
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 358.90
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 82.35
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 86.41
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 32.45
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 43.48
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 139.85
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 81.50

ASPEN MILLS INC	Patrol uniforms and clothing	\$ 160.91
ASPEN MILLS INC	Patrol uniforms and clothing	\$ 216.30
BARNUM COMPANIES INC	PD gate planned maintenance and snow scraper blade	\$ 350.80
BARNUM COMPANIES INC	PD overhead doors planned maintenance	\$ 1,650.00
BARR ENGINEERING COMPANY	Wellfield Management Plan Proposal, I/P 23-22	\$ 5,253.50
BARR ENGINEERING COMPANY	WTP #4, Construction Admin-Change Order 3, I/P 19-11	\$ 10,391.52
BARR ENGINEERING COMPANY	WTP2 Preventative Maintenance CO 1, I/P 23-20	\$ 4,375.66
BAUER BUILT INC	Tires/Installation; Plow 1306	\$ 2,492.72
BEAUDRY OIL & PROPANE	Fuel Delivery; Water	\$ 1,396.71
BEAUDRY OIL & PROPANE	Fuel Delivery; Water	\$ 1,442.88
BIG DIPPER CREAMERY LLC	All Staff Department Meeting consumables	\$ 525.00
BILL'S GUN SHOP & RANGE NORTH	Range fees for firearms training	\$ 75.00
BLAINE BROTHERS INC	Brake Treadle; Equipment 1201	\$ 289.84
BLAINE BROTHERS INC	Brake Chamber/slack adj; Plow 1211	\$ 402.86
BLAINE BROTHERS INC	Exhaust parts; Plow 1211	\$ 410.07
BLAINE BROTHERS INC	Brake Chambers/Clevis'; Plow 1211	\$ 138.88
BLAINE BROTHERS INC	Brake Chambers/Clevis'; Plow 1211	\$ 274.58
BLAINE BROTHERS INC	Brake Chambers/Clevis'; Plow 1211	\$ 128.84
BLAINE BROTHERS INC	Replace shock absorbers/Spring Pins repair; Plow 1211	\$ 4,320.19
BLAINE BROTHERS INC	Steering king pins replaced; Plow 1211	\$ 6,751.63
BLAINE CUSTOM APPAREL & AWARDS	Staff Uniforms	\$ 782.00
BLAINE'S BLAZIN' 4TH COMMITTEE	Walter's Festival Donation Reimbursement	\$ 5,000.00
BRAUN INTERTEC CORPORATION	NDE Services - 1100 Paul Parkway (thru 10/18/24), I/P 24-21	\$ 902.50
BRAUN INTERTEC CORPORATION	Construction Materials Testing (Pleasure Creek Recon), I/P 24-06	\$ 10,558.00
CAPITAL ONE TRADE CREDIT	Credit	\$ (8.38)
CAPITAL ONE TRADE CREDIT	D Rings; Truck 1297	\$ 85.44
CAPITAL ONE TRADE CREDIT	Chainsaw chaps/Battery pack; Water	\$ 227.98
CAPITAL ONE TRADE CREDIT	Chainsaw chaps/Battery pack; Water	\$ 42.07
CAPITAL ONE TRADE CREDIT	Jackstands: Tractor 1276	\$ 104.48
CAPITAL ONE TRADE CREDIT	CH drill bits, filters, hose, spark plug	\$ 137.51
CENTRAL TURF & IRRIGATION SUPPLY INC	Irrigation bulk connectors; Parks	\$ 334.00
CINTAS CORPORATION	Uniform/Rug Rentals - PW	\$ 411.78
CINTAS CORPORATION	CH Mats/Rugs	\$ 38.42
CINTAS CORPORATION	CH Mats/Rugs	\$ 205.47
CINTAS CORPORATION	MAYC - Mats/Rugs	\$ 38.42
CINTAS CORPORATION	PW med supply cabinet	\$ 164.11
CITY OF LEXINGTON	November 2024 Sewer	\$ 4,295.35
CITY OF ST PAUL	Rifle Instructor training-2 officers	\$ 800.00
CIVICPLUS, LLC	New Domain Fees for Blaine Safety Websites	\$ 1,001.52
CIVICPLUS, LLC	SeeClickFix Resident Request Tool Cartegraph Integration	\$ 5,157.12
COMCAST	PW Cable TV	\$ 20.98
COMCAST	Internet for Public Wi-Fi	\$ 282.89
COMCAST	Fiber Internet Service	\$ 1,360.00
CONNEXUS ENERGY-UTILITY PAYMENTS	10801 Town Square DR NE - Electric	\$ 10,100.50
CONNEXUS ENERGY-UTILITY PAYMENTS	951 124th LN NE - Electric	\$ 9,256.50
CORE & MAIN LP	1.5" C2 Meter for Resale	\$ 3,030.00
CORE & MAIN LP	3/4" Residential Meters for Resale	\$ 4,242.73
CRYSTEEL TRUCK EQUIPMENT	Snow Plow/Installation; Truck 2424	\$ 10,801.00
CUMMINS SALES AND SERVICE	Oil Leak Repair; Trackless 1208	\$ 6,997.18
CUSHMAN MOTOR COMPANY INC	Locking Gas cap; Tractor 1266	\$ 115.35
D R HORTON INC	Escrow Refund - 13114 National ST NE	\$ 4,900.00
DAVID VELASQUEZ & MEUSER, YACKLEY, & ROWLAND	Payment per agreement 10/09/24	\$ 50,000.00
DELEGARD TOOL COMPANY	Credit	\$ (7.36)
DELEGARD TOOL COMPANY	Tools for Mechanics Shop	\$ 2,065.34
DELEGARD TOOL COMPANY	Mechanics Shop Tools; B/O hole saw kit	\$ 92.72
ECKBERG LAMMERS PC	Prosecution Fees	\$ 22,720.59

ECM PUBLISHERS INC	Advertising & Public Notices	\$	439.24
ECM PUBLISHERS INC	2024 Public Hearing Notices	\$	75.25
ECM PUBLISHERS INC	Advertising & Public Notices	\$	279.50
ECM PUBLISHERS INC	Advertising & Public Notices	\$	64.50
ECM PUBLISHERS INC	2024 Public Hearing Notices	\$	21.50
FERGUSON ENTERPRISES LLC #3325	Hydrant Meter Stands; Water	\$	4,398.98
FERGUSON WATERWORKS #2518	Water Hydrant Dig Parts; 104th/Van Buren	\$	851.82
FERGUSON WATERWORKS #2518	Valve box for Hydrant; Water	\$	430.08
FOXTAIL HOLLOW LLC	Reimbursement applied for incorrect license (6)	\$	1,140.00
FUN EXPRESS LLC	Supplies for winter events	\$	135.80
FUN EXPRESS LLC	Credit	\$	(34.39)
GRAINGER	Heaters/Thermostats; Well houses, WTP 3	\$	189.53
GRAINGER	Heaters/Thermostats; Well houses, WTP 3	\$	303.06
GRAINGER	Heaters/Thermostats; Well houses, WTP 3	\$	2,349.25
GRAINGER	Mounting Brackets/Knob; well houses	\$	144.05
GRAINGER	Mounting Brackets/Knob; well houses	\$	25.92
GRAINGER	Strainer/Screen; Water	\$	49.24
GS DIRECT INC	PW Plotter ink	\$	507.75
HAMMER SPORTS LLC	Refs for Adult Basketball League 11/3/2024	\$	420.00
HAWKINS INC	Water Treatment Chemicals	\$	406.00
HENNING PROFESSIONAL SERVICES INC	Easement Acquisition Services Amendment, I/P 24-07	\$	1,118.00
HIPERLINE	2024 Capital: Lining project/LS main discharge manholes	\$	4,151.00
HOLIDAY COMPANIES	Car Washes - PD	\$	780.00
HOLIDAY COMPANIES	Car Washes - Comm. Stds.	\$	10.00
HYDRAULIC SPECIALTY INC	Hyd Fittings; Plow 1211	\$	13.86
INNOVATIVE OFFICE SOLUTIONS	Copy Paper, Batteries, Desk Pad	\$	384.36
INSIGHT PUBLIC SECTOR INC	VMware Support and Maintenance	\$	15,537.92
JOHMAR FARMS LLC	Reindeer for Winter Celebration	\$	2,075.00
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	Biz Connect + Mailing, October 2024	\$	11,027.24
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	November MAYC Newsletter	\$	1,955.92
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	November/December City Newsletter	\$	14,249.24
JULEE QUARVE-PETERSON INC	CH & Tom Ryan Park accessibility review	\$	2,820.35
KJ BRANDING	Wall graphics/signage with new badge/patch	\$	645.00
KOMPAN INC	Playground Equipment for Suzanne Park	\$	16,589.00
KURILLA CONTRACTING COMPANY	2024 Storm Outlet Project, I/P 24-50	\$	3,211.00
LACASSE ANDREW	Performance at Winter Celebration	\$	600.00
LAWSON PRODUCTS INC	Mechanic shop supplies: Hyd hoses	\$	579.50
LAWSON PRODUCTS INC	Mechanic Shop Tools; Grinding Wheel	\$	305.84
LAWSON PRODUCTS INC	Coupling Fitting/Nipple/Stripe paint; Water/Sewer	\$	234.44
LEAGUE OF MN CITIES	APMP Oct. Conference (Derr)	\$	50.00
LENNAR	Escrow Refund - 3495 110th LN NE	\$	4,800.00
LOCAL GOVERNMENT INFORMATION SYSTEMS	2024 Special Assessment Program & E-Property Site	\$	5,569.00
LOGINOV MARK	Park & Rec Refund	\$	500.00
MACQUEEN EQUIPMENT INC	Credit	\$	(940.44)
MACQUEEN EQUIPMENT INC	Bumper/Mirror; Trackless 1314	\$	481.18
MACQUEEN EQUIPMENT INC	Filters for Mower 1322-3	\$	974.73
MACQUEEN EQUIPMENT INC	Plow truck Plates/Shoes; PW	\$	7,529.79
MANAGED SERVICES INC	CH janitorial November	\$	4,418.00
MANAGED SERVICES INC	CH supplies tp, enmotion, foam soap	\$	556.72
MARSDEN CENTRAL LLC	PW November Janitorial Services	\$	2,476.38
MARTIN MARIETTA MATERIALS	Rubble; Water Hydrant Dig	\$	30.00
MC TOOL & SAFETY SALES	PPE: New Hire; Tyler Foss	\$	39.00
MC TOOL & SAFETY SALES	PPE for Parks; safety glasses	\$	41.37
MC TOOL & SAFETY SALES	PW Safety Glasses/Gloves	\$	575.47
MEDICAESHOP INC	15 Safe Sharps wall mount bracket	\$	259.50
MENARDS - BLAINE	Well 8 repair supplies; Drill bits/screws/clamps/wire strap	\$	163.50

MENARDS - BLAINE	MAYC salt pellets, batteries, Cascade	\$	162.31
MENARDS - BLAINE	Sign Shop Supplies	\$	61.87
MENARDS - BLAINE	CH rodent traps	\$	62.74
MENARDS - BLAINE	Supplies for Safety Camp Trailer vent repair	\$	41.95
MENARDS - BLAINE	Mechanic Shop Tools	\$	119.94
MENARDS - BLAINE	CH air filter, outlet, surge	\$	64.89
MENARDS - BLAINE	Coffee supplies for community outreach events	\$	13.98
METRO SALES INCORPORATED	Copier Maintenance and Support	\$	720.58
METRO SALES INCORPORATED	Copier Maintenance and Support	\$	554.92
METRO SALES INCORPORATED	Copier Maintenance and Support	\$	5,274.61
METRO SALES INCORPORATED	Copier Maintenance and Support	\$	713.32
METROPOLITAN COUNCIL	MCES 2024 Wastewater Services	\$	456,606.67
METROPOLITAN COUNCIL	October 2024 SAC	\$	56,583.45
MIDWAY FORD COMPANY	Door Motor; Truck 3401	\$	24.09
MIDWAY FORD COMPANY	Coolant tank/Cap; Van 4502 - Sensor; Truck 3383	\$	106.99
MIDWAY FORD COMPANY	Coolant tank/Cap; Van 4502 - Sensor; Truck 3383	\$	62.70
MIDWEST FENCE	Installation of new fencing at the Blaine Baseball complex	\$	5,677.00
MINNESOTA EQUIPMENT - ROGERS	Trailer #4645; Water Department	\$	5,396.84
MINNESOTA FIRE SERVICE CERTIFICATION BOARD	Brennan certificate exam Insp 2	\$	142.00
MINNESOTA HIGHWAY SAFET	Senior program	\$	480.00
MINNESOTA HIGHWAY SAFETY	3 EVOC/PIT refreshers	\$	1,575.00
MINNESOTA POLLUTION CONTROL AGENCY	Wastewater Certification fees	\$	45.00
MINNESOTA POLLUTION CONTROL AGENCY	Wastewater Certification fees	\$	45.00
MINNESOTA POLLUTION CONTROL AGENCY	Wastewater Certification fees	\$	45.00
MINNESOTA POLLUTION CONTROL AGENCY	Wastewater Certification fees	\$	45.00
MINNESOTA POLLUTION CONTROL AGENCY	Wastewater Certification fees	\$	45.00
MINUTE MAKER SECRETARIAL	Council Minutes	\$	581.88
MINUTE MAKER SECRETARIAL	2024 NRCB MINUTES	\$	167.00
MINUTE MAKER SECRETARIAL	2024 PARK BOARD MINUTES	\$	206.50
MN DEPT OF LABOR AND INDUSTRY	October 2024 State Surcharge	\$	5,442.68
NATIONAL SPORTS CENTER	MASC/COB Field 55/46 Construction Draw #7	\$	1,200,000.00
NEOGOV	Subscription fee	\$	8,079.55
NORTHERN SANITARY SUPPLY CO INC	Cleaning supplies/Disinfectant; Sewer	\$	395.39
NORTHERN SANITARY SUPPLY CO INC	CH cleaner, liners, disinfectant	\$	316.28
NORTHERN SANITARY SUPPLY CO INC	PW Supplies - can liners	\$	72.48
O'REILLY AUTOMOTIVE INC	Brake Fluid/Hose Clamps; Plow 1211	\$	59.94
O'REILLY AUTOMOTIVE INC	Oil Filters; PW Stock	\$	105.84
O'REILLY AUTOMOTIVE INC	Credit	\$	(90.00)
O'REILLY AUTOMOTIVE INC	Credit	\$	(47.69)
O'REILLY AUTOMOTIVE INC	Battery; UTV 2340	\$	56.93
O'REILLY AUTOMOTIVE INC	Credit	\$	(70.00)
O'REILLY AUTOMOTIVE INC	Calipers/Brake Shoes; Truck 5275	\$	259.60
O'REILLY AUTOMOTIVE INC	Brake Fluid/Hose Clamps; Plow 1211	\$	100.56
PAFFY'S PEST CONTROL INC	PW - Monthly pest control	\$	80.35
PHASOR ELECTRIC COMPANY	Electrical conduit for the Aquatone Bandshell cameras	\$	3,500.00
PHASOR ELECTRIC COMPANY	Repair of Lexington Athletic Complex Football light field 2	\$	2,068.00
PLACE MARIE	working at Prince and Princess Party	\$	125.00
PLUNKETT'S PEST CONTROL INC	Pest Control; All Liftstations	\$	3,452.27
PRO-TEC DESIGN INC	South parking lot cameras repair	\$	918.50
PULTE HOMES OF MINNESOTA LLC	Escrow Refund 12668 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12643 Marmon ST NE	\$	4,900.00
ROSE MUSIC SERVICES	Senior program	\$	150.00
ROSE MUSIC SERVICES	Senior program	\$	150.00
ROTARY CLUB OF BLAINE-HAM LAKE	Membership Renewal - Douglas and Wiens	\$	800.00
SAND SERVICE & REPAIR LLC	Service/parts: Wheel balancer 1246	\$	484.27
STAR TRIBUNE	Public Notice 10/25/24, PH Kara Werth	\$	97.96

STERICYCLE INC	Oct Shred	\$	145.59
STERN DRYWALL INC	Added half wall council chambers	\$	8,863.00
SUN CONTROL OF MINNESOTA INC	Window film (1/2 down)	\$	444.45
SUN LIFE FINANCIAL	Long Term Disability Insurance-monthly	\$	5,237.99
SYMBOLARTS, LLC	6325 new police patch order with rockers	\$	330.00
SYMBOLARTS, LLC	6325 new police patch order with rockers	\$	9,017.00
TEAMSTERS LOCAL #320 WELFARE	Police Dental - Group #1609 Monthly	\$	8,094.00
TKDA AND ASSOCIATES INC	TH65 Access Improvements (Amendment 4), I/P 21-01	\$	24,260.50
T-MOBILE USA INC	Timing advanced data service for cell - Inv.-case 24185481	\$	165.00
TOWMASTER INC	PW Plow Parts; runners/mounts	\$	20,312.30
ULINE	Trash cans	\$	403.14
ULINE	Dust mop and replacement	\$	72.00
ULINE	Crowd control posts for elections	\$	1,700.66
VOLUNTEERS OF AMERICA	Van drivers meals	\$	85.00
WSB & ASSOCIATES INC	AUAR Contract - Northtown	\$	11,299.25
WSB & ASSOCIATES INC	Design & Construction Svcs-2024 NW Area Street Recon, I/P 24-05	\$	29,730.75
WSB & ASSOCIATES INC	2025 Zest St Construction Project, I/P 25-04	\$	15,853.50
XCEL ENERGY	Siren - Electric	\$	9.09
ZAYO GROUP LLC	Telephone Service	\$	6,645.66
ZOLL MEDICAL CORPORATION	ResQPods for Patrol Operations	\$	740.00
		\$	2,241,921.29

CITY OF BLAINE

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID
APPROVED ON 12/02/2024 FOR PAYMENTS THE WEEK OF 11/08/2024**

Vendor Name	Description		Amount
TOWMASTER INC	PW Plow Parts; runners/mounts	\$	20,312.30
ECKBERG LAMMERS PC	Prosecution Fees	\$	22,720.59
TKDA AND ASSOCIATES INC	TH65 Access Improvements (Amendment 4), I/P 21-01	\$	24,260.50
WSB & ASSOCIATES INC	Design & Construction Svcs-2024 NW Area Street Recon, I/P 24-05	\$	29,730.75
DAVID VELASQUEZ & MEUSER, YACKLEY, & ROWLAND P.A.	Payment per agreement 10/09/24	\$	50,000.00

CITY OF BLAINE

SCHEDULE OF BILLS PAID

APPROVED ON 12/02/24 FOR PAYMENTS THE WEEK OF 11/15/2024

Vendor Name	Description	Amount
ACI ASPHALT	Hydrant Meter Deposit Refund	\$ 4,478.40
ALL AUTO GLASS LLC	Replace windshield in Squad 5318 - 2022 Tahoe	\$ 487.58
ALMBERG KERRY	Park & Rec Refund	\$ 60.00
ALMBERG ZACH	Park & Rec Refund	\$ 40.00
AMAZON CAPITAL SERVICES	Packing Tape, Masking Tape	\$ 56.54
AMAZON CAPITAL SERVICES	Coffee filters, phone directory CSOs	\$ 84.60
AMAZON CAPITAL SERVICES	PW: Power supplies for WTP's	\$ 318.20
AMAZON CAPITAL SERVICES	Supplies for staff breakfast	\$ 15.89
AMAZON CAPITAL SERVICES	Shoe Polish Supplies for Patrol	\$ 8.00
AMAZON CAPITAL SERVICES	Pamphlet and Business Card Holders for Patrol Area Organization	\$ 62.97
AMAZON CAPITAL SERVICES	PW: Car Battery Chargers; PW Stock	\$ 804.70
AMAZON CAPITAL SERVICES	Laminating pouches, memory for HP laptop	\$ 162.81
AMAZON CAPITAL SERVICES	Mechanic Shop Tools	\$ 74.94
AME RED-E-MIX INC	Concrete: Hydrant Repair 10310 Jackson	\$ 835.00
ANDERSON ASHLEY	Park & Rec Refund	\$ 65.01
ANOKA COUNTY	2024 County Recordings	\$ 92.00
ANOKA COUNTY	Record Vacation Easement & Deferred Assessments	\$ 46.00
ANOKA COUNTY	2024 County Recordings	\$ 46.00
ANOKA COUNTY	2024 County Recordings	\$ 46.00
ANOKA COUNTY	2024 County Recordings	\$ 46.00
ANOKA COUNTY	Record Vacation Easement & Deferred Assessments	\$ 92.00
ANOKA COUNTY TREASURY DEPARTMENT	Oct. Local Govt. Officials Mtg. (Wolfe, Newland, Larson)	\$ 33.00
APPELDOORN KENT D	Senior program - Birthday entertainment	\$ 150.00
APPLE FORD WHITE BEAR LAKE	Transmission/Electrical issues; Truck 1260	\$ 2,369.51
AT&T MOBILITY	Employee Cell Phone Service	\$ 10,555.04
AT&T MOBILITY	Cell phone service billing for 2024	\$ 7,424.59
ATLAS TOYOTA MATERIAL HANDLING	Forklift Service	\$ 139.00
ATLAS TOYOTA MATERIAL HANDLING	Forklift Service	\$ 146.90
BAKER TILLY MUNICIPAL ADVISORS LLC	2024A Bond Issuance - Municipal Advisor Fee	\$ 45,000.00
BAKER TILLY MUNICIPAL ADVISORS LLC	105th Redevelopment Services	\$ 20,000.00
BAKER TILLY US LLP	2022 Water Sewer Storm Rate Study	\$ 14,220.00
BARR ENGINEERING COMPANY	WTP1 underdrain Design - Change Order, I/P 23-21	\$ 345.00
BAUER BUILT INC	Tires/Installation; Tanker 2410	\$ 3,798.12
BAUER BUILT INC	Tire repair; Plow 1200	\$ 369.90
BAUER BUILT INC	Tires/Installation; Plow 1203	\$ 1,936.14
BEAUDRY OIL & PROPANE	Fuel Delivery - November	\$ 12,487.87
BEAUDRY OIL & PROPANE	Fuel Delivery - November	\$ 4,264.07
BEAUDRY OIL & PROPANE	Fuel Delivery - November	\$ 5,952.86
BLAINE BROTHERS INC	Engine Repair; Plow 1201	\$ 9,636.91
BLAINE BROTHERS INC	Engine Repairs; Plow 1201	\$ 4,312.86
BLAINE BROTHERS INC	Brass Fittings; Plow 1211	\$ 8.94
BOLTON & MENK INC	Water Tower 2 Rehab Professional Services, I/P 24-21	\$ 7,724.00
BOUND TREE MEDICAL LLC	Medical Supplies for Patrol Operations	\$ 305.88
BOUND TREE MEDICAL LLC	Medical Supplies for Patrol Operations	\$ 8.29
BOYER TRUCKS	Exhaust; Plow 1201	\$ 721.39
BOYER TRUCKS	Thermostat housing; Plow 1211	\$ 836.66
BOYER TRUCKS	Thermostat housing; Plow 1211	\$ 32.47
BOYER TRUCKS	Credit	\$ (488.27)
BOYER TRUCKS	Thermostat housing; Plow 1211	\$ 93.56
BOYER TRUCKS	Thermostat housing; Plow 1211	\$ 43.59
BOYER TRUCKS	Air Tanks; Hook Truck 1241	\$ 829.14

BOYER TRUCKS	Thermostat housing; Plow 1211	\$	24.14
BRAD'S CATCH BASIN REPAIR LLC	Sidewalk Repairs; Streets	\$	10,864.10
BRAD'S CATCH BASIN REPAIR LLC	Sidewalk Repairs; Streets	\$	6,766.00
BRONSON MARK	Park & Rec Refund	\$	40.00
CAPITAL ONE TRADE CREDIT	Jackstands: Tractor 1276	\$	52.24
CAPITAL ONE TRADE CREDIT	Vise/tool box/tote; Water tools	\$	599.47
CAPITAL ONE TRADE CREDIT	Clevis slip/grab Hook: Patching truck 1329	\$	96.38
CAPITOL HILL ASSOICATES INC	Federal Lobbyist Services July 2024-March 2025 (Vendor Change)	\$	4,500.00
CENTER FOR ENERGY AND ENVIRONMENT	EDA HIL Loans - September 2024	\$	8,050.00
CENTERPOINT ENERGY	Gas Service	\$	582.13
CENTURYLINK	911 Service	\$	80.52
CHRONICLES IN HEALTH LLC	Senior program - Health Session	\$	55.00
CINTAS CORPORATION	PW Uniform/Rug Rental; Nov & Dec	\$	184.37
CINTAS CORPORATION	PW Uniform/Rug Rental; Nov & Dec	\$	422.09
CINTAS CORPORATION	MAYC medical cabinet supplies	\$	12.65
CIVICPLUS, LLC	ANNUAL SUPPLEMENT SUBSCRIPTION - MUNICODE	\$	5,292.00
CLYDE ARMORY INC	5 patrol rifles	\$	9,295.00
COLVIN ZACK	Park & Rec Refund	\$	40.00
COMCAST	Internet and Television - MAYC	\$	69.59
COMPUTER EXPLORERS	Fall Tech Camp	\$	125.00
COREMARK METALS	2023 Capital; Water Break Trailer #4641 build up	\$	129.92
CREATIVE HOMES INC	Escrow Refund - 4884 127th CIR NE	\$	4,700.00
CRYSTEEL TRUCK EQUIPMENT	2024 Capital: Storm Dept F550 #4635 Build up	\$	40,495.78
CRYSTEEL TRUCK EQUIPMENT	2023 Capital: F550 - 9 ft box, #1328 Build up	\$	40,495.78
CRYSTEEL TRUCK EQUIPMENT	Cutting Edges; Plow Trucks	\$	4,470.20
CRYSTEEL TRUCK EQUIPMENT	Strobe light; Plow 1203	\$	136.08
CRYSTEEL TRUCK EQUIPMENT	Strobe light; Plow 1203	\$	149.00
CRYSTEEL TRUCK EQUIPMENT	Bolts: Plow 1298	\$	49.60
CRYSTEEL TRUCK EQUIPMENT	Bolts: Plow 1298	\$	116.90
CUB FOODS INC - THE VILLAGE	Community Outreach Event supplies	\$	21.97
CUB FOODS INC - THE VILLAGE	Community Outreach Event supplies	\$	176.28
CUB FOODS INC - THE VILLAGE	Community Outreach Event supplies	\$	31.02
CUB FOODS INC - THE VILLAGE	Healthy Family Training, Patrol Training items	\$	24.98
CUB FOODS INC - THE VILLAGE	Community Outreach Event supplies	\$	30.89
CUB FOODS INC - THE VILLAGE	Community Outreach Event supplies	\$	31.61
CUB FOODS INC - THE VILLAGE	Community Outreach Event supplies	\$	23.94
CUB FOODS INC - THE VILLAGE	Community Outreach Event supplies	\$	50.98
CUB FOODS INC - THE VILLAGE	Healthy Family Training, Patrol Training items	\$	23.98
CYBER ADVISORS INC	Wireless Access Point for WTP#1	\$	351.21
D & G TIRE RECYCLE LLC	Tire Disposal	\$	555.00
DAVE PERKINS CONTRACTING INC	2024 Capital: Emergency Repair of Sewer Line	\$	49,864.75
DE PROPERTIES LLC	Blaine Back 40 Addition - Final Escrow Release (D03-24)	\$	63,725.00
DOUGLAS KERR UNDERGROUND LLC	Hydrant Meter Deposit Refund	\$	2,606.60
DURAND CHRISTOPHER LAWRENCE	Softball Umpire Fees	\$	440.00
ECM PUBLISHERS INC	Advertising & Public Notices	\$	381.62
ECM PUBLISHERS INC	2024 Public Hearing Notices	\$	80.62
ELECTRIC PUMP INC	2024 Capital; LS 24 Wet Well Rehab, pumps, controls	\$	124,120.00
ELECTRIC PUMP INC	Flush Valve; Lift stations	\$	2,805.82
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Lighting Equipment for Grant Reimbursed TZD Vehicle	\$	713.40
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Upfitting Equipment for Qty: 5 Dodge Durango Police Vehicles	\$	16,817.31
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Upfitting Equipment for Qty: 5 Dodge Durango Police Vehicles	\$	16,817.31
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Upfitting Equipment for Qty: 5 Dodge Durango Police Vehicles	\$	16,817.31
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Upfitting Equipment for Qty: 5 Dodge Durango Police Vehicles	\$	16,817.31
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Upfitting Equipment for Qty: 5 Dodge Durango Police Vehicles	\$	16,817.31
ENVIRONMENTAL EQUIPMENT & SERVICES	Switches/Springs; Sweeper 4615	\$	179.00
FERGUSON WATERWORKS #2518	Curb Stop Repair parts; Water	\$	1,509.51
FERGUSON WATERWORKS #2518	Sediment Curtain; Lochness Pier	\$	2,925.00
FERGUSON WATERWORKS #2518	Meter Couplings; Water	\$	414.60

FERGUSON WATERWORKS #2518	Fire Hyd Parts; Water	\$	253.80
FISERV	August FISERV Payment	\$	174.68
FOBBE CONTRACTING INC	Water Main break repair: Water/86 & Univ	\$	2,350.00
FRIENDLY CHEVROLET INC	Alternator; Vehicle 5307	\$	572.73
GIMPL TAMMY	Kennel Services for September, 2024	\$	350.00
GOPHER STATE ONE CALL INC	2024 Water & Sewer Locate Fees	\$	1,755.00
GRAINGER	CH maintenance tools	\$	485.02
HAMMER SPORTS LLC	Refs for Adult Basketball League 11/10/2024	\$	420.00
HASLING BRIAN	Park & Rec Refund	\$	75.00
HAUGO GEO TECHNICAL SERVICES LLC	Construction Materials Testing, Ulysses/117th Roundabout	\$	6,021.00
HAWKINS INC	Water Treatment Chemicals	\$	6,747.00
HINES-HYATT SHANICE	Refund for Tobacco License Withdrawal	\$	200.00
HOSE PROS LLC	Hyd Gate Valve/adapter; Storm	\$	853.02
HP INC	PD Forensics PC	\$	2,622.51
IMPACT PROVEN SOLUTIONS	2024 UTILITY BILLING INVOICE PRINTING	\$	5,421.84
INSIGHT PUBLIC SECTOR INC	USB C Docking Stations	\$	470.56
INSIGHT PUBLIC SECTOR INC	Cisco Duo MFA Renewal	\$	972.00
INSIGHT PUBLIC SECTOR INC	Credit	\$	(148.40)
INSIGHT PUBLIC SECTOR INC	VMware Horizon Licenses	\$	1,368.10
INSIGHT PUBLIC SECTOR INC	Credit	\$	(114.13)
INSTRUMENTAL RESEARCH INC	Water Sample Testing	\$	960.00
JOB GLORIA D	Senior program - Cooking class	\$	280.00
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	October MAYCConnect Newsletter	\$	2,066.65
KENNEDY & GRAVEN CHARTERED	Elevage Redevelopment TIF District 1-25	\$	18,722.50
KENNEDY & GRAVEN CHARTERED	2023A Bond Issuance - Legal Services	\$	25,000.00
KEVITT COMPANIES	Escrow Refund - 9879 Naples ST NE	\$	2,000.00
LAKES IRRIGATION LLC	Irrigation Water Usage - East & West Lake Parks	\$	1,601.05
LAKES IRRIGATION LLC	Irrigation Water Usage - East & West Lake Parks	\$	2,038.52
LANDBRIDGE ECOLOGICAL	2024 BMP & Mitigation Maintenance	\$	3,190.00
LANGENFELD JON	Home Improvement Grant Reimbursement	\$	1,655.00
LANGUAGE LINE SERVICES INC	Language Line/Interpreter Services	\$	701.43
LAWSON PRODUCTS INC	File Cabinets: Sign Shop	\$	202.29
LAWSON PRODUCTS INC	Mechanics Shop supplies; Alarms, Cleaner, Hose, Aerosol	\$	3,487.18
LAWSON PRODUCTS INC	Mechanics Shop supplies; Alarms, Cleaner, Hose, Aerosol	\$	2.24
LAWSON PRODUCTS INC	Mechanics Shop supplies; Alarms, Cleaner, Hose, Aerosol	\$	441.60
LAWSON PRODUCTS INC	Blue Locate Paint; Water	\$	22.55
LAWSON PRODUCTS INC	Blue Locate Paint; Water	\$	302.40
LEAGUE OF MN CITIES INSURANCE TRUST-CLAIMS	Claim #380566	\$	9,563.76
LEAGUE OF MN CITIES INSURANCE TRUST-CLAIMS	Claim #380352	\$	3,730.43
LEAGUE OF MN CITIES INSURANCE TRUST-CLAIMS	Claim #382777	\$	1,689.05
LENNAR	Escrow Refund - 10931 Zest ST NE	\$	900.00
LOCKRIDGE GRINDAL NAUEN PLLP	2024 State Lobbyist Services	\$	3,166.66
LRS PORTABLES OF MINNESOTA	Satellite Rental - Parks	\$	8,700.10
MARTIN MARIETTA MATERIALS	Patching Material; Eastside basketball	\$	3,396.39
MARTIN MARIETTA MATERIALS	Patching Material for Streets	\$	202.29
MC TOOL & SAFETY SALES	B/O Harness Rescue Retrieval; Sewer	\$	242.09
MENARDS - BLAINE	Bracket/Tester/Shelf: Sign Shop	\$	35.51
MENARDS - BLAINE	Mechanic Shop Tools; Cart/Battery Charger	\$	79.00
MENARDS - BLAINE	Softener Salt for PW Building	\$	426.51
MENARDS - BLAINE	Mechanic Shop Tools; Cart/Battery Charger	\$	44.99
MENARDS - BLAINE	Welding Bay Supply	\$	3.34
MENARDS - BLAINE	Lights for City Hall	\$	79.98
MINNEAPOLIS OXYGEN COMPANY	Oxygen Cylinders for Patrol Operations	\$	175.34
MINNESOTA DEPARTMENT OF COMMERCE	2024 Unclaimed Property Transfer	\$	13,071.87
MINNESOTA OCCUPATIONAL HEALTH	Random drug testing	\$	495.00
MINNESOTA PAVING AND MATERIALS	Hydrant Meter Deposit Refund	\$	462.63
MN METRO NORTH TOURISM	August 2024 Lodging Taxes	\$	19,946.86
MORIN DAVE	Park & Rec Refund	\$	50.00

MTI DISTRIBUTING INC	Belts; Mower 2445	\$	417.58
MTI DISTRIBUTING INC	Belts; Mower 2445	\$	44.92
MTI DISTRIBUTING INC	Credit	\$	(159.16)
NATIONAL SPORTS CENTER	Hydrant Meter Deposit Refund	\$	375.00
NORTHLAND CAPITAL EQUIPMENT FINANCE	Fitness Equipment Lease	\$	832.43
NUSS TRUCK & EQUIPMENT	ABS code repair; Plow 1305	\$	637.58
NUSS TRUCK & EQUIPMENT	Sensor/Brake shoe repair; Plow 1306	\$	1,489.75
ONSITE AUTO GLASS	Windshield; Truck 3399	\$	591.77
O'REILLY AUTOMOTIVE INC	Mechanic shop supplies; Tire Cement	\$	30.24
O'REILLY AUTOMOTIVE INC	Credit#02	\$	(130.82)
O'REILLY AUTOMOTIVE INC	Sealant; Plow 1211	\$	13.99
O'REILLY AUTOMOTIVE INC	Brake Rotors/Pads; Vehicle 5222	\$	139.99
O'REILLY AUTOMOTIVE INC	Brake Rotors/Pads; Vehicle 5222	\$	119.99
O'REILLY AUTOMOTIVE INC	Credit#01	\$	(139.99)
O'REILLY AUTOMOTIVE INC	Air Filter; Bus 3404	\$	9.55
PARK CONSTRUCTION COMPANY	Hydrant Meter Deposit Refund	\$	3,076.30
PLAISTED COMPANIES INC	Sand; Water main breaks	\$	1,351.41
PULTE GROUP	Escrow Refund - 12599 Marmon ST NE	\$	7,400.00
PULTE GROUP	Escrow Refund - 12638 Marmon ST NE	\$	4,800.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12591 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12632 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12649 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12674 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12644 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12592 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12586 Marmon ST NE	\$	7,400.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12602 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12637 Marmon ST NE	\$	4,900.00
PULTE HOMES OF MINNESOTA LLC	Escrow Refund - 12612 Marmon ST NE	\$	4,900.00
R J RYAN CONSTRUCTION INC	Hydrant Meter Deposit Refund	\$	4,700.00
RASMUSSEN AMANDA	Park & Rec Refund	\$	65.01
RCM SPECIALTIES INC	Street Patching Material	\$	548.91
REEVES RYAN	Refund duplicate payment peddler	\$	105.00
REHDER MARK	Forestry Consulting; July-Aug	\$	7,832.02
REPUBLIC SERVICES #894	Shredding for Recycling Saturday Events	\$	922.96
RICKS PLUMBING INC	Permit Refund B24-03707	\$	186.00
RIDGEWAY & ASSOCIATES	Mental Wellness Program	\$	2,490.00
ROBINSON RHONDA	Refund Kennel License	\$	70.00
RUM RIVER CONSULTANTS	Hourly Building Inspections Services September 24 & October 24	\$	39,045.00
S&P GLOBAL RATINGS	2024C & 2024D Bond Issuance - Rating Agent Fees	\$	7,000.00
S&P GLOBAL RATINGS	2024B Bond Issuance - Rating Agency Fee	\$	31,095.00
SAM'S CLUB/SYNCHRONY BANK	Liver and onions dinner	\$	236.27
SAM'S CLUB/SYNCHRONY BANK	Liver and onions dinner	\$	87.27
SAM'S CLUB/SYNCHRONY BANK	Items for tournaments and parties	\$	119.39
SAM'S CLUB/SYNCHRONY BANK	First aid supplies	\$	74.08
SELETSKIY NATALYA	Hydrant Meter Deposit Refund	\$	375.00
SPEEDPRESS SIGN SUPPLY	Rhino Table: Sign Shop	\$	1,749.81
STATE OF MINNESOTA DEED	DEED Loan #CDAP-17-0064-H-FY18, Loan Repayment November 2024	\$	1,568.24
STATE OF MINNESOTA DEED	DEED Loan # CDAP-23-0112-H-FY24, Loan Repayment, November 2024	\$	3,619.05
STREICHER'S	Firearm holster	\$	87.99
STUTELBERG JACOB	Park & Rec Refund	\$	50.00
SUBURBAN TIRE WHOLESALE INC	Tires; Vehicle 5264	\$	401.16
SURPLUS SERVICES	File Cabinet; Sign Shop	\$	200.00
TOLL GAS & WELDING SUPPLY	Welding Bay Supplies	\$	834.63
TRANS UNION LLC	Credit Report for background of employees	\$	92.54
US BANK	2024D Bond Issuance - Registrar Fees	\$	850.00
US BANK	2024B Bond Issuance - Registrar Fees	\$	850.00
US BANK	2024C Bond Issuance - Registrar Fees	\$	850.00

VALLEY PAVING INC	Ulysses Street and 117th Avenue Roundabout, I/P 23-09	\$ 727,052.29
VALLEY PAVING INC	Hydrant Meter Deposit Refund	\$ 4,400.00
VIKING ELECTRIC SUPPLY LLC	CH light bulbs	\$ 403.13
VIKING ELECTRIC SUPPLY LLC	CH light bulbs	\$ 210.00
VOLUNTEERS OF AMERICA	Cook Supplemental Wages	\$ 108.84
WAKE SAFIYA	Park & Rec Refund	\$ 100.00
WALTERS RECYCLING & REFUSE INC	Walters Refuse and Recycling Fees	\$ 480,726.08
XCEL ENERGY	Monument - Electric	\$ 41.72
XCEL ENERGY	Signal - Electric	\$ 65.99
XCEL ENERGY	Signal - Electric	\$ 66.80
XCEL ENERGY	Monument - Electric	\$ 11.82
ZAHL-PETROLEUM MAINTENANCE COMPANY	PW Hoist Inspection	\$ 1,859.75
		\$ 2,187,785.55

CITY OF BLAINE

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID
APPROVED ON 12/02/2024 FOR PAYMENTS THE WEEK OF 11/15/2024**

Vendor Name	Description	Amount
BAKER TILLY MUNICIPAL ADVISORS LLC	105th Redevelopment Services	\$ 20,000.00
KENNEDY & GRAVEN CHARTERED	2023A Bond Issuance - Legal Services	\$ 25,000.00
S&P GLOBAL RATINGS	2024B Bond Issuance - Rating Agency Fee	\$ 31,095.00
RUM RIVER CONSULTANTS	Hourly Building Inspections Services September 24 & October 24	\$ 39,045.00
CRYSTEEL TRUCK EQUIPMENT	2024 Capital: Storm Dept F550 #4635 Build up	\$ 40,495.78
CRYSTEEL TRUCK EQUIPMENT	2023 Capital: F550 - 9 ft box, #1328 Build up	\$ 40,495.78
BAKER TILLY MUNICIPAL ADVISORS LLC	2024A Bond Issuance - Municipal Advisor Fee	\$ 45,000.00
DAVE PERKINS CONTRACTING INC	2024 Capital: Emergency Repair of Sewer Line	\$ 49,864.75



City of Blaine

City Council

November 13, 2024 | 5:25 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 by Mayor Sanders at 5:30PM.

2. Roll Call

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

ABSENT: Councilmembers Terra Fleming and Lori Saroya.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe; Community Development Director Erik Thorvig; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Director of Engineering Dan Schluender; City Attorney Tom Loonan; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

3. Administration

- 3.1.** 2024-529 Canvass of the November 5, 2024, General Election
Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen provided a summary of the 2024 City general election results for the office of Mayor and Councilmembers for Ward 1, 2 and 3. She reported Tim Sanders won the Office of Mayor. She explained Ward 1 was won by Chris Ford, Ward 2 was won by Leslie Larson, and Ward 3 won by Chris Massoglia. She commented on how two excess ballots were fed into the Ward 1 Precinct 2 ballot box by mail in voters in error which resulted in corrections from the attached summary report. She reported 88.02% of Blaine voters turned out to vote and almost 3,500 new voters were registered. She thanked staff and all City Hall employees for stepping up and assisting with the election. Staff asked that the Council approve the canvass of the results of the November 5, 2024, city general election.

Moved by Mayor Sanders, seconded by Councilmember Robertson, to approve the Canvass results of the November 5, 2024, General Election.

Mayor Sanders thanked the entire City Clerk team and all election judges for their efforts in the election.

Councilmember Larson asked about the delay in reporting results by Anoka County. Ms. Sorensen reported the County does not upload precinct results until all absentee ballots are counted so accurate results are posted and not changed after absentee ballots are processed. She indicated this takes time and noted Blaine's ballots were not picked up until 9PM.

Mayor Sanders commented on the State law that changed that allows cities to accept absentee ballots until 8PM on election day. He noted there were 650 absentee ballots dropped off for all cities at Anoka County which took five hours for the County to process. He discussed how important it was to count all ballots before reporting the outcome of an election.

Councilmember Massoglia asked if Blaine received 650 absentee ballots on election day. Ms. Sorensen indicated only six ballots were dropped off later in the day in Blaine on election day, but a total of 650 were dropped off from throughout the County.

Mayor Sanders indicated a couple of cities held all of their dropped off ballots until 8PM on election day.

Councilmember Massoglia stated he would like to know which cities did this because this caused a major delay in getting the election results. Ms. Sorensen indicated they had arranged for Blaine's ballots to be dropped off at the County at 3PM with the remainder sent to the County after 8PM.

Mayor Sanders stated he appreciated the County's policy to wait for absentee ballots as it assured all votes were being counted before the results were published. However, the issue that could be addressed between the State and the County would be how to expedite the process to get the results sooner. He indicated the city could take the position to advocate to change the 8PM deadline to 3PM or 5PM.

City Manager Wolfe thanked City Clerk Sorensen and her entire staff for their patience and diligence while going through this year's election cycle and for working tirelessly given the number of early voters that visited city hall this election season.

Motion adopted unanimously.

4. Adjournment

The special city council meeting was adjourned at 5:44PM.



City of Blaine

City Council Workshop

November 13, 2024 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

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

The meeting was called to order by Mayor Sanders at 5:45PM.

2. Roll Call

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

ABSENT: Councilmembers Terra Fleming and Lori Saroya.

Quorum Present.

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 Administrative Services Scott Johnson; Director of Engineering Dan Schluender; City Attorney Tom Loonan; and Communications Manager Ben Hayle.

3. New Business

- 3.1.** 2024-496 MnDOT TH47 and University Avenue Design Update
Sponsors: Daniel Schluender, Director of Engineering

Director of Engineering Schluender stated the Minnesota Department of Transportation had a representative present to explain the design concepts, ongoing work, and schedule of the TH 47/University Avenue corridor project.

Chris Bauer, Area Engineer for MNDOT, reviewed the TH47/University Avenue corridor

concepts with the City Council. He commented on the two fatal crashes that occurred at 85th and University Avenue. He reported pedestrian crashes were not typical and then reviewed the improvements that were proposed in 2025 in order to improve corridor safety. He commented on how the speed of traffic along this corridor was a concern. The number of lanes proposed for University Avenue were further discussed, along with the potential for roundabouts and grade separated pedestrian crossings within the corridor. He indicated MNDOT would be discussing cost sharing options with the cities and counties along the corridor.

Councilmember Newland stated he did not believe it made sense to have a roundabout at 85th, but he did support a grade separated pedestrian crossing at this intersection. Mr. Bauer discussed how pedestrians would have to cross through the roundabout if a grade separated crossing were not installed. He commented further on how roundabouts were good for slowing traffic.

Councilmember Robertson discussed how human behavior was unpredictable when navigating roundabouts and stated the intersection at 85th and University Avenue was an intersection that had to be improved for vehicular and pedestrian safety. Mr. Bauer stated it was his hope the roundabouts would provide a long term safety solution for this corridor.

Councilmember Massoglia asked if MNDOT had thought about moving the transit center across the street, given the fact that many pedestrians were walking to Target and Walmart. Mr. Bauer indicated this would be a question for Metro Transit.

Safety Services Director/Police Chief Podany discussed how pedestrians moved in and around the Northtown Mall area. He recommended the pedestrian bridge be close to 85th Avenue. He indicated many pedestrians were walking to and from the Springbrook Apartments in Fridley.

Mayor Sanders thanked Mr. Bauer for his presentation and for addressing the Council's questions.

3.2. 2024-506 Charitable Gambling - 2025 Awards
Sponsors: Jason Zimmerman, Finance Director

Finance Director Zimmerman stated the 2025 Charitable Gambling Fund budget and award process was presented at the [September 30 workshop](#) with the intent of remaining consistent with past practice based on council feedback. On October 3, staff emailed the council scoring sheets and supplemental information for each of the 20 applications received to assist with allocating the 2025 funds. In preparation for this meeting:

- Staff collected councilmember scoring sheets
- Staff averaged scoring sheet amounts provided by each councilmember
- Staff generated two scenarios of potential award options for council consideration
- Available funding is \$192,818, which is based on actual 2023 charitable gambling revenues

- Centennial Senior All Night Party submitted a request on October 23 for \$750 which was not included, as the window for accepting requests closed September 15, which was communicated via email, letters, and on the City website

Finance Analyst Beckers explained staff used council feedback as a guide to develop two scenarios for consideration or modification. The council recommended funding for each organization will be what is brought forward for the 2025 Charitable Gambling Fund budget for adoption on December 16. Staff anticipates disbursing the awards and recognizing the benefiting non-profits at the February 3, 2025 meeting. Staff reviewed these scenarios in further detail with the Council and requested direction on how to proceed.

Councilmember Robertson reported she preferred Scenario 2. She believed this scenario was more balanced with the caveat she wanted to see full funding provided to the Alexandra House. In addition, she suggested all food shelf related entities be given the same amount of funding so as not to show preference to one organization over another.

Councilmember Larson supported Hope for Youth being fully funded, which was done in Scenario 1 versus Scenario 2.

Councilmember Robertson suggested the funding proposed for the Centennial Food Shelf be allocated to Hope for Youth, because the Centennial Food Shelf had not requested funding this year.

Councilmember Newland indicated he appreciated the process council followed for allocating this funding. He did not support giving funding to organizations that do not make a request. He stated he was comfortable balancing the funding provided to the food shelf organizations.

Councilmember Massoglia explained he supported Scenario 2 without the allocation to the Centennial Food Shelf. He believed it was more fair to give all organizations a little less than to over fund just the Alexandra House.

Councilmember Robertson commented on how Hope for Youth and Alexandra House were providing emergency services for residents in Blaine and noted there was only one youth shelter and domestic shelter in the community. She indicated she still supported fully funding both of these organizations.

Councilmember Larson supported giving Hope for Youth a \$12,000 donation versus a \$10,000 donation.

Councilmember Robertson supported this recommendation.

Councilmember Massoglia indicated he supported giving each organization a little less, due to the fact there was a little less to allocate in charitable gambling funding.

Councilmember Newland stated he would defer to staff and allow staff to alter the funding based on the needs in the community. Mr. Zimmerman commented on the requests that were made for 2025 and explained staff did not have a strong position on how to allocate

the funding. He further described how the scenarios were based on the council's scoring results as well as the amount of charitable funding available for distribution.

Council consensus was to direct staff to proceed with Scenario 2, moving the Centennial Food Shelf funding to Hope for Youth.

3.3. 2024-511 2025 EDA Budget and Property Tax Levy
Sponsors: Jason Zimmerman, Finance Director

Mr. Zimmerman stated to begin the 2025 budget and property tax levy setting process, Council members were invited to participate in two rounds of small group discussions between May 13-29 and July 16-23. The first round of meetings centered around known changes and assumptions based on recent trend data. The second round of meetings was focused on the EDA operating budget and funding available for capital related development/redevelopment initiatives. At the August 19 City Council Workshop, staff presented information on the 2025 EDA budget, including background and initiatives, as well as the current state of the EDA Wetland Bank Fund, EDA Capital Fund, and the EDA Operating Fund. Staff provided potential scenarios and preliminary tax levy options which ranged from a zero percent to 20 percent increase from the 2024 levy.

Mr. Zimmerman reported at the September 4 City Council Workshop, staff reviewed the 2025 EDA budget and preliminary tax levy options. The consensus by Council was support for scenario three. The flexibility provided at this preliminary levy target was intended to provide the Council with an opportunity to gather more information regarding known and potential strategic opportunities before the final levy is set in December. On September 16, the EDA formally adopted the 2025 proposed EDA tax levy at \$1,150,000, with the intention of committing the 15% increase from the 2024 EDA levy for dedicated capital development programs. As a reminder, the final levy that must be adopted in December may not exceed the proposed levy. Staff commented further on the EDA tax levy and requested direction on how to proceed.

Councilmember Newland indicated he supported the EDA levy as proposed.

Councilmember Massoglia commented he did not have an issue with the EDA levy increasing. He stated he was concerned with the fact the general fund admin fees made up half of the EDA levy. Mr. Zimmerman discussed how these fees worked to balance staff time spent on EDA matters. He stated this has been the past practice for the city. City Manager Wolfe reported if these funds were not put aside, the costs would still be real and occurring, and the general levy would then see these fees.

Councilmember Newland stated he supported the in flux of EDA funds into the general fund as this covered the generational projects the city was working to complete at this time.

Councilmember Massoglia stated it did not make sense to him that the EDA levy continued to increase on an annual basis when more and more of these funds were simply allocated to the general fund. He indicated he would rather see these increases set aside for targeted redevelopment or focused towards Emerald ash borer. Mr. Zimmerman described the

legacy payback process that was followed for staff time for the EDA.

Councilmember Newland appreciated the successful EDA programs the City had in place. He explained the City was about to see great benefits and new developments based on previous land purchases. He stated he accepted the time that was spent by staff to achieve these goals. He reiterated his support for the EDA levy.

Councilmember Larson asked what would happen if the EDA levy increase were not approved. Mr. Zimmerman commented the slight increase would allow for financial participation in any new developments that may come forward. He reported the City has greatly benefited by having staff and funding available for new developments.

Councilmember Robertson discussed how the EDA has assisted in making projects happen by having resources available, especially for those projects that have difficult or expensive infrastructure needs. She believed it was imperative for the EDA to have these resources and funds available. Community Development Director Thorvig discussed how the vacant properties that remained in Blaine would be challenging to develop and future developers may need assistance with wetland or infrastructure expenses.

Councilmember Massoglia appreciated the EDA having resources available but commented again on how a portion of the proposed levy increase would be put into the general fund, which meant the dollars would not be available for future developers.

Councilmember Newland commented on how there would be a synergy being built once work on TH65 and the 105th Area Redevelopment District began, and he believed the EDA should be diligent in setting aside dollars for this future redevelopment.

Councilmember Robertson agreed with staff, noting the remaining properties in Blaine would be challenging to develop. She indicated she could support Scenario 4 for the EDA levy. Mr. Zimmerman discussed how staff was working with the developer on 105th noting the City would be refunded for some of the upfront costs for this project.

Mayor Sanders encouraged the Council to speak with staff in order to address their concerns on the EDA levy.

3.4. 2024-505 2025 General Fund Budget and City Property Tax Levy
Sponsors: Jason Zimmerman, Finance Director

Mr. Zimmerman stated on September 16, Council formally adopted the 2025 proposed property tax levy at \$50,248,907, which represents a 17.1 percent increase from the 2024 levy and set the 2025 Truth-in-Taxation meeting for 7:00 p.m. on Monday, December 16, 2024. As a reminder, the final levy that must be adopted in December may not exceed the proposed levy. Significant assumptions and factors impacted the General Fund budget/2025 preliminary property tax levy:

- Removal of one-time expenditures and revenues from the 2024 budget to the 2025 budget
- No new initiatives or programs not already provided for within the 2024 budget

- Proposed progression through the City's compensation plan for union and non-union employees as well as a three percent cost of living adjustment
- Increased contributions to full-time benefit eligible employees' insurance coverage/cafeteria plan
- Funding to further address the operation of the City's internal service functions, including Workers' Compensation, Self-Insurance, and Facility Funds
- Inflationary impacts on commodities, supplies, and professional services
- Additional capital levy to assist in pre-funding capital equipment to reduce future debt requirements
- Increased debt service levy to support the City's street improvement program.
- Implementation of an Enterprise Asset Management System (EAMS) to improve management of resources, coordination of work, and community responsiveness
- Bonding in 2024 to finance transportation improvements and capital equipment purchases; new tax levy in 2025 to support debt service

Mr. Zimmerman reported upon certification of the values approved by Council, the County Auditor is required to prepare and deliver parcel specific proposed property tax statements to each taxpayer in the City after November 10 and on or before November 24, as outlined by Minnesota State Statutes. The new fiscal disparities and market value homestead exclusion requirements were described, along with how this change impacted the City's tax rate. The impact of the proposed levy on the median value homeowner was discussed. He reported on the proposed levies for peer communities and explained Blaine continues to be a desirable community for families. He further described how the City's tax rate was calculated. The significant investments that would be made through the 2025 levy was reviewed with the Council. Staff commented further on the proposed general fund budget and tax levy and requested direction on how to proceed.

Councilmember Larson asked if Blaine's levy increase was due to its continued growth and new construction. Mr. Zimmerman reported this was a component of the levy along with many other factors. He stated Blaine home values continue to go up due to the housing stock appreciation, new construction, and the people who were willing to purchase homes in the community.

Ms. Wolfe commented on the staffing changes that would occur in 2025. She reported two new officers would be added to the Blaine Police Department, along with a City Forester and Commercial Building Inspector. She noted additional public works seasonal staff members would also be added to assist with parks maintenance. Mr. Zimmerman stated staff was following Council's direction to make investments in public safety and police officers.

Councilmember Newland stated he supported the maximum levy given how the City continues to grow. He commented on how the population of Blaine has increased over the past 10 years. He reported staff was proposing to add essential staff members and he supported the proposed investments in equipment. He reported he has been supportive of every budget coming forward from staff, noting the City has work to do and the time to do this work was now. He indicated it would never be easy to do this work but the investments were necessary.

Councilmember Robertson explained she did not disagree with these comments, but stated

the lack of attention from previous Councils for the past 20 to 30 years was now this Council's responsibility. She reported investments were needed in public works, infrastructure, equipment and public safety. She was frustrated by the fact that this Council was being asked to fix 20-30 years of investments all at once. She stated it was wildly unpopular to be in favor of the base budget, but noted she was struggling with this. She indicated this was not because she didn't value public safety or City staff members. She understood the City would be accomplishing some of the pivotal core functions through the base budget, but she expressed concern with how residents would be impacted by the proposed tax levy increase. She was of the opinion the Council was in a really difficult position at this time because either staff or the residents would be disappointed by the levy that moves forward. She stated from a policy only perspective she believed the Council could accomplish its goals while also maintaining its AAA bond rating, but she was frustrated with the decisions the Council was being tasked with. She commented at this time she could not give staff a final answer on any of the scenarios or budget options.

Ms. Wolfe reported she has spent the last year trying to figure out how the City got where it is now and how she can explain this to the community. She stated she has discovered there was a lot of good news to report. She commented on the story Blaine had to tell its residents, noting the community has prioritized public safety, which has made the Blaine Police Department a destination department in the metro area and crime rates were going down. She explained one fourth of the levy increase was due to investments in public safety. She commented further on the investments the City Council was making in infrastructure, TH65, and new development. She noted Blaine was able to make all of these investments without needing local government aid while still remaining one of the lowest taxed cities among its peer communities. She stated this was very impressive. She explained she would be available to have one on one conversations with Councilmembers to further discuss the proposed budget and tax levy.

Councilmember Robertson encouraged the Council to reach out to staff to further discuss the budget. She indicated she wanted the Council to address the problems at this time in order to offer support for the budget in December. She commented on how the budget was a core function of the City Council, and she did not want there to be concern whether or not the budget would pass.

Ms. Wolfe discussed how difficult the levy increase was last year and how Mr. Zimmerman came on board as the new Finance Director and they both understood this was not the type of increase staff wanted to present to the City Council. She indicated the right thing to do was approve a higher levy increase and not postpone support of a higher increase later on. She believed very firmly in the proposed budget and tax levy as it would maintain the service levels in the community.

Mr. Zimmerman requested the Council speak with him in the coming days and weeks about matters that need to be addressed.

Councilmember Massoglia explained he met with staff last week. He reported he agreed with a lot of what Councilmember Robertson stated. He indicated the main question he was considering was what the Council's policy was when it came to the budget and service levels. He recommended the City Council take a deeper look at its budget policies. He stated he would have a hard time continually approving 15% tax levy increases.

Councilmember Newland discussed how the cost for everything was going up and there may be a new norm when it comes to the tax levy. He believed residents were asking for and expected certain items. He commented on how a full time fire department was on the horizon and would be coming to Blaine sooner rather than later noting this was a core service the City had to provide. He was of the opinion a 15% increase may be the norm for the coming years in order to allow the City to catch up.

Ms. Wolfe reported staff would be working to set dates for Council retreats in order to allow for deeper discussions on Council policies.

Police Chief Podany discussed the industry standards four or five years ago and commented on the calls for service per year. He noted he proposed adding two officers per year based on the calls for service going up 4% per year, when the actual percentage increase was closer to 8%. He stated even though two officers per year were being added, we were still falling behind each year. He indicated Blaine has the slowest response time when compared to all the other departments in Anoka County. He reiterated that he was not complaining, because he understood the City Council was in a difficult situation and noted he was a taxpayer too. He stated he was very appreciative of the support the City Council has offered the department, but explained calls for service were going up more than staff had anticipated and current staffing levels were not keeping pace with the City's growth.

Councilmember Robertson stated she was a tremendous supporter of the public safety team. She recommended public safety be added as a line item within the budget to eliminate some level of confusion for residents. She supported the Council further addressing staffing models when policies were discussed. She wanted to see the City better educate the public on how to read a tax statement in the coming year. She understood the Council didn't want to discuss a franchise fee, but she supported the Council discussing other non property tax revenue streams, such as further investments in the City's wetland banks.

Mayor Sanders commented two councilmembers were not able to provide feedback on the budget at this meeting. Ms. Wolfe reported Councilmember Fleming has set up a time to discuss the budget with staff.

Mayor Sanders explained it was the Council's duty to pass a budget. He recommended the Council discuss their concerns or issues with staff in the coming weeks in order to have a budget that can be passed in December.

Councilmember Massoglia stated just because he was not supportive of the proposed scenarios didn't mean he would not vote to move a budget forward. He indicated he would be willing to support a 10% levy increase.

Mayor Sanders encouraged Councilmember Massoglia to speak with staff and bring forward the proposed cuts that would have to be made in order to achieve a 10% levy increase. Mr. Zimmerman clarified if the Council wanted to cut 5% from the budget, this would mean the Council would have to find \$2.1 million in reductions. Ms. Wolfe stated cutting \$2.1 million from the budget would risk the City's bond rating and would have drastic impacts on the Public Safety Department. She reported if there was a way to come in with a lower budget

and levy, staff would have done so.

4. Other Business

None.

5. Adjournment

The workshop was adjourned at 8:43PM.



City of Blaine

City Council Workshop

November 18, 2024 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

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

The meeting was called to order by Mayor Sanders at 5:32PM.

2. Roll Call

PRESENT: Mayor Tim Sanders, Councilmembers Terra Fleming, Leslie Larson, Chris Massoglia (arrived at 5:38PM), Tom Newland, Jess Robertson.

ABSENT: Councilmember Lori Saroya.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe; Community Development Director Erik Thorvig; City Planner Sheila Sellman; Deputy Police Chief Joe Gerhard; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Public Works Director Nick Fleishhacker; Director of Engineering Dan Schluender; City Attorney Tom Loonan; Finance Analyst Nikki Beckers; Accountant Haley Chapman; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

3. New Business

- 3.1.** 2024-552 Closed Session Pursuant to MN Statute 13D.05(3)(c)(3) - Discuss Property Purchase Offers Related to Property Identified as PID 21-31-23-24-0009.
Sponsors: Erik Thorvig, Community Development Director

Upon a motion and second, the council moved into closed session to discuss property purchase offers related to property identified as PID 21-31-23-24-0009.

3.2. 2024-540 Northtown Owner Update
Sponsors: Erik Thorvig, Community Development Director

City Attorney Loonan stated the owner of Northtown Mall was in attendance virtually to provide an update on the current status of the food court at Northtown Mall.

Felix Reznick, Northtown Mall owner, requested the city council consider submitting an amicus brief in support of ending the lease of Cloud Kitchen. He discussed how important it was to have a vibrant food court within the mall. He commented further on the situation and requested support from the council.

Mr. Loonan indicated he has not spent too much time on this issue because he was waiting to receive direction from the council. He explained he was uncertain if an amicus brief from the city would have an impact on the court. He reported this was a private lawsuit and estimated it would cost the city \$5,000 to \$10,000 to draw up documentation for this case.

Councilmember Newland stated he did not believe the request from Mr. Reznick was unreasonable and supported the city sending a letter.

Mayor Sanders commented he agreed with what Councilmember Newland was saying and appreciated Mr. Reznick's aggressive approach. However, he was concerned about the city getting involved when this was a matter between two Blaine businesses. He requested further comment from the city attorney on this matter. Mr. Loonan provided background information on the lawsuit noting Mr. Reznick would like Cloud Kitchen evicted for a breach to the lease. He encouraged the council to give serious consideration on whether or not to submit an amicus brief about the circumstances regarding this specific litigation. He anticipated if the council were to take this action, other landlords would be approaching the city for support when having issues with tenants.

Councilmember Newland indicated the city has invested two years in the Northtown Mall area master planning and he wanted to see the council offering support because it was a reasonable ask.

Councilmember Fleming asked if staff had knowledge of the requirements within the lease. Mr. Loonan stated Cloud Kitchen was to have a presence in the mall but their business model was more virtual, similar to Uber Eats.

Councilmember Massoglia explained it was his understanding that Cloud Kitchen owns the entire food court and they have a few people there, but the majority of their business was Ghost Kitchen making deliveries. He stated it does not make a lot of sense to say the tenant was in violation of the lease when this was their model from the beginning. For this reason, he did not believe the city should get involved.

Council consensus was to not submit the brief on behalf of Northtown Mall at this time.

3.3. 2024-504 Utility Enterprise Funds 2025 Operating Budgets and 2025-2029 Capital Improvement Plans
Sponsors: Jason Zimmerman, Finance Director

Item 3.4 was heard at this point in the agenda.

Mayor Sanders reconvened the workshop meeting at 8:30PM to discuss Item 3.3.

Finance Director Zimmerman stated at the September 30 City Council Workshop, the Utility Funds 2025 operating and 2025-2029 capital requests were reviewed. Several documents were provided to the council, including: [2025 Operating Fund Summaries](#), [2025-2029 Capital Equipment Fund Summaries](#), [2025-2029 Detailed Project and Equipment Lists](#), and the [2025 Utilities Funds Presentation](#). General feedback from the Council at the conclusion of the workshop was for staff to:

- Ensure the City's infrastructure is replaced at reasonable intervals to maintain the existing service model
- Reduce the 2025-2029 capital requests
- Revise the model to reflect a less aggressive path to cash funding capital expenditures
- Provide a model that reflects lower annual increases to utility rates

Finance Analyst Beckers provided additional information on the utility enterprise funds and requested feedback from the Council on how to proceed.

Councilmember Robertson asked if the data shows historical debt was only taken out for two capital projects in 15 years. Mr. Zimmerman reported this was the case. He commented further on how the city was now playing catch up because the city only invested in two capital projects over the past 15 years and utility rates were only increased nominally. He explained the water fund was not rich with cash.

Councilmember Fleming questioned how large amounts of interest from bonding would impact the levy in the future if the city had to bond for projects versus having cash on hand. Mr. Zimmerman indicated this would fall onto the backs of the utility rate payers. He indicated he did not know a way forward without increases in utility rates. He stated the good thing was the city was looking at this issue now in order to make plans for the future.

Councilmember Massoglia commented the debt taken on for utility projects was paid for by utility rates and income from the utility funds. Mr. Zimmerman reported this was the case. He commented further on the city's S&P bond rating based on recent bond issuances. He discussed how having clear and measurable goals for the water and other utility rates will greatly assist staff when considering utility rates on a yearly basis.

Ms. Wolfe commented further on the scenarios that were available for the utility rates for 2025. She noted the council could opt to choose portions from either scenario and move forward with a hybrid option.

Councilmember Larson supported Scenario 2 for water and Scenario 1 for sewer and

storm.

Councilmember Newland thanked staff for their efforts on the medium and high risk scenarios for the council. He indicated he supported mixing and matching the water and sewer rates as proposed by Councilmember Larson. He discussed how garbage rates would be going up and he wanted the council to be cognizant of how these increases will impact residents.

Councilmember Robertson indicated there was no debt payments in the water or sewer funds. She explained the council was being asked to right a lot of wrongs from previous councils. She stated she was not supportive of increasing fees but feared how the city would be impacted if Scenario 1 did not move forward. She reported the difference between Scenario 1 and 2 was nominal and indicated she would like to see Scenario 1 moving forward. She commented further on how the city would be positively impacted once the current bonds were paid off. Mr. Zimmerman stated when the city was so reliant on debt, it made it difficult for the council to pivot.

Ms. Wolfe stated there was more ability to control the use of water. She commented on how irrigation was driving water bills, which meant water bills were higher in the summer and lower in the winter months.

Public Works Director Fleischhacker commented another unknown for the city would be what treatments would be required for water in the future and noted the city needs to have the ability to meet these demands.

Councilmember Robertson stated she believed Scenario 1 was the right move for the city even if it was the more difficult option to support. She reported the city council had real responsibilities and now was the time to make things right. She indicated the council could possibly consider an irrigation surcharge to assist with generating additional revenue for the city. She wanted to be assured the city had funding in place should a catastrophic event occur within the city's utilities.

Councilmember Massoglia indicated he agreed with the commitment to prefund capital. He stated his main concern was how the council would stick to the plan. Mr. Zimmerman commented he understood the council's frustration given how things did not come true this year as they were proposed last year. He explained he did his best to present a fair budget coming in mid-year. He reported everything staff has done to show a five year model, with the understanding everything was subject to change. He discussed the targeted goals for each department, which would be to maintain a 3% increase. He stated his goal would be to discuss if increases were outside of this framework with the council. Ms. Beckers discussed how the five year models did not stop at 2029 but rather were modeled out for another 10-15 years in today's dollars. She reported the thought and the planning was in place.

Councilmember Newland stated Councilmember Robertson supported the low risk option for the city while he was proposing to support the medium risk option. He stated he could support the low risk option and eliminating debt. He was of the opinion the proposed increases were manageable.

Ms. Wolfe confirmed Councilmember Robertson would like to move forward with Scenario 1

with the city being debt free at the end of five years for all three funds.

Councilmember Larson indicated she liked the philosophy but feared how residents would be impacted by the rate increases when some were struggling to pay for groceries.

Councilmember Robertson stated there was \$160 million of deferred maintenance on the city's sewer and water systems. She explained she wanted to see the city making investments in these funds in order to have a plan in place for its sewer and water infrastructure.

Councilmember Fleming discussed how getting the city out of debt would assist with improved finances in the future. She stated she could support Scenario 1 moving forward. Mr. Zimmerman commented on how the model was built and shows expenses would go down over time.

Councilmember Massoglia explained he would support the city pursuing a separate quarterly capital service fee versus having water rates going up \$25 annually. He suggested this fee expire in 2028 after the debt was paid off.

Councilmember Newland stated he appreciated this idea but indicated in four years the council could opt to keep the capital service fee in place.

Councilmember Massoglia expressed concern with the fact the capital projects for sewer and water projects never come in as estimated. Mr. Zimmerman reported this was going to happen because this was just a plan or model and costs were updated as time goes along. He explained the city council could have further policy discussions regarding the city's CIP and enterprise funds. He stated he appreciated the council's commentary and understood things have not come to fruition in the last year as proposed.

Councilmember Robertson stated if the city were to pull off a line item for public safety, this would provide transparency for residents. She supported the council further discussing this at the upcoming retreat in January. She agreed with Councilmember Newland that if an annual capital service fee were pursued, it would be difficult to sunset in four years.

Councilmember Massoglia commented he believed residents may find a quarterly capital service fee more palatable knowing that it would sunset in four years.

Mayor Sanders proposed the city council create a budget sub group early in 2025 in order to dig further into the budget.

Council consensus was to support Scenario 1 moving forward.

3.4. 2024-539 Boards and Commissions - 2025
Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen stated Council in the past has discussed possible changes to the composition of Traffic, NRCB, and the Park Board. As we approach 2025 and council begins

to consider appointments/reappointments for all boards and commissions for terms ending April 2025, staff is seeking input regarding those potential changes.

City Manager Wolfe discussed how attendance has been better for the NRCB and Park Board since moving to quarterly meetings as outlined in the council policy.

Mayor Sanders suggested another option be considered for addressing traffic matters in the city versus holding traffic commission meetings. He asked if the option would take more staff time and asked staff for comment on this. Director of Engineering Schluender reported the traffic commission has met twice in the last two years and noted the majority of the issues were being addressed by the police department and engineering staff. He understood the Traffic Commission members were frustrated the group was not meeting but noted the issues that have been brought forward were more efficiently addressed by staff.

Mayor Sanders recommended staff work with the communications manager on how traffic complaints will be managed going forward and supported the traffic commission being dissolved.

Councilmember Robertson reported the city's website has a place where residents can fill out a form to address traffic concerns.

Mayor Sanders stated this was great, but he still wanted staff to communicate this further to the public.

Councilmember Newland was of the opinion the commissioner review selection process should continue as is. He appreciated how the council has gotten solid candidates through the matrix process currently being followed.

Councilmember Robertson agreed.

Councilmember Massoglia explained he understood the traffic commission was not meeting but he requested staff have some system in place in order to track traffic complaints or concerns. He stated he still supported merging the Park Board and NRCB and suggested a new board be created for Veterans Memorial Park.

Mayor Sanders stated he would not be opposed to creating a board for the Veterans Memorial Park. Ms. Wolfe reported staff could research this further and could report back to the city council.

Councilmember Massoglia asked if the Council supported merging the Park Board and NRCB.

Councilmember Robertson stated it was her understanding attendance was up for both of these groups.

Mayor Sanders asked for feedback from Councilmember-Elect Ford on how the Park Board was working.

Councilmember-Elect Ford stated he believed the Park Board was doing a good job and was of the opinion that what the group was doing now was working.

Mayor Sanders indicated he would like to keep the Park Board and NRCB as is for the time being.

Councilmember Newland concurred.

Council consensus was to communicate alternate methods to address traffic concerns with the goal to dissolve the Traffic Commission and to either create a new board or possible sub-board under the Park Board that focused on Veterans Memorial Park.

Mayor Sanders recessed the workshop at 6:56PM.

4. Other Business

None.

5. Adjournment

The workshop was adjourned at 9:25PM.



City of Blaine

City Council

November 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 7:02PM 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.

ABSENT: Councilmember Lori Saroya.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe; Community Development Director Erik Thorvig; City Planner Sheila Sellman; Deputy Police Chief Joe Gerhard; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Public Works Director Nick Fleishhacker; Director of Engineering Dan Schluender; City Attorney Tom Loonan; Finance Analyst Nikki Beckers; Accountant Haley Chapman; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

4. Awards - Presentations - Organizational Business

- 4.1.** 2024-466 Results of Bond Sale Series 2024B, 2024C, and 2024D
Sponsors: Jason Zimmerman, Finance Director

Finance Director Zimmerman stated representatives from Baker Tilly, the City's municipal advisor, will present the sale results of bond series 2024B, 2024C, and 2024D. It was noted no formal action would be required from the Council as this was an informational item only.

Mikaela Huot, Baker Tilly, shared the results of the bond series sales with the Council. She noted for bond Series 2024B, the City received 11 bids and the low bid came in at 3.29%. She indicated the bond Series 2024C had four bids and the low bid came in at 4.4%. Lastly, she noted bond Series 2024D received five bids and the low bid came in at 4.4%. She reviewed the outstanding bonds that had been issued by the City in the past seven years. She explained the City's AAA bond rating was confirmed through this bond issuance. She commented further on the bond series sale and asked for comments or questions from the Council.

There being no questions from the Council, Mayor Sanders thanked Ms. Huot for her thorough presentation.

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 7:10PM.

Dr. Roger Day, 9701 Xebec Street NE, shared that he recently filed a federal lawsuit to sue Dr. Bailey of the State Medical Board regarding crimes committed in 1992 that affected his practice. He asked for help from the Blaine Police Department on this matter. He indicated Blaine and all cities in the nation are being harmed and requested as many co-plaintiffs join his lawsuit as soon as possible.

Mike Quenell, 1296 123rd Avenue NE, shared concerns regarding the Gateway Fiber Optics installation work in his neighborhood and felt their work was intrusive. He reported there was a lack of communication regarding the amount of work and the time the project would occur. He noted he now has a bump in his driveway that has to be addressed. He thanked city staff for their professional, friendly and knowledgeable work when responding to residents' concerns.

There being no input, Mayor Sanders closed the Open Forum at 7:15PM.

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.

Motion adopted unanimously 5-0-1 (Councilmember Newland abstained from Item 8.1 Schedule of Bills Paid due to a potential conflict of interest).

- 8.1.** 2024-538 Schedule of Bills Paid
Sponsors: Jason Zimmerman, Finance Director
- 8.2.** 2024-536 Approval of Minutes
Sponsors:
- 8.3.** RES 24-226 Resolution Authorizing the Purchase of Flow Control Valves for Water Treatment Plant #3 and Corresponding Budget Amendments
Sponsors: Nick Fleischhacker, Public Works Director
- 8.4.** RES 24-214 Resolution Granting Final Plat Approval to Divide One Existing Lot into Two Lots to be Known as Northtown Revitalization Second Addition at 100 Northtown Drive. 4th Dimension Properties, LLC. (Case File No. 24-0063/EES)
Sponsors: Sheila Sellman, City Planner
- 8.5.** 2024-525 Approve a Tobacco and Tobacco Products License for Zong Zoua LLC dba Super USA, 12080 Central Avenue NE
Sponsors: Cathy Sorensen, City Clerk
- 8.6.** 2024-527 Approve Ramsey County Master Agreement for Maintenance of Traffic Control Signal Systems
Sponsors: Daniel Schluender, Director of Engineering
- 8.7.** RES 24-221 Resolution Authorizing the Execution of a Fourth Amendment to the Amended Real Property Lease Agreement Relating to the Fogerty Arena "Ice House" Project
Sponsors: Michelle Wolfe, City Manager
- 8.8.** RES 24-227 Certify 2024 Delinquent Utility Accounts to Anoka County

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

- 9.1. RES 24-217** Granting an Interim Use Permit for a Land Reclamation Permit to Allow for Stockpile of Soil Onsite and Prepare Property for Future Development

Sponsors: Daniel Schluender, Director of Engineering

Director of Engineering Schluender stated the property owner, Menomonie Land 11 LLC, has acquired the property located at 3100 101st Ave NE, currently platted as Lot 1 Block 1 of Larsons Estates. The property is a total of 12.29 acres with approximately 7.8 acres of wetland on the east and south side of the property. The property owner is currently planning construction of a building to begin in Spring 2025. The current client will need occupancy of the building by October of 2025. Therefore, import of fill to the site will need to begin this fall in order to begin construction as soon as possible in spring of 2025. Sand will be imported to raise the site to grade as shown in the provided grading plan. Provided that more than 15,000 cubic yard of soil will be disturbed, the amount triggers the need for an interim use permit. Staff is recommending that the applicant be allowed a timeframe of December 2024 to Spring 2025, after which time the applicant can reapply if there is still material to be removed and the operation has been conducted in a manner that has minimized disruption to the surrounding properties and roadways.

Mayor Sanders opened the public hearing at 7:23PM.

There being no public input, Mayor Sanders closed the public hearing at 7:23PM.

Moved by Councilmember Robertson, seconded by Councilmember Massoglia, Granting an Interim Use Permit for a Land Reclamation Permit to Allow for Stockpile of Soil Onsite and Prepare Property for Future Development.

Motion adopted unanimously.

- 9.2. RES 24-218** Order Improvement and Order Preparation of Plans and Specifications for the 2025 Southwest Area Street Reconstructions, Improvement Project No. T25-06

Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated Council is asked to conduct the public hearing and consider ordering the improvements and preparation of the project plans and specifications for the 2025 Southwest Area Street Reconstructions, Improvement Project No. T25-06. The estimated cost of these proposed improvements is \$4,335,630, of which \$976,568 is proposed to be assessed over a 15-year period. In addition, replacement of existing sanitary sewer castings and rings and select hydrants and valves at an estimated cost of \$404,560 is proposed to be paid for by City Public Utility Funds. The remaining portion of \$2,954,502 is proposed to be

paid from the City's Pavement Management Program Fund.

Mayor Sanders opened the public hearing at 7:26PM.

Janet Zawadski, 8813 Jefferson Street NE, asked for an option to pay her assessment for this project before it is assessed with our property taxes. Mr. Schluender explained that once the project is done, residents will be given a timeframe to pay off their assessment before the amount was assessed to a residents' property taxes.

Elizabeth Santino, 636 87th Lane NE, inquired when she would know the final assessment amount and then noted she would like the opportunity to pay for the assessments prior to the amount being assessed to her property taxes. Mr. Schluender reported the proposed assessment amount was an estimate. He indicated the final assessment amount would be recalculated based on actual costs once the project was completed. He stated residents would have a 60 day period after the project was complete to pay the assessment fee.

There being no additional public input, Mayor Sanders closed the public hearing at 7:26PM.

Moved by Councilmember Newland, seconded by Councilmember Robertson, to Order Improvement and Order Preparation of Plans and Specifications for the 2025 Southwest Area Street Reconstructions, Improvement Project No. T25-06.

Councilmember Newland confirmed there will be an access plan during this project. Mr. Schluender reported this was the case.

Motion adopted unanimously.

10. Development Business

10.1. ORD 24-2567 Second Reading

Ordinance Granting a Rezoning from Planned Business District (PBD) to Development Flex (DF) at 3629 95th Avenue NE. As-Suffah Islamic Center (Case File No. 24-0059/SLK)

Sponsors: Sheila Sellman, City Planner

City Planner Sellman stated the applicant is requesting a rezoning to Development Flex (DF) to allow for a K-8 school with a daycare and a mosque. The subject site is currently zoned Planned Business district and does not allow elementary schools. She reviewed the history of the proposed site noting Medway Clinic would remain within the building for the next two years. Staff commented further on the request and reported the Planning Commission recommended approval of the rezoning.

Moved by Councilmember Fleming, seconded by Councilmember Newland, to adopt the Second Reading of Ordinance No. 24-2567, Granting a Rezoning from Planned Business District (PBD) to Development Flex (DF) at 3629 95th Avenue NE.

Councilmember Newland asked about potential security concerns/access between the

student space and the overlapping Medway Clinic. Ms. Sellman deferred this question to the applicant.

Jay Smigielski, Ferdinand Peters Law Firm, responded to the question regarding the overlapping use with the Medway Clinic. He explained while no specific plan has been devised there is a good working relationship between the two uses and based on the number of patients Medway sees on a daily basis, the school does not feel there is that much of a concern. He reported there will be some physical separation between the two uses and noted As-Suffah would be willing to create more specific procedures, if requested.

Councilmember Newland indicated he did not have any specific requirements in mind but wanted to bring awareness to his observation. He asked if the building would be secured for access. Mr. Smigielski anticipated the building would be secured. He discussed how As-Suffah would not occupy the building until sometime next year and students would not be in the building until the fall of 2025.

Mayor Sanders commented it was not the Council's job to regulate building security but highly encouraged the school to block off the public from entering the school for the safety of the children in the building.

Councilmember Fleming thanked the students in attendance for their show of support for the proposed school.

Muhammed Mohudien, As-Suffah Principal, shared further comments on safety/security plans for separating the clinic from the school. He indicated the patients seen by Medway were mostly children with autism. He discussed how the next two years would be a transition period for Medway and his new school.

Motion adopted unanimously.

- 10.2.** RES 24-200 Resolution Granting a Conditional Use Permit to Allow a Mosque (Place of Worship), K-8 Elementary School, and a Daycare/Pre-School in the Development Flex (DF) Zoning District at 3629 95th Avenue NE. As-Suffah Islamic Center (Case File No. 24-0059/SLK)
Sponsors: Sheila Sellman, City Planner

Ms. Sellman stated the applicant is requesting a Conditional Use Permit (CUP) to allow for a mosque, K-8 school, and a daycare.

Moved by Councilmember Newland, seconded by Councilmember Robertson to adopt a Resolution Granting a Conditional Use Permit to Allow a Mosque (Place of Worship), K-8 Elementary School, and a Daycare/Pre-School in the Development Flex (DF) Zoning District at 3629 95th Avenue NE.

Councilmember Robertson shared concerns about potential queuing of traffic into the adjoining business uses and the possible need for fencing to separate the school from the adjacent business use on the east property line to address potential safety concerns. She

explained this same request was made of a previous applicant that located a school on an industrial property.

Councilmember Newland indicated the playground on this property would be on the opposite side of the parking lot. He explained it was his understanding the playground area would be fenced. Mr. Smigielski reported As-Suffah would rather not build a six-foot fence along the entire property line. However, he understood safety was a major concern for schools. He commented on how this building was tucked back into the property which would assist with addressing traffic stacking. He indicated the As-Suffah school would be dividing families into two categories in order to stagger the drop-off and pick-up times. He stated the adjacent building manufactures motorcycle parts and did not generate a large amount of traffic. He questioned if a fence would be required if this school were located on a 25-mile per hour roadway.

Councilmember Robertson indicated this was new territory for the Council as they typically didn't consider conditional uses in industrial parks. She explained this meant the Council had to consider what concerns may arise from locating an elementary school within an industrial park. She reported elementary schools were typically tucked into a residential neighborhood. She commented on how Centerview Elementary School had fencing surrounding the entire school. She stated she brought up this issue for safety purposes.

Mayor Sanders stated the adjacent industrial business was a large employer in the community that generated a great deal of semi-truck traffic. He noted these drivers were not used to looking for students because there was not an elementary school within the industrial park. He explained this was the reason the Council had to consider safety matters.

Councilmember Fleming indicated she understood the safety concerns being raised regarding the fence, but noted she also understood the playground area would be fenced. Mr. Smigielski reported this would be a K-8 school and the students would be guided to classes and the playground.

Councilmember Newland supported closing the gap between the playground and the building. He indicated this would keep students from wandering around the parking lot. He recommended a condition be considered to ensure vehicle queuing does not spill out onto adjacent roadways, noting this same requirement was made of the previous applicant.

Mayor Sanders asked if staff had this language. Ms. Sellman stated the condition could read: Queuing of cars shall not extend onto 95th Avenue.

Amendment motion made by Mayor Sanders, seconded by Councilmember Newland, to add a condition that traffic queuing shall not extend onto 95th Avenue.

Amendment motion adopted unanimously.

Amendment motion made by Councilmember Newland, seconded by Councilmember Massoglia, to add a condition that additional fencing be installed around the playground or any future playgrounds to connect the playground space to the building as approved by the Fire Marshal.

Amendment motion adopted unanimously.

Amended motion adopted unanimously.

A member of the audience suggested similar additional safety conditions be incorporated into all schools, both public and private.

10.3. ORD 24-2568 Second Reading

Ordinance Approving Annual Revisions to the Blaine Zoning Ordinance. City of Blaine (Case File No. 24-0060/EES)

Sponsors: Sheila Sellman, City Planner

Ms. Sellman stated annually, staff reviews the zoning code to identify areas for improvement. This process was established following substantial revisions to the zoning code in 2020 to ensure that the code remains current and prevent the need for such substantial revisions. Changes this year include modification to the park dedication calculation, changes to setbacks in response to variance granting in 2024, and rewriting of intent/purpose statements for commercial and industrial districts.

Moved by Councilmember Robertson, seconded by Councilmember Fleming, to adopt the Second Reading of Ordinance No. 24-2568, Approving Annual Revisions to the Blaine Zoning Ordinance.

Councilmember Massoglia asked if these changes included changes to the sign ordinance. Ms. Sellman reported changes to the sign ordinance would be coming to the city council at a future meeting.

Motion adopted unanimously.

10.4. RES 24-228 Summary Resolution for Publication of Ordinance 24-2568 Approving Annual Revisions to the Blaine Zoning Ordinance. City of Blaine (Case File No. 24-0060/ESS)

Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen requested the Council adopt the proposed resolution allowing for publication of title and summary of Ordinance 24-2568. It was noted Minnesota Statute 412.191, Subd. 4, provides for publication of the title and summary of an ordinance in the case it is lengthy if the city council determines that publication of the title and a summary would clearly inform the public of the intent and effect of the ordinance. As Ordinance 24-2568 is lengthy, staff is recommending adoption of the proposed summary resolution. The summary resolution requires an affirmative vote of four-fifths of the council and the entire ordinance is available for inspection during regular office hours at city hall and can be forwarded upon request.

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

Motion adopted unanimously.

11. Administration

- 11.1. 2024-532** Motion to Authorize Mayor and City Manager to Enter into a Contract with Bolton & Menk, Inc. for Professional Design and Construction Services for the 2025 Southwest Area Street Reconstruction Project, Improvement Project No. T25-06
Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated Council is requested to approve a contract for professional services for final design and construction services for the 2025 Southwest Area Street Reconstructions, Improvement Project No. T25-06 in the amount of \$454,384.

Moved by Councilmember Newland seconded by Councilmember Fleming, to Authorize Mayor and City Manager to Enter into a Contract with Bolton & Menk, Inc. for Professional Design and Construction Services for the 2025 Southwest Area Street Reconstruction Project, Improvement Project No. T25-06.

Councilmember Newland inquired about the proposed contingency and asked if the amount was sufficient. Mr. Schluender reported the proposed 10% contingency was sufficient.

Motion adopted unanimously.

- 11.2. RES 24-223** Resolution Accepting Quote from Winberg Companies, LLC in the amount of \$94,455.51 for the Lever Street Restoration Project, Improvement Project No. 17-07
Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender requested the Council accept a quote and approve a contract with Winberg Companies, LLC for the Lever Street Restoration Project, Improvement Project No. 17-07. It was noted this project consists of grading and constructing a small berm, constructing a retaining wall and fence, and turf restoration along the west boulevard of Lever Street, near 12730 Lever Street. Quotes were received electronically at 10AM, November 8, 2024, for Project No. 17-07. Request for Quotes was sent to four contractors. Only one quote was received from Winberg Companies in the amount of \$94,455.51. This quote has been checked and tabulated, and it has been determined that Winberg Companies, LLC of Shafer, Minnesota has submitted a responsible quote. The Engineering Department has worked with Winberg Companies, LLC on previous contracts and recommends that the quote be accepted, and a contract entered into with Winberg Companies, LLC. City Council is also asked to approve a 10% contingency to bring the total project budget to \$103,901.06. The

funding source for this project will be the city's internal MSAS Fund and there are sufficient funds budgeted to cover these costs.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to adopt a Resolution Accepting Quote from Winberg Companies, LLC in the amount of \$94,455.51 for the Lever Street Restoration Project, Improvement Project No. 17-07.

Motion adopted unanimously.

12. Other Business

None.

13. Adjournment

Moved by Councilmember Robertson, seconded by Councilmember Fleming, to adjourn the meeting at 8:20PM.

Motion adopted unanimously.



City of Blaine Staff Report

File Number: 2024-571

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Michelle Wolfe, City Manager

Agenda Item # 8.3

Approve Lobbying Agreement with The Ferguson Group

Executive Summary

Council is asked to approve the attached agreement for federal lobbying services with The Ferguson Group.

Background

The Ferguson Group ("TFG") has submitted an agreement for 2025 services. If approved, this will be the city's fourth year working with TFG. The agreement cost for the previous three years was \$60,000 annually. For 2025, TFG is asking for a 5% increase across their entire retainer client base. The increase amounts to \$3,000 annually for a total agreement cost of \$63,000.

TFG has provided consistent services throughout the year. In addition to biweekly meetings/updates, TFG has assisted staff with the preparation of documentation and follow-up for the federal funding process. In addition, they have consulted on other grant requests, including one submitted by North Metro TV. TFG staff prepares a grants matrix and assist with evaluating grant opportunities. A year-end report will be attached to this item.

Discussion regarding the 2025 legislative agendas will take place at a workshop in January.

Strategic Plan Relationship

This items falls under the financial sustainability strategic priority.

Board/Commission Review

N/A

Financial Impact

The agreement fee is \$5,250 or \$63,000 annually. The proposed 2025 budget includes funding for the lobbying agreements.

Public Outreach/Input

N/A

Staff Recommendation

By motion, approve renewal of the federal lobbying agreement for 2025 with The Ferguson Group.

Attachment List

1. 2025 Agreement
2. 2024 Year End Report



November 25, 2024

Ms. Michelle Wolfe
City Manager
City of Blaine
10801 Town Square Drive, NE
Blaine, MN 55449

Dear Ms. Wolfe:

The Ferguson Group, LLC (TFG) is pleased to provide this letter of agreement for federal advocacy services to the City of Blaine ("City") and we look forward to continuing our work together to promote your priorities at the federal level. TFG will provide the full range of advocacy and grants consulting services as outlined in this Letter of Agreement and the City's Federal Agenda.

Scope of Work:

- **Strategic Advice** – TFG will provide strategic advice to the City in all matters concerning applicable congressional action, federal agency policy and regulation, and the federal activities of other stakeholders having an impact on the City and its citizens.
- **Federal Agenda** – TFG will work with the City to review its legislative, regulatory, and grant funding priorities for the purpose of updating the City's Federal Agenda. Once approved by the City, the Federal Agenda will serve as TFG's work plan for the 2025 calendar year. In addition, TFG will develop briefing materials to communicate your federal priorities to policymakers and community partners.
- **Assistance in Communicating and Working with Federal Officials** – TFG will assist the City in working with Members of Congress and staff, congressional committees, and federal agency officials and staff at all levels of the Federal government on these matters.
- **Advocacy on Budget, Appropriations and Authorizations, and High-Priority Legislation** – TFG will assist the City in ensuring that federal funding for high-priority programs, both in the appropriations and authorization processes, reflect the City's needs. This task will involve working with the City to seek Congressionally Directed Spending/Community Project Funding (earmark) requests that match up with the City's federal priorities. It also includes seeking support for accounts on a programmatic level that would support the City's priority initiatives. This task will also include working with the City to support high-priority issues such as tax-exempt municipal and private activity bonds, advance refunding, and other tax-related matters, that could benefit the City and its residents.
- **Build Stakeholder Support** – TFG will advise the City on obtaining and coordinating stakeholder support from key organizations or individuals (such as environmental groups or business interests) that may be necessary to implement the City's federal priorities.

- **Grant Services** – As a TFG retainer client, TFG will provide the City with a wide range of TFG project and grant readiness services as listed in the [Overview of TFG Grant Services and Pricing](#), except for grant writing and post-award grant management services. If requested by the City, such services will be outlined and mutually agreed to by TFG and the City in a separate agreement.

Terms of Agreement:

This letter of agreement proposes a \$5,250 monthly retainer that covers all federal advocacy work and grant services, except for grant writing and post-award grant management. However, as a monthly retainer client, the City will receive a 15 percent discount on these services.

This agreement between TFG and the City of Blaine will commence on January 1, 2025, and continue through December 31, 2025. At the conclusion of the period covered by this agreement, the City may elect to extend this agreement for an additional period and at terms acceptable to the City and TFG. Either party may terminate this agreement at any time by giving the other at least thirty (30) days prior written notice. If there is a balance due at the time of termination of this agreement, the City agrees to pay said balance in full within thirty (30) days of the effective date of the termination.

Approved expenses will be billed separately and shall include long distance telephone calls, faxes, document production, overnight delivery, in-town courier services, business meals (pre-approved by the City), out-of-town travel (pre-approved by the City), and in-town travel (taxi). Such charges shall not exceed \$2,500 over the twelve-month contract period. The City will be invoiced monthly to include the monthly retainer and any expenses incurred. Upon request, TFG will provide hourly breakdowns and descriptions of work performed.

TFG will provide periodic reports to the City that detail the work we have performed on the City's behalf. We will provide real-time updates on new funding opportunities to support City priorities; any opportunities to advance the City's federal policy objectives; and the status of relevant legislation and regulations. In addition, TFG agrees to file all documentation required by the Lobbying Disclosure Act to represent the City before Congress and federal agencies.

Again, we appreciate the opportunity to continue our work with you and look forward to continuing to represent the City of Blaine in Washington, D.C. If you have any questions, please do not hesitate to contact me at 202-255-5759. If the terms of this letter of engagement are acceptable, please sign below and return a copy to us at your earliest convenience.

Sincerely,



W. Roger Gwinn
CEO

ACKNOWLEDGED AND AGREED TO BY:



The Ferguson Group

The City of Blaine, Minnesota

W. Roger Gwinn
CEO

Michelle Wolfe
City Manager

Date

Date

Tim Sanders
Mayor

Date



TO: City of Blaine, Minnesota

FROM: David Hoover

DATE: November 26, 2024

2024 Federal Advocacy and Grant Services Review

This memorandum provides an overview of the federal advocacy and grant services provided by The Ferguson Group (TFG) to the City of Blaine in Calendar Year 2024. TFG was successful in securing Congressionally Directed Spending funds for the Joint Powers Command Vehicle, working with City Departments to establish federal funding strategies for priority projects, providing counsel on grant applications, and updating the City on federal legislative and regulatory developments and their effects on City operations.

Fiscal Year 2025 Appropriations

In January 2025, TFG met with City Departments to review and prioritize projects for fiscal year (FY) 2025 Appropriations funding requests. Two projects were selected – the Joint Powers Command Vehicle Replacement (CV-1) and the Water Tower #2 Rehabilitation. TFG reviewed project eligibility requirements, previewed the funding requests with the City's congressional delegation, completed and submitted application forms, drafted letters of community support, and provided updates on the appropriations process.

Senators Amy Klobuchar and Tina Smith jointly submitted the City's \$750,000 Congressionally Directed Spending request to replace the aging Joint Powers Command Vehicle, which will provide state-of-the-art law enforcement and emergency response services during major public events, natural disasters, and other public safety incidents in Blaine and surrounding communities.

On July 25, the Senate Appropriations Committee approved the FY 2025 Commerce, Justice, Science, and Related Agencies bill, which includes the City's \$750,000 request. Congressional appropriators are likely to keep earmarks in the FY 2025 Federal Budget, which Congress is expected to pass by either December 20 or March 31, 2025.

Federal Funding Strategies

In August, TFG scheduled hour-long consultations with City Departments to better understand their project funding needs over the next two years. TFG reviewed the City's 2024-2028 Capital Improvement Program and met with staff from Police, Fire, and Safety Services; Public Works and Engineering; Administration and Finance; Parks and Recreation;

and Community Development. TFG provided a summary of those meetings, including each department's funding and/or policy priorities, of which several are highlighted below. TFG has incorporated these funding priorities into the City's Grants Matrix and Federal Policy Update Tracker and continues to monitor grant opportunities.

Police, Fire, and Safety Services:

- Parking and storage facilities for Police and Emergency Management vehicles and related assets
- Safety Services equipment, including Interoperable radios, camera trailers, and body-worn cameras
- Mental health and wellness services

Public Works and Engineering:

- Lift station rehabilitation
- Water use and conservation
- Water utility regulatory challenges

Administration and Finance:

- Municipal bonds advanced refunding
- Cable franchise regulations

Community Development:

- Northtown Mall soil and groundwater mitigation; stormwater management
- Workforce development

Parks and Recreation:

- Trails and boardwalk rehabilitation

Federal Grants Consulting

Per the City's request, TFG advised North Metro TV and its members on its application for the NTIA Digital Equity Competitive Grant program. TFG provided an overview of the grant program, offered advice on the application process and eligibility requirements, provided feedback on the draft narrative, and responded to questions from North Metro TV staff during scheduled calls.

Separately, TFG worked with the City's Parks and Recreation Department to evaluate the U.S. Department of Transportation's Active Transportation Infrastructure Investment Grant Program as a source of funding to rehabilitate the City's trail facilities and community-wide trail linkages. Due to minimum cost requirements for Planning and Design projects, the City did not move forward with a grant application.

Federal Grants and Policy Updates

TFG updated and streamlined the City's Grants Matrix and Federal Policy Tracker, which provides key information, such as upcoming application windows, eligibility requirements, cost matches, and links to TFG Grant Profiles for a variety of federal grant programs of interest to the City. The tracker now includes a Federal Policy section that lists legislative and regulatory developments that may affect the City and actions taken to address those issues. The tracker also includes a section on information recently shared with the City, such as TFG Grant Alerts, Memos, and Special Reports, and includes links to those materials for convenient review.

TFG continues to send its weekly and bi-weekly newsletters to the City, including the Legislative Update and Outlook, Grants Update, Transportation Notes, Infrastructure Funding Bulletin, and the Interconnect. TFG also continues to meet online with the City Manager on a bi-weekly basis to provide updates on federal legislation and regulations of interest to Blaine, and open or upcoming grant solicitations aligned with City funding priorities.

2025 Federal Outlook

With their control of the Administration and Congress solidified, Republicans are moving forward with their agenda to overhaul tax, immigration, and environmental rules, among other planned policy shifts. Republicans aim to use the budget reconciliation process to extend and expand tax cuts and repeal certain clean energy tax credits. With the transition to a new Administration, some grant priorities may gradually shift to reflect evolving goals, with potential emphasis on infrastructure, workforce development, veterans' programs, and industrial and economic competitiveness.

TFG will monitor and provide analysis on the evolving federal landscape, including any legislative and regulatory changes that may affect the City and its funding priorities. Likely staff changes in federal agencies and on Capitol Hill will provide opportunities for the City to share its Federal Agenda with new policymakers and to strengthen existing relationships. TFG looks forward to working with the City and its congressional delegation during the 119th Congress and with the new Administration.



City of Blaine

Staff Report

File Number: 2024-566

Agenda Date	Status
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December 2, 2024

In Control	File Type
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City Council

Motion

Approval of Consent Agenda: - Scott Johnson, Director of Administrative Services

Agenda Item # 8.4

Approve Renewal of Labor Attorney Contract with Eckberg Lammers

Executive Summary

Council is asked to approve renewal of the labor attorney contract with Eckberg Lammers.

Background

Below for the City Council is a brief history regarding this item:

- The City of Blaine conducted a Request for Proposals process three years ago; several firms submitted proposals, after interviews and reference checks, the Eckberg Lammers team was selected.
- Eckberg Lammers has requested a small fee increase; staff checked with other cities and found these fees to be fair and consistent with the current market.
- Staff were consulted about their experiences working with Lida and the Eckberg Lammers team. Staff had very positive reports regarding the Eckberg Lammers team.

Eckberg submitted a proposal for a three-year renewal of the contract commencing January 1, 2025. The general hourly rate is proposed at \$200 in 2025, \$210 in 2026, and \$215 in 2027. The 3-year contract for Labor Attorney services with Eckberg and Lammers will end on December 31, 2027. The 2025 agreement is attached and explains the fees in greater detail.

Strategic Plan Relationship

This item relates to the all strategic priorities of the Strategic Plan.

Board/Commission Review

N/A

Financial Impact

Funds for legal services are included in the 2025 budget.

Public Outreach/Input

N/A

Staff Recommendation

By motion, approve renewal of the labor contract with Eckberg Lammers Attorneys at Law for 2025.

Attachment List

1. Blaine LE Contract (2025-2027)

CONTRACT FOR LABOR AND EMPLOYMENT ATTORNEY LEGAL SERVICES

This Contract for Labor and Employment Attorney Legal Services (the "Agreement") is effective as of the 1st day of January, 2025, and is entered into by and between the CITY OF BLAINE, a municipal corporation and political subdivision of the State of Minnesota (the "City"), and the law firm of ECKBERG LAMMERS, P.C. (the "Law Firm"), for the purpose of utilizing the Law Firm to provide labor and employment attorney legal services to the City.

I. RECITALS

1. The City and the Law Firm desire to enter a three-year contract for Labor and Employment Legal Services through December 31, 2027, with hourly rates outlined as follows:

	Year 1 -2025	Year 2 -2026	Year 3- 2027
General Hourly Rate for All Attorneys	\$200	\$210	\$215
General Hourly Rate for Paralegals	\$140	\$145	\$150

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration, the parties agree to the following:

II. TERMS

1. **Scope and Nature of Labor and Employment Attorney Services:** The parties agree to the following description of the nature of the labor and general employment legal services to be provided by the Law Firm to the City:
 - a. Availability for consultation with and serve under the City Manager, Administrative Services Director, and Human Resources Manager.
 - b. Provide legal advice, consultation, and representation on labor matters, as needed by the City, such as: the Minnesota Public Employment Labor Relations Act, Collective Bargaining Agreement ("CBA") interpretation and implementation, discipline and discharge, and related unionized workforce labor and employment matters.
 - c. Research and prepare legal opinions for the City on general municipal employment matters.
 - d. Consult with and advise the City regarding employment law matters such as: workplace accommodation, sick and medical leave, background checks, hiring, workplace investigations, discrimination allegations, wage and hour laws, workplace safety, policy development and interpretation, discipline and termination decisions, drug and alcohol testing policies, employment

agreements, separation and severance agreements, and other related matters.

- e. Represent the City in labor related issues, such as CBA negotiations, mediation, grievance arbitration, administrative hearings, litigation involving the same, and unfair labor practice litigations.
- f. Represent the City in any employment-related arbitrations, administrative hearings, and litigation, which are not covered by third party appointed counsel.

2. Reimbursable Costs and Expenses:

- a. **General Rule:** The City will reimburse the Law Firm for actual, necessary and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.

- b. **Specific Expenses:**

<u>Description of Costs</u>	<u>Rate</u>
Mileage	No Reimbursement
Parking	Actual Cost
Meals	No Reimbursement
Postage	Actual Cost
Messenger	Actual Cost
Court Costs	Actual Cost
Arbitration Costs	Actual Cost
Other Contested Case Costs	Actual Cost

3. Conflict of Interest and Attorney/Client Privilege Issues:

- a. **Conflict of Interest:** The Law Firm will notify the City as soon as practicable if the Law Firm represents or has ever represented an opposing party to the City in a legal matter or otherwise determines it has conflict of interest.
- b. **Attorney/Client Privilege:** The Law Firm is authorized to utilize e-mail without encryption and use of cell phones to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception of such information.

4. Billing Format, Cycle, Payment Expectations, and Interests.

- a. **Billing Format:** The Law Firm will submit monthly statements itemizing legal services rendered for the prior month broken down into categories relating to the matters of representation.
- b. **Billing Cycle:** The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately 10 days after the end of the prior month.
- c. **Payment Expectations:** The City will pay the bill of the Law Firm routinely according to its internal payment procedures by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.
- d. **Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Lida M. Bannink at the Law Firm stating the- nature of the dispute.
- e. **Term:** The term of this Agreement will be effective January 1st, 2025, and will run through December 31, 2027. During the term of the Agreement, either party may terminate the Agreement upon 60 calendar days' written notice to the other party.
- f. **Authorized Contact Person:** Lida M. Bannink will act as lead attorney labor and employment attorneys for the City, and Christina K. Benson will serve as assistant labor and employment attorney for the City.
- g. **City Approval:** The Law Firm is authorized to commence performing services under this contract effective upon the execution of this Agreement.

THE CITY OF BLAINE

ECKBERG LAMMERS, P.C.

By: _____
Tim Sanders, Mayor

By: _____
Lida M. Bannink

By: _____
Michelle Wolfe, City Manager

Date: _____

Date: _____



City of Blaine

Staff Report

File Number: 2024-550

Agenda Date

December 2, 2024

Status

In Control

City Council

File Type

Motion

Approval of Consent Agenda: - Scott Johnson, Director of Administrative Services

Agenda Item # 8.5

Approve an Amendment to the City Manager's Employment Agreement and Approve an Agreement with Mission Square Retirement to Establish a Deferred Compensation Plan for the City Manager

Executive Summary

The requested council action would approve a second amendment to the City Manager's Employment Agreement and authorize a deferred compensation plan.

Background

After completion of the 2023 annual review process, the City Manager Employment Agreement was modified and approved by City Council on June 3, 2024. Pursuant to the first amendment, there was an agreement that the City would provide additional benefits to the City Manager in the gross amount of \$11,980. The first amendment provides that the City Manager will receive the total value identified in Section 5(E) for calendar year 2024. The City Manager has requested the additional compensation be provided via a 401(a) deferred compensation plan. Council would need to approve the second amendment to the City Manager's Employment Agreement along with approving the agreement with Mission Square Retirement establishing the 401(a) deferred compensation plan.

Strategic Plan Relationship

This item relates to the all strategic priorities of the strategic plan.

Board/Commission Review

Financial Impact

City would provide additional benefits to the City Manager in the gross amount of \$11,980.

Public Outreach/Input

Staff Recommendation

By motion, approve the Second Amendment to the City Manager's Employment Agreement and the agreement with Mission Square Retirement establishing a deferred compensation plan for the City Manager.

Attachment List

1. 2nd Amendment to Employment Agreement
2. Mission Square Agreement

City of Blaine
Second Amendment to City Manager Employment Agreement

On or about July 2019 the City of Blaine (“Blaine” or “City”) and Michelle Wolfe (“City Manager”) entered into an employment agreement (“Employment Agreement”). Together referred to as the “Parties.”

After completion of the 2023 annual review process, the Employment Agreement was modified in an Amendment to City Manager Employment Agreement that was approved by City Council on June 3, 2024, and signed on June 3 & 4, 2024. (“First Amendment”)

Pursuant to the First Amendment, there was an agreement that the City would provide additional benefits to the City Manager in the gross amount of \$11,980. The First Amendment indicated that, “[a]llocation of those benefits will be determined upon further discussions and agreement of the Parties...” The First Amendment provides that the City Manager will receive the total value identified in Section 5(E) for calendar year 2024.

The Parties hereby agree that the agreed upon \$11,980 benefits will be provided via a 401(a) deferred compensation plan.

Wherefore, the Parties have executed this Second Amendment to the Employment Agreement on the dates set forth below.

Signature Page to Follow

CITY MANAGER:

Michelle A. Wolfe

Dated: _____, 2024

Subscribed and sworn to before me this
_____ Day of _____, 2024

Notary Public

CITY OF BLAINE:

Tim Sanders, Mayor

Dated: _____, 2024

Subscribed and sworn to before me this
_____ Day of _____, 2024

Notary Public

CITY OF BLAINE:

Catherine M. Sorensen, City Clerk

Dated: _____, 2024

Subscribed and sworn to before me this
_____ Day of _____, 2024

Notary Public

ADMINISTRATIVE SERVICES AGREEMENT

for

City of Blaine

Type: **401**

Account #: **100444**

MissionSquare
RETIREMENT

ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement ("Agreement"), made as of this day, (please enter date) _____, (herein referred to as the "Inception Date"), between the International City Management Association Retirement Corporation doing business as MissionSquare Retirement ("MissionSquare"), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the **City of Blaine** ("Employer"), an **Entity** organized and existing under the laws of the State of **Minnesota** with an office at **10801 Town Square Drive, Blaine, Minnesota 55449**.

RECITALS

Employer acts as public plan sponsor of a retirement plan ("Plan"), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

MissionSquare, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

MissionSquare has designed, and VantageTrust Company offers, a series of separate funds (the "Funds") for the investment of plan assets as referenced in the Funds' principal disclosure documents, which are the Disclosure Memorandum and the Fact Sheets (together, "MissionSquare Disclosures"); and

MissionSquare provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

AGREEMENTS

1. Appointment of MissionSquare

Employer hereby appoints MissionSquare as administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by MissionSquare shall be those set forth in Exhibit A to this Agreement.

2. Adoption of VantageTrust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the MissionSquare Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

3. Exclusivity Agreement

Employer agrees that for the initial or succeeding term of this Agreement specified in Section 11, so long as MissionSquare continues to perform in all material respects the services to be performed by it under this Agreement, Employer shall not obtain plan administration from anyone other than MissionSquare. Employer acknowledges that MissionSquare has agreed to the compensation to be paid to MissionSquare under this Agreement in the expectation that MissionSquare will be able to offset costs allocable to performing this Agreement with revenues arising from Employer's exclusive use of MissionSquare at the rates provided herein throughout the initial or succeeding term.

4. Employer Duty to Furnish Information

Employer agrees to furnish to MissionSquare on a timely basis such information as is necessary for MissionSquare to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in VantageTrust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify MissionSquare in a timely manner regarding changes in staff as it

relates to various roles. Such notification is to be completed through the plan sponsor website. MissionSquare shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and MissionSquare shall not be responsible for any error arising from its reliance on such information. MissionSquare will provide reports and account information to the Employer through the plan sponsor website.

Employer is required to send in contributions through the plan sponsor website. Alternative electronic methods may be allowed but must be approved by MissionSquare for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party investment options that do not have profile information provided to MissionSquare through MissionSquare's electronic data feeds from external sources (such as Morningstar) or the third-party investment option providers, the Employer is responsible for providing to MissionSquare timely investment option updates for disclosure to Plan participants. Such updates may be provided to MissionSquare through the Employer's investment consultant or other designated representative.

5. MissionSquare Representations and Warranties

MissionSquare represents and warrants to Employer that:

- (a) MissionSquare is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of MissionSquare, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for MissionSquare, or its wholly owned subsidiary, to serve in that capacity.
- (b) MissionSquare is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) MissionSquare shall maintain and administer the Plan in accordance with the requirements for plans which satisfy the qualification requirements of Section 401 of the Internal Revenue Code and other applicable federal law; provided, however,

MissionSquare shall not be responsible for the qualified status of the Plan in the event that the Employer directs MissionSquare to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 401 or otherwise causes the Plan not to be carried out in accordance with its terms; provided, further, that if the plan document used by the Employer contains terms that differ from the terms of MissionSquare's model plan document, MissionSquare shall not be responsible for the qualified status of the Plan to the extent affected by the differing terms in the Employer's plan document. MissionSquare shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the Plan in compliance with local or state requirements regarding plan administration unless Employer notifies MissionSquare of any such local or state requirements.

6. Employer Representations and Warranties

Employer represents and warrants to MissionSquare that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that MissionSquare's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, MissionSquare does not render investment advice, is neither the "Plan Administrator" nor "Plan Sponsor" as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. MissionSquare does not perform any service under this Agreement that might cause MissionSquare to be treated as a "fiduciary" of the Plan under applicable law, except,

and only, to the extent that MissionSquare provides investment advisory services to individual participants enrolled in Guided Pathways Advisory Services.

- (c) Employer acknowledges and agrees that MissionSquare does not assume any responsibility with respect to the selection or retention of the Plan's investment options. Employer shall have exclusive responsibility for the Plan's investment options, including the selection of the applicable share class.
- (d) Employer acknowledges that certain such services to be performed by MissionSquare under this Agreement may be performed by an affiliate or agent of MissionSquare pursuant to one or more other contractual arrangements or relationships, and that MissionSquare reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer approves the use of its Plan in MissionSquare external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

7. Participation in Certain Proceedings

The Employer hereby authorizes MissionSquare to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies MissionSquare otherwise, Employer consents to the disbursement by MissionSquare of benefits that have been garnished or transferred to a former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

8. Compensation and Payment

- (a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be **0.55%** per annum of the amount of Plan assets invested in VantageTrust. Such fee shall be computed based on average daily net Plan assets in VantageTrust.

- (b) **Participant Fee.** There shall be an annual account Participant fee of **\$25**, deducted quarterly in amounts of \$6.25.
- (c) **Compensation for Management Services to VantageTrust Company, Compensation for Advisory and other Services to the MissionSquare Funds Class M and Payments from Third-Party Investment Options.** Employer acknowledges that, in addition to amounts payable under this Agreement, MissionSquare, or its wholly owned subsidiary, receives fees from VantageTrust Company for investment advisory services and plan and participant services furnished to VantageTrust Company. Employer further acknowledges that MissionSquare, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the MissionSquare Funds Class M, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a MissionSquare Fund Class R that invests substantially all of its assets in a third-party mutual fund not affiliated with MissionSquare, MissionSquare or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the MissionSquare Disclosures and MissionSquare's fee disclosure statement. In addition, to the extent that third-party options are included in the investment line-up for the Plan, MissionSquare receives administrative fees from its third-party settlement and clearing agent for providing administrative and other services based on assets invested in third-party investment options; such administrative fees come from payments made by third-party investment options to the settlement and clearing agent.
- (d) **Redemption Fees.** Redemption fees imposed by outside investment options in which Plan assets are invested are collected and paid to the investment option by MissionSquare. MissionSquare remits 100% of redemption fees back to the specific investment option to which redemption fees apply. These redemption fees and the individual investment option's policy with respect to redemption fees are specified in the prospectus for the individual investment option and referenced in the MissionSquare Disclosures.

- (e) **Payment Procedures.** All payments to MissionSquare pursuant to this Section 7 shall be made from Plan assets held by VantageTrust or received from third-party investment options or their service providers in connection with Plan assets invested in such third-party investment options, to the extent not paid by the Employer. The amount of Plan assets administered by MissionSquare shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 7 directly, any amounts unpaid and outstanding after 45 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 7 are contingent upon the Employer's use of MissionSquare's plan sponsor website system for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement.

9. Indemnification

MissionSquare shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than MissionSquare in connection with the administration or operation of the Plan. Employer shall indemnify MissionSquare against, and hold MissionSquare harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against MissionSquare by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from MissionSquare's negligence, bad faith, or willful misconduct.

10. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement, with the Employer signing through DocuSign ("Inception Date"). This Agreement may be terminated without penalty by either party on sixty days advance notice in writing to the other; provided however, that the Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the MissionSquare PLUS Fund of VantageTrust, as an investment option in its investment line-up), MissionSquare retains full discretion to release Plan assets

invested in the MissionSquare PLUS Fund in an orderly manner over a period of up to 12 months from the date MissionSquare receives written notification from the Employer that it has made a final and binding selection of a replacement for MissionSquare as administrator of the Plan (or a replacement investment option for the MissionSquare PLUS Fund).

11. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) MissionSquare may modify this agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies MissionSquare in writing that it objects to such modification.
- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements or reduction in fees through electronic messages or special mailings.

12. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

MissionSquare: Legal Department, MissionSquare, 777 North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240
Facsimile; (202) 962-4601

Employer: at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon

transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

13. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between MissionSquare and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

14. Titles

The headings of Sections of this Agreement and the headings for each of the attached Exhibits are for convenience only and do not define or limit the contents thereof.

15. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of **Minnesota**, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Exhibits attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

CITY OF BLAINE

By _____
Signature/Date

By _____
Name and Title (Please Print)

**THE INTERNATIONAL CITY MANAGEMENT
ASSOCIATION RETIREMENT CORPORATION
doing business as MISSIONSQUARE
RETIREMENT**

By _____
Erica McFarquhar
Assistant Secretary

An execution copy will be provided via DocuSign

Exhibit A

Administrative Services

The administrative services to be performed by MissionSquare under this Agreement shall be as follows:

- (a) Participant enrollment services are provided online. Employees will enroll online through a secure site or the Employer will enroll employees through the plan sponsor website.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom MissionSquare receives appropriate enrollment instructions. MissionSquare is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment options offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to MissionSquare through the participant website or the plan sponsor website), beneficiary designation instructions and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through the plan sponsor website. Participants will have access to account information through Participant Services, Voice Response System, the participant website, and text access, and through quarterly statements that can be delivered electronically through the participant website or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or MissionSquare are closed for business (including emergency closings)), to assist participants.

- (i) Making available access to MissionSquare's website, to allow participants to access certain account information and initiate certain plan transactions at any time. The participant website is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance.
- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.
- (k) Making available access to MissionSquare's plan sponsor web site to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. The plan sponsor website is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance.
- (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through the participant website or via form.
- (m) MissionSquare is authorized by the Employer to (a) determine whether a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan and (b) establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
- (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through the participant website.
- (o) Guided Pathways Advisory Services - MissionSquare's participant advice service, "Fund Advice" may be made available through a third-party vendor on the terms specified on MissionSquare's website.
- (p) MissionSquare is authorized by the Employer to establish an unallocated plan level expense account to function as the Administrative Allowance, to be invested as Employer directs.
- (q) MissionSquare will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.)



City of Blaine Staff Report

File Number: 2024-554

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Ben Hayle, Communications Manager

Agenda Item # 8.6

Accept Bid and Renewal Terms from Johnson Litho Graphics for the 2025-2027 City of Blaine Printing Contract

Executive Summary

The City of Blaine recently conducted a bid process for the printing contract for the City's major publications.

Background

The City of Blaine printing contract covers 23 print publications per year. These publications include:

- CityConnect Newsletter: 6 issues
- BizConnect Newsletter: 2 issues
- RecConnect Program Guide: 3 issues
- MAYCConnect Newsletter: 12 issues

The current printing contract expires at the end of 2024. An RFP was posted on the city website and sent to companies that had previously bid on City printing contracts. A total of seven bids were received and ranged from \$110,905 - \$333,691. The three lowest bids are listed below.

- Johnson Litho Graphics - \$110,905
- Nystrom Publishing - \$128,000
- The John Roberts Company - \$145,043

The City's current printing vendor, Johnson Litho Graphics, submitted the low bid. Staff have had a good working relationship with Johnson Litho Graphics over the last two years and recommends the council accept the low bid. All bidders were invited to submit renewal terms for consideration of a multi-year agreement. Johnson Litho Graphics renewal terms include flat pricing in year two and an increase of no more than seven percent in year three. With the renewal terms, the three-year agreement totals

\$340,478. Staff is recommending the City Council accept the bid and renewal terms and by motion enter into a three-year agreement.

Strategic Plan Relationship

The professional printing and mailing of the City's newsletters is an important part of the collaboration and engagement strategic priority. Regular communication from the City promotes an engaged community and helps improve trust in the City.

Board/Commission Review

N/A

Financial Impact

The low bid is within the budgeted amount in the proposed 2025 budget.

Public Outreach/Input

The RFP was posted on the City website under the bids section. Anyone is able to sign up to receive a notification when a new RFP is posted to the website.

Staff Recommendation

Approve a three-year printing contract with Johnson Litho Graphics based on the bid submitted.

Attachment List

1. Johnson Litho Contract 2025-27



Johnson Litho Graphics of Eau Claire, Ltd.

2219 Galloway Street / Eau Claire, WI 54703-3429 / (715) 832-3211 / FAX: (715) 832-5120

We are pleased to quote in accordance with our interpretation of your specifications as outlined below.

QUOTE DATE

November 14, 2024

QUOTE NO.

5091 Rev.3

QUOTED TO

City of Blaine
Attn: Ben Hayle
10801 Town Square Drive NE
Blaine, MN 55449

**TITLE AND
DESCRIPTION**

2025 "City Connect" Newsletter: 8-page self cover

SIZE

22" x 17", folds to 11" x 17", then soft folds to 8-1/2" x 11"

PREP WORK

Customer to furnish disk complete for direct output. Johnson Litho to provide generic postal indicia. Johnson Litho Graphics to furnish PDF, DuPont digital color and black & white paginated proofs.

ALTERATIONS

One round included - Additional - \$25 per page thereafter

PLATES

Johnson Litho Graphics to make.

STOCK

60# White Offset Text with 30% PCW

PRESS WORK

4/color process, 2 sides (using soy-based offset inks)

**BINDERY
OPERATIONS**

Trim, Nest, Fold, and mail approximately 31,900 with ECRWSSEDDM Postal Customer addressing

PACKING

Convenient cartons

F.O.B.

Eau Claire, WI - freight included to Twin Cities PO; balance of 100 pieces to City Hall 55449.

**QUANTITY
AND PRICE****2025
Pricing****2026
Pricing**

32,000

\$ 6,300.00

\$ 6,300.00

Additional to prepare mailing and
ship approximately 31,900

\$ 1,075.00
+ prepaid postage

\$ 1,075.00
+ prepaid postage

Net Total per issue

\$ 7,375.00
+ prepaid postage

\$ 7,375.00
+ prepaid postage

Payment Terms:

Net 30

Renewal Terms after two years:

Not to exceed 7% annually

Quote based upon customer's acceptance of 0% overrun.

PRICES QUOTED ARE SUBJECT TO REVIEW AFTER 30 DAYS AND TO CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS AGREEMENT.

**ORDER
ACCEPTANCE**

This quotation is hereby accepted. The undersigned hereby agrees
to the terms and conditions as set forth.

Thank you for the opportunity to quote on your work.

David Frank

AUTHORIZED SIGNATURE

TITLE

JOHNSON LITHO GRAPHICS

REP



Johnson Litho Graphics of Eau Claire, Ltd.

2219 Galloway Street / Eau Claire, WI 54703-3429 / (715) 832-3211 / FAX: (715) 832-5120

We are pleased to quote in accordance with our interpretation of your specifications as outlined below.

QUOTE DATE November 14, 2024

QUOTE NO. 5093 Rev.3

QUOTED TO City of Blaine
Attn: Ben Hayle
10801 Town Square Drive NE
Blaine, MN 55449

TITLE AND DESCRIPTION 2025 "Blaine Recreation Connection" 24-page v. 28-page, plus 4-page cover (28 & 32-page total)

SIZE 11" x 17", folds to 8-1/2" x 11"

PREP WORK Customer to furnish disk complete for direct output. Johnson Litho to provide generic postal indicia. Johnson Litho Graphics to furnish PDF, DuPont digital color and black & white paginated proofs.

ALTERATIONS One round included - Additional - \$25 per page thereafter

PLATES Johnson Litho Graphics to make.

STOCK Cover: 80# Gloss Text with 10% PCW
Body: 60# White Offset Text with 30% PCW

PRESS WORK 4/color process, 2 sides throughout (using soy-based offset inks)

BINDERY OPERATIONS Trim, fold and saddlestitch and mail approximately 31,900 via ECRWSSEDDM Postal Customer

PACKING Convenient cartons

F.O.B. Eau Claire, WI - freight included to Twin Cities PO; balance of 100 pieces to City Hall 55449.

QUANTITY AND PRICE

		2025 Pricing	2026 Pricing
32,000	28-page	\$ 12,100.00	\$ 12,100.00
	32-page	\$ 14,100.00	\$ 14,100.00
Additional to prepare mailing and ship approximately 31,900		\$ 1,395.00 + prepaid postage	\$ 1,395.00 + prepaid postage

Payment Terms: Net 30
Renewable Terms after two years: Not-to-Exceed 7% Increase annually

Quote based upon customer's acceptance of 0% overrun.

PRICES QUOTED ARE SUBJECT TO REVIEW AFTER 30 DAYS AND TO CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS AGREEMENT.

ORDER ACCEPTANCE This quotation is hereby accepted. The undersigned hereby agrees to the terms and conditions as set forth.

Thank you for the opportunity to quote on your work.

David Frank

AUTHORIZED SIGNATURE

TITLE

JOHNSON LITHO GRAPHICS

REP



Johnson Litho Graphics of Eau Claire, Ltd.

2219 Galloway Street / Eau Claire, WI 54703-3429 / (715) 832-3211 / FAX: (715) 832-5120

We are pleased to quote in accordance with our interpretation of your specifications as outlined below.

QUOTE DATE November 14, 2024

QUOTE NO. 5092 Rev.3

QUOTED TO City of Blaine
Attn: Ben Hayle
10801 Town Square Drive NE
Blaine, MN 55449

TITLE AND DESCRIPTION 2025 "Biz Connect" Newsletter: 4-page self cover

SIZE 22" x 17", folds to 11" x 17", then soft folds to 8-1/2" x 11"

PREP WORK Customer to furnish disk complete for direct output. Johnson Litho to provide generic postal indicia. Johnson Litho Graphics to furnish PDF, DuPont digital color and black & white paginated proofs.

ALTERATIONS One round included - Additional - \$25 per page thereafter

PLATES Johnson Litho Graphics to make.

STOCK 60# White Offset Text with 30% PCW

PRESS WORK 4/color process, 2 sides (using soy-based offset inks)

BINDERY OPERATIONS Trim, Nest, Fold, and mail approximately 31,900 with ECRWSSEDDM Postal Customer addressing

PACKING Convenient cartons

F.O.B. Eau Claire, WI - freight included to Twin Cities PO; balance of 100 pieces to City Hall 55449.

QUANTITY AND PRICE

	2025 Pricing	2026 Pricing
30,600	\$ 3,450.00	3,450.00
Additional to prepare mailing and ship approximately 31,900	\$ 855.00 + prepaid postage	\$ 855.00 + prepaid postage
Net Total per issue	\$ 4,305.00 + prepaid postage	\$ 4,305.00 + prepaid postage

Payment Terms: Net 30
Renewable Terms after two years: Not-to-Exceed 7% Increase annually

Quote based upon customer's acceptance of 0% overrun.

PRICES QUOTED ARE SUBJECT TO REVIEW AFTER 30 DAYS AND TO CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS AGREEMENT.

ORDER ACCEPTANCE

This quotation is hereby accepted. The undersigned hereby agrees to the terms and conditions as set forth.

Thank you for the opportunity to quote on your work.

David Frank

AUTHORIZED SIGNATURE

TITLE

JOHNSON LITHO GRAPHICS

REP



Johnson Litho Graphics of Eau Claire, Ltd.

2219 Galloway Street / Eau Claire, WI 54703-3429 / (715) 832-3211 / FAX: (715) 832-5120

We are pleased to quote in accordance with our interpretation of your specifications as outlined below.

QUOTE DATE November 14, 2024

QUOTE NO. 9287 Rev.3

QUOTED TO City of Blaine
Attn: Ben Hayle
10801 Town Square Drive NE
Blaine, MN 55449

TITLE AND DESCRIPTION 2025 "MAYC Connect" Newsletter: 4-page self cover

SIZE 22" x 17", folds to 11" x 17", then soft folds to 8-1/2" x 11"

PREP WORK Customer to furnish disk complete for direct output. Johnson Litho to provide generic postal indicia. Johnson Litho Graphics to furnish PDF, DuPont digital color and black & white paginated proofs.

ALTERATIONS One round included - Additional - \$25 per page thereafter

PLATES Johnson Litho Graphics to make.

STOCK 60# White Offset Text with 30% PCW

PRESS WORK 4/color process, 2 sides (using soy based offset inks)

BINDERY OPERATIONS Trim, Nest, Fold, Ink-Jet address, and mail approximately 1,700 pieces

PACKING Convenient cartons

F.O.B. Eau Claire, WI - freight included to Twin Cities PO; balance of 500 to MAYC Center 55434.

QUANTITY AND PRICE

	2025 Pricing	2026 Pricing
2,200	\$ 925.00	\$ 925.00
Additional to prepare mailing & ship approximately 1,700 pcs.	\$ 205.00 + prepaid postage	\$ 205.00 + prepaid postage
Net Total per issue	\$ 1,130.00 + prepaid postage	\$ 1,130.00 + prepaid postage

Payment Terms: Net 30
Renewable Terms after two years: Not-to-Exceed 7% increase annually

Quote based upon customer's acceptance of 0% overrun.

PRICES QUOTED ARE SUBJECT TO REVIEW AFTER 30 DAYS AND TO CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS AGREEMENT.

ORDER ACCEPTANCE

This quotation is hereby accepted. The undersigned hereby agrees to the terms and conditions as set forth.

Thank you for the opportunity to quote on your work.

David Frank

AUTHORIZED SIGNATURE

TITLE

JOHNSON LITHO GRAPHICS

REP



City of Blaine Staff Report

File Number: 2024-573

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Jason Zimmerman, Finance Director

Agenda Item # 8.7

Approve Payment to Cisco Systems for Network Switch Infrastructure Upgrade, Year 2 of 3.

Executive Summary

Staff requests Council approval of the 2024 payment of \$81,934.59 for the above-referenced contract pursuant to Blaine City Charter section 6.05, which requires City Council approval of all purchases or contracts of more than \$50,000.

Background

At their meeting on July 5, 2023, the City Council approved a contract to upgrade the network switch infrastructure at City Hall and Public Works and have the payments for this purchase spread out over three years. This is year two of three of this contract.

Strategic Plan Relationship

This project aligns with the strategic priority of having a well-maintained infrastructure.

Board/Commission Review

N/A

Financial Impact

\$81,934.59, which was approved as part of the 2024 capital budget.

Public Outreach/Input

Staff Recommendation

By motion, approve the payment to Cisco Systems for the second year of the three-year contract to upgrade the City's network switch infrastructure.

Attachment List

1. 2024 Invoice



CISCO SYSTEMS CAPITAL CORP
PO BOX 825736
PHILADELPHIA, PA 19182-5736

REMITTANCE SECTION

Invoice Number: 588286247
Due Date: 10/19/2024
Due This Period: \$81,934.59

Amount Enclosed: \$ _____

Please make check payable to

City of Blaine
ATTN: Paul Grosse
10801 TOWN SQUARE DR NE
BLAINE, MN 55449-8100

CISCO SYSTEMS CAPITAL CORP
PO BOX 825736
PHILADELPHIA, PA 19182-5736

2100005882862470081934591

Detach here. Please include the top payment coupon with your payment. Please allow 5-7 days for U.S. Postal Service delivery.



CISCO SYSTEMS CAPITAL CORP
PO BOX 825736
PHILADELPHIA, PA 19182-5736



WWW.LEASEDIRECT.COM

Contract Number: 500-50507604
Invoice Number: 588286247
Account Number: 3942350
Site Number: 13153997
Invoice Date: 09/04/2024
Due This Period: \$81,934.59

IMPORTANT MESSAGES

See Reverse For Important Information

INVOICE DETAILS

Description	Payment Amount	Tax	Total Amount	Applied Amount	Remaining Amount Due
PAYMENT	\$81,934.59	\$0.00	\$81,934.59	\$0.00	\$81,934.59
Billed this Invoice	\$81,934.59	\$0.00	\$81,934.59	\$0.00	\$81,934.59
Balance Due Previous Invoices					\$0.00
Total Amount Due					\$81,934.59

(Please see the following pages for details.)

Payment Remittance

- ✓ **Tax Payer ID:** 38-1904500
- ✓ **ACH & Wire Payment Bank Details:**
Account # 8612106611 Routing Number # 031000053
- ✓ **Direct Debit:**
Company Code/Originator ID # 138190450
- ✓ **Remittance advice:** Email to eft@leasedirect.com
- ✓ **Check Payment:** Please be sure to enclose remittance slip and allow sufficient time for postal delivery

Contact Us



WWW.LEASEDIRECT.COM

- ✓ Make a Payment
- ✓ View Invoice and Contract Copies
- ✓ Enroll in Paperless Invoicing
- ✓ Update your insurance
- ✓ Update your Billing and Asset Address
- ✓ Enroll in Direct Debit



1-800-957-1664 8:30 AM EST - 7:00 PM EST



customersupport@leasedirect.com

Explanation of Charges

It is important to us that you understand the charges on your invoice. Please refer to this guide for assistance.

1. **DOCUMENTATION/ORIGINATION FEE** – A one-time fee assessed on new transactions to cover our expenses for preparing financing statements and other documentation costs.
2. **INTERIM PAYMENT** – A charge to account for the partial month, prior to the first full billing cycle, calculated per the terms and conditions in the contract.
3. **INSURANCE CHARGE** – A charge due each billing period as the result of the equipment being insured by the lessor against theft or damage.
4. **PAYMENT** – Amount due each billing period in accordance with the terms of the contract.
5. **LATE FEE** – Assessed when a payment is not received by its due date, as provided by the contract.
6. **FINANCE CHARGE** – Assessed when a payment is not received and is over thirty (30) days past its due date.
7. **PROPERTY TAX** – The lessor, as the owner of the equipment, is assessed and pays property tax to the appropriate taxing authority on an annual basis. Per the contract, the Lessee has agreed to reimburse the Lessor for all property taxes paid on their behalf plus reasonable administrative costs. For questions about taxes, call the Customer Service number above.
8. **RETURNED CHECK FEE** – Assessed each time a check is returned for any reason.
9. **CUSTOMER SERVICE FEE** – Assessed when a request for an amortization schedule, an invoice copy, a pay history, or additional contract copy is requested.
10. **ACCOUNT SUMMARY** – Overview of prior billed invoices for which a partial or no payment was received at the time the current invoice was printed.
11. **TAX OR LESSOR SURCHARGE** – Taxes due in accordance with the tax laws of the state(s) where the equipment is located. For tax related questions, call the Customer Service number above.

ASSET DETAILS

Contract Number	Purchase Order	Make / Model	Asset Number	Current Units	Install Date	Cost Center	Department	Payment Amount	Tax	Total Amount
500-50507604		Cisco / Core Networking	50507604_1	1	09/19/2023			\$66,555.76	\$0.00	\$66,555.76
Asset Location: 10801 TOWN SQUARE DR NE BLAINE ANOKA MN 55449-8100 United States										
500-50507604		Cisco / Software	50507604_2	1	09/19/2023			\$7,973.01	\$0.00	\$7,973.01
Asset Location: 10801 TOWN SQUARE DR NE BLAINE ANOKA MN 55449-8100 United States										
500-50507604		Cisco / Smartnet	50507604_3	1	09/19/2023			\$7,405.82	\$0.00	\$7,405.82
Asset Location: 10801 TOWN SQUARE DR NE BLAINE ANOKA MN 55449-8100 United States										
Asset Amount Total:										\$81,934.59

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City of Blaine Staff Report

File Number: 2024-555

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Daniel Schluender, Director of Engineering

Agenda Item # 8.8

Authorizing the Acquisition of Permanent Easement consistent with State Law for the 2024 Southwest Area Street Reconstruction Project, Improvement Project Number T24-07

Executive Summary

The City Council previously authorized the design and preparation of plans and specifications for improvements to the 2024 Southwest Area Street Reconstruction. The proposed improvements require permanent easements to be acquired from 11 different adjacent properties to complete the project as designed. The project and need for additional easements has been discussed with the property owners and they are willing to consider offers for these acquisitions. Appraisals have been completed and initial offers sent to property owners. Eight (8) of these properties have previously been negotiated with and had offers accepted. An additional 1 property has currently been negotiated with and had an offer accepted.

Background

The project will reconstruct the following streets:

Area 1

- 89th Avenue (from University Avenue to MN Trunk Highway 65)

Area 2

- 85th Avenue (from dead end west of Lincoln Street to Central Avenue Service Road)
- Lincoln Street (from 85th Avenue to 89th Avenue)

Area 3

- 85th Avenue (from Lincoln Street to MN-65)

Area 4

- Central Avenue Service Road (From 500 feet south of 87th Avenue to the cul-de-sac just south of 89th)

Avenue)

The City entered into a contract with Henning Professional Services (HPS) to provide Right-of-Way acquisition services for the project. The proposed improvements require permanent easements to be acquired from 11 different adjacent properties to complete the project as designed. The project and need for additional easements has been discussed with the property owners and they are willing to consider offers for these acquisitions. Appraisals have been completed and initial offers sent to property owners.

1 of these properties have currently been negotiated with and accepted an offer.

- Parcel #8: \$3,500.00 was negotiated with property at 1015 89th Avenue NE for public sidewalk easement.

City Council is being asked to authorize the Mayor and City Manager to acquire the above easement for the 2024 Southwest Area Street Reconstruction Project.

Strategic Plan Relationship

The project aligns with the City's strategic initiatives for growth management and providing well-maintained infrastructure by providing high-quality street surfaces.

Board/Commission Review

Not applicable.

Financial Impact

The project will be funded by a combination of assessments and bond proceeds placed in the City Pavement Management Program (PMP) Fund, Public Utility Funds and Municipal State Aid System Funds. The 2023 CIP PMP project budget included \$113,500 for consulting and the 2024 PMP CIP includes \$5,760,000 of funding for consulting, construction, and contingencies for a total PMP project budget of \$5,873,500. Stormwater, Sanitary Sewer and Water Utility Funds also had CIP budget amounts appropriated as listed in the table below.

Funding Source	Appropriated Amount	Amended Appropriation Including Contingency
PMP Funds (T2407)	\$4,123,500	\$5,504,800
State Aid Municipal Funds (T2407)	\$1,750,000	\$1,750,000
Water Utility Funds (U2415)	\$521,000	\$1,234,300
Storm Utility Funds (U2350)	\$500,000	\$500,000
Sewer Utility Funds (U2404)	\$93,000	\$93,000

Total	\$6,987,500	\$9,082,100
-------	-------------	-------------

The amended appropriation was formally approved at the [May 6, 2024, City Council meeting](#).

To date, \$1,131,020.88 has been encumbered for engineering consulting fees and easement acquisition, leaving a remaining total project budget of \$7,951,079.12. Staff anticipates improvements to begin in 2024 and be completed in 2025.

The costs associated with the acquisition of a permanent easement are anticipated to be contained within the existing/amended appropriation, which was formally approved at the May 6, 2024, City Council meeting in connection with the award of bid for construction services. Staff is not recommending any additional amendments at this time.

Public Outreach/Input

The project is being conducted pursuant to MN Statutes, Chapter 429 and is compliant with all public notification requirements thereof.

Staff Recommendation

By motion, authorize the Mayor and City Manager to acquire the needed permanent easement at 1015 89th Avenue NE from Wayne and Karen Johnson in the amount of \$3,500 for the Blaine MN for the 2024 Southwest Area Street Reconstruction project.

Attachment List

1. Sidewalk Easement - Signed
2. MOU - 1015 89th Avenue
3. Payment Request - 1015 89th Avenue
4. 24-07 Project Area Map

SIDEWALK EASEMENT AGREEMENT

THIS SIDEWALK EASEMENT AGREEMENT is dated and effective as of NOVEMBER 12, 2024, by and between Wayne Robert Johnson and Karen Ann Johnson, persons married to each other ("Grantor"), and the City of Blaine, a Minnesota municipal corporation (the "City").

RECITALS

A. Grantor is the owner of a parcel of land located in Anoka County, Minnesota, and legally described on the attached **Exhibit A** (the "Property").

B. The City desires to obtain an easement for sidewalk purposes on, over, under, across, and through portions of the Property.

C. Grantor has agreed to grant the easement to the City through the execution of this Agreement.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, both parties hereby agree as follows:

1. Grant of Easement. For good and valuable consideration, receipt of which is acknowledged by Grantor, Grantor, for themselves, their successors and assigns, hereby declares, creates, grants and establishes a perpetual easement (the "Easement") for the benefit of the City and the public for sidewalk purposes on, over, under, across and through that portion of the Property legally described and depicted on the attached **Exhibit B-1** and **Exhibit B-2** (the "Easement Area").

2. Scope of Easement. The easement rights granted in this Agreement are permanent in nature and include the rights of the City, its contractors, agents, servants, and assigns, to enter the Easement Area at any time that it may see fit, without notice, to construct, reconstruct, inspect, repair, and maintain public facilities over, across, on, under, and through the Easement Area, and the right to remove obstructions reasonably interfering with the location, construction and maintenance of such public facilities. The Easement rights further include, but are not limited to, the right of ingress and egress over the Easement Area to access the Easement for the purposes of construction, maintenance, repair and replacement of any and all facilities and improvements ancillary, incident or related the Easement. Grantor shall not place any improvements or landscaping in the Easement Area.

3. Maintenance of Easement Area. The Easement Area shall be kept and maintained by the City at the City's sole cost and expense, in a condition consistent with other City sidewalks. Maintenance of the Easement Area shall include operating, maintaining, repairing and replacing the improvements and other areas within the Easement Area, unless damaged by Grantor or anyone acting under Grantor in which case costs or repair shall be paid by Grantor.

4. Covenants Run with the Land. The benefits and burdens created by this Agreement shall constitute covenants running with the land and shall benefit and be binding upon all present and future owners, and their respective successors and assigns, of any portion of the Property and upon each person having any interest therein derived through any owner thereof.

5. Termination of Easement. The Easement declared, granted, established, and conveyed in this Agreement is permanent in nature and may be terminated only by an agreement in writing signed by both parties. As and to the extent required for any reason, the parties agree to execute a recordable document to memorialize, record, or effect any such termination.

6. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of both parties, and their successors and assigns.

7. Entire Agreement and Modification. This Agreement represents the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes any and all previous agreements of whatever nature between the parties with respect to the subject matter. This Agreement may not be altered or amended except by an agreement in writing signed by all parties.

8. Governing Law. This Agreement is entered into in and shall be governed by and construed in accordance with the internal laws of the State of Minnesota.

9. Severability. If any term or provision of this Agreement is ever determined to be invalid or unenforceable for any reason, such term or provision shall be severed from this Agreement without affecting the validity or enforceability of the remainder of this Agreement.

10. Attorneys' Fees. In the event either party is required to enforce the terms of this Agreement through legal action, the prevailing party, as determined by a court of competent jurisdiction, shall be entitled to recover its reasonable attorneys' fees and costs.

[Signature pages follow.]

CITY:

City of Blaine,
Minnesota municipal corporation

By _____
Name: Tim Sanders
Title: Mayor

By _____
Name: Michelle Wolfe
Title: City Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

Personally came before me on _____, 2024, the above-named Tim Sanders, Mayor, and Michelle Wolfe, City Manager, of the City of Blaine, a municipal corporation organized under the laws of the State of Minnesota, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public

[Signature Page to Easement Agreement]

This instrument was drafted by:

Eckberg Lammers, P.C. (THRL)
1809 Northwestern Avenue
Stillwater, MN 55082

EXHIBIT A

LEGAL DESCRIPTION OF PROPERTY

Lot Nine (9), Revised Auditor's Subdivision No. 126 according to the map or plat thereof on file and of record in the Office of the Registrar of Titles in and for Anoka County, Minnesota except the North Half of Lot Nine (9), lying West of the East One Hundred Fifty (150) feet thereof, and lying South of the North One Hundreds Fifteen (115) feet thereof, and except the West Seventy-five (75) feet of East One Hundred Fifty (150) feet of the North Half (N1/2) of Lot Nine (9), and except the East Seventy-five (75) feet of South Half of Lot Nine (9), and except the North One Hundred Fifteen (115) feet of Lot Nine (9), lying West of the East One Hundred Fifty (150) feet thereof, and except the East Seventy-five (75) feet of North Half (N1/2) of Lot Nine (9), and except the West Seventy-five (75) feet of East One Hundred Fifty (150) feet of the South Half (S1/2) of Lot Nine (9). Together with an easement for road purposes over the West Thirty-three (33) feet of the North Half of Lot Nine (9), Anoka County, Minnesota.

PID 32-31-23-23-0016

EXHIBIT B-1

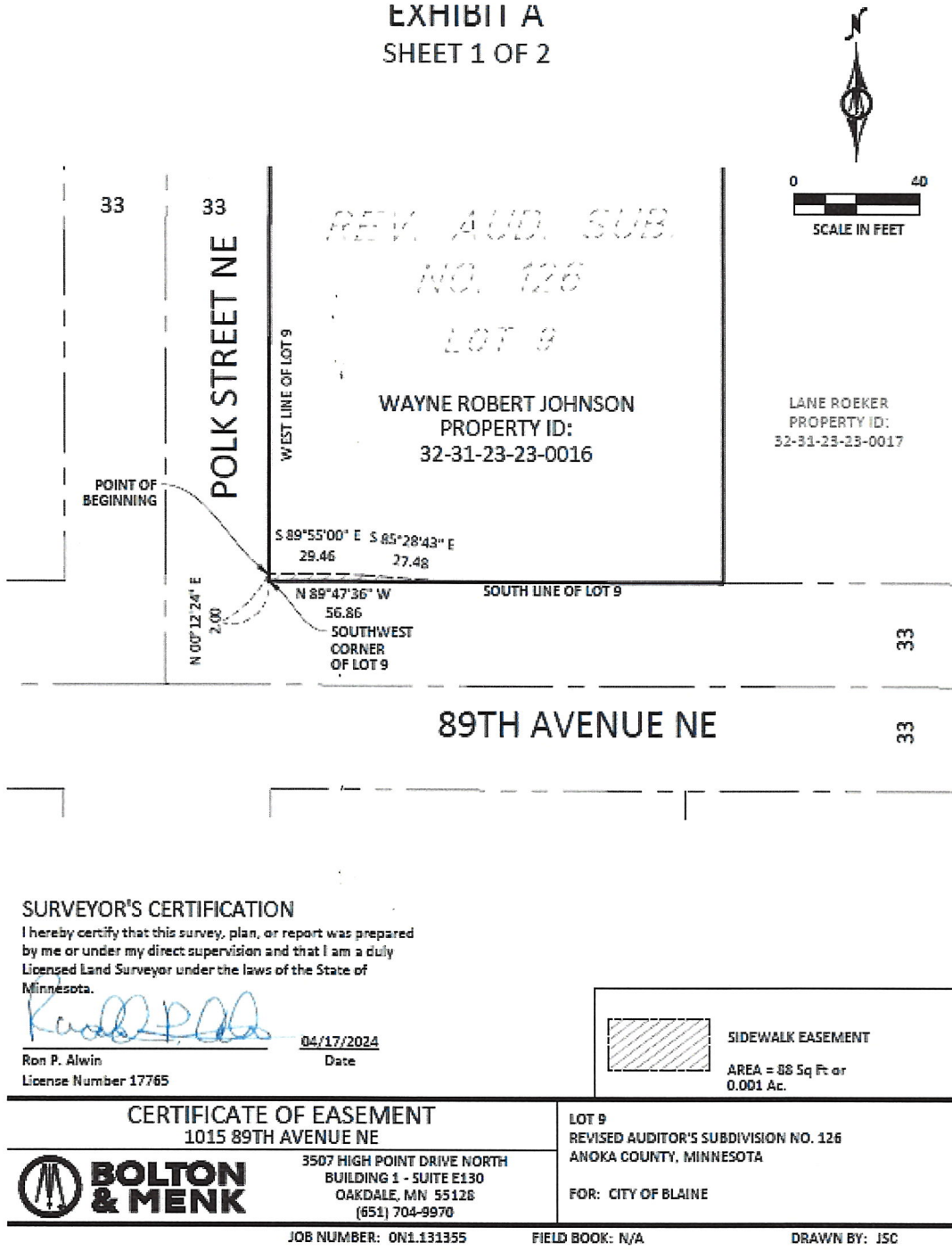
EASEMENT DESCRIPTION

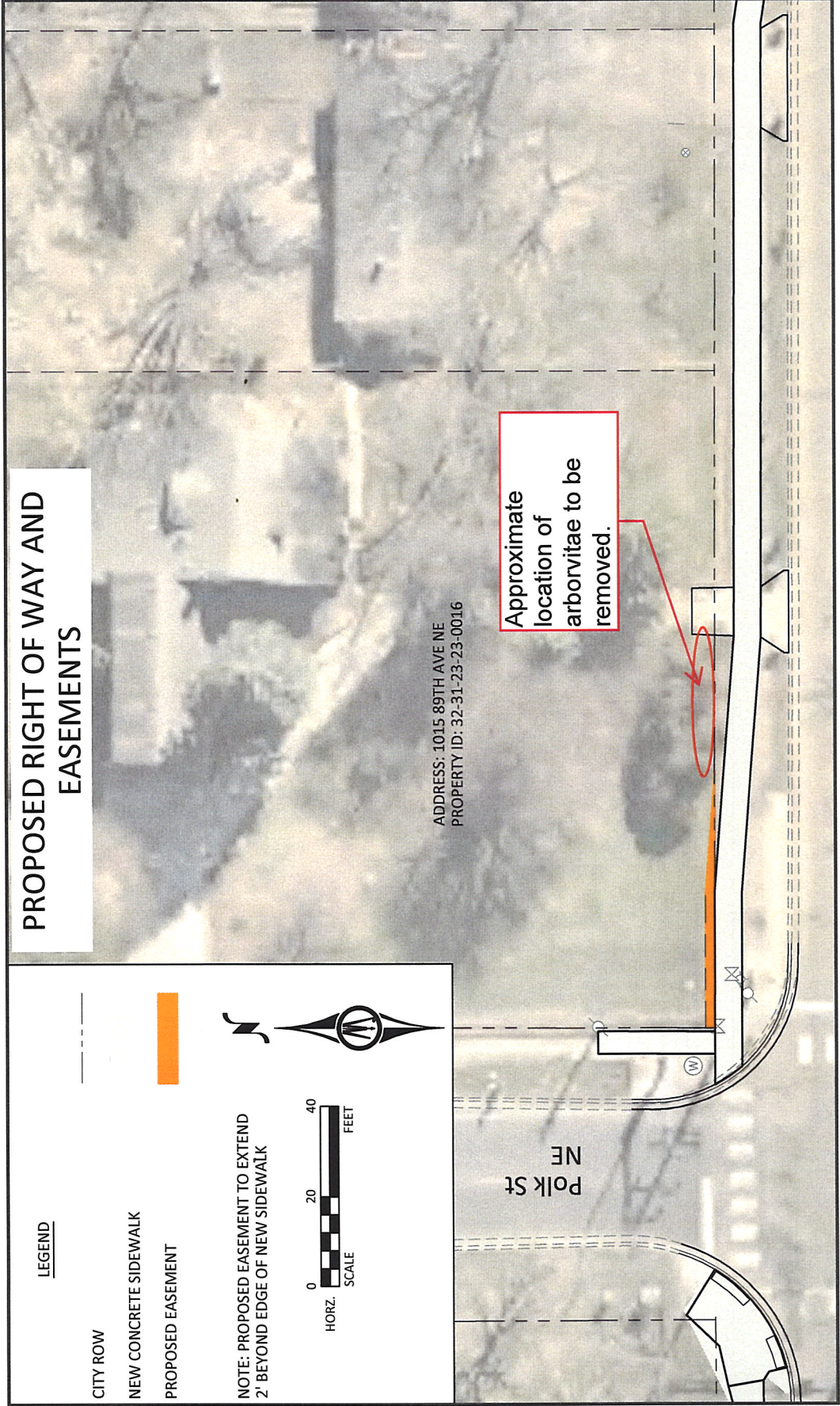
A permanent public sidewalk easement over, under and across that part of the above described parcel which lies southerly of and contiguous with the following described line; commencing at the southwest corner of said Lot 9; thence North 00 degrees 12 minutes 24 seconds East, assumed bearing, along the West line of said Lot 9, 2.00 feet to the point of beginning of the line to be described; thence South 89 degrees 55 minutes 00 seconds East 29.46 feet; thence South 85 degrees 28 minutes 43 seconds East, 27.48 feet to a point on the South line of said Lot 9 distant 56.86 feet easterly from said southwest corner as measured along said South line; thence westerly along said South line, 56.86 feet to the point of beginning.

EXHIBIT B-2

EASEMENT DEPICTION

EXHIBIT A
SHEET 1 OF 2





PROPOSED RIGHT OF WAY AND EASEMENTS

ADDRESS: 1015 89TH AVE NE
PROPERTY ID: 32-31-23-0016

Approximate
location of
arborvitae to be
removed.

LEGEND

CITY ROW

NEW CONCRETE SIDEWALK

PROPOSED EASEMENT

NOTE: PROPOSED EASEMENT TO EXTEND
2' BEYOND EDGE OF NEW SIDEWALK



Polk St
NE



Arborvitae to be removed

MEMORANDUM OF UNDERSTANDING
City of Blaine – 89th Avenue Reconstruction Project

Fee Owner(s): Wayne Robert Johnson and Karen Ann Johnson
PID: 32-31-23-23-0016
Property Address: 1015 89th Ave. NE, Blaine, MN 55434

On this 12TH day of NOVEMBER, 2024, Wayne Robert Johnson and Karen Ann Johnson, persons married to each other, Owner(s) of the above-described parcel of property located in the City of Blaine (the "City"), County of Anoka, and State of Minnesota, did execute and deliver a conveyance of real estate rights to the City.

This agreement is now made and entered as a memorandum of all the terms, and the only terms, agreed upon in connection with the above transaction. It is hereby acknowledged and agreed upon between the parties that:

1. The Owner(s) have been furnished with the approved estimate of just compensation for the property rights acquired and a summary statement of the basis for the estimate. The Owner(s) understand that the acquired property rights are for use in connection with the construction of the city project as listed above.
2. The Owner(s) understand and acknowledge that the Agent for the City has no direct, indirect, present, or contemplated future personal interest in the property or in any benefits from the acquisition of the property rights.
3. That in full compensation for the conveyance of said property, the City shall pay the Owner(s) the sum of **Three Thousand, Five Hundred and no/100 Dollars (\$3,500)** for easement(s) and damages. Owner(s) understand that payment by the City must await City Council approval, verification of marketable title, and lender consents, if needed.
4. In the event of a clerical error, Grantor, whether one or more, agree to cooperate in correcting the error including but not limited to resigning all documents.
5. Additionally: The city or its contractors will remove the arborvitae directly north of the fence and west of the driveway, as shown in the attached sketch and picture, at no cost to the Owner(s). It is understood that the Owner(s) give permission to the City or its contractors to enter onto the Owner(s) private property to complete the requested removals.

It is understood and agreed that the entire agreement of the parties is contained in this Memorandum of Understanding and Easement Document(s) dated November 12, 2024 and that these documents and agreements include all oral agreements, representations, and negotiations between the parties.

City of Blaine

Date: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

By: _____

Printed Name: _____

Title: _____

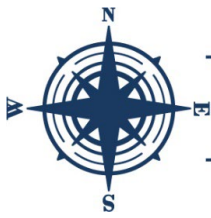
Owners

Date: 11/12/24

By: 
Wayne Robert Johnson

Date: 11/12/24

By: 
Karen Ann Johnson



Date: November 15, 2024

To: Cody Sylvester, Project Engineer
City of Blaine

From: Gregg Larson
Right of Way Specialist
Henning Professional Services, Inc.

Re: **PAYMENT REQUEST**
City Project: 89th Avenue Reconstruction Project
Parcel: 8
PID #(s): 32-31-23-23-0016
Property Address: 1015 89th Ave. NE, Blaine, MN

Make check payable to: Wayne and Karen Johnson
1015 89th Avenue NE
Blaine, MN 55434

Payment Amount: **\$3,500**

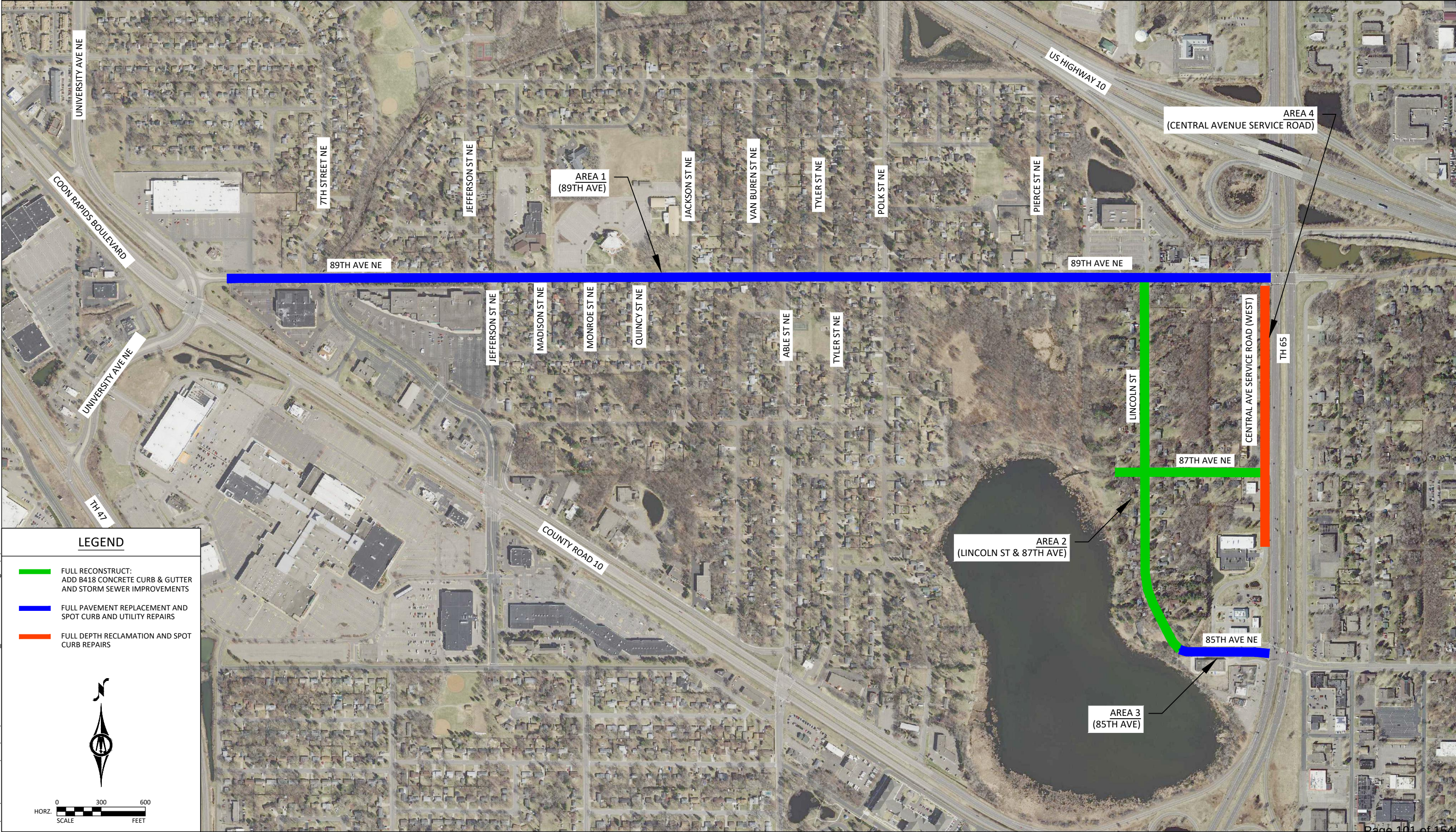
Notes/Enclosed: Original Easement for execution and recording
Original MOU for execution
W9

Please mail the check with a copy of the signed MOU directly to property owner at the address above.

Please also email a copy of the recorded easement, signed MOU and check to Cindy Landon at CLandon@HenningProfessionalServices.com.

PAYMENT SUMMARY	
-----------------	--

Public Sidewalk Easement 88 sq.ft. or 0.001 acres	\$500
Affected Site Improvements (12 Grape Vines)	\$3,000
Total Rounded Compensation	\$3,500





City of Blaine Staff Report

File Number: 2024-451

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Daniel Schluender, Director of Engineering

Agenda Item # 8.9

Motion to Authorize the Mayor and City Manager to Enter into a Contract with ISG for Monitoring and Maintenance Planning for the Blaine Wetland Sanctuary

Executive Summary

Council is requested to approve a contract with ISG for monitoring and maintenance planning and review for the Blaine Wetland Sanctuary, in the amount of \$111,125.

Background

Council originally authorized a contract for completion of restoration work with the goal of generating wetland credits at the March 20th, 2014 meeting. This project is focused in the Blaine Wetland Sanctuary, specifically the Site 7 Wetland area located near the current trail system. A wetland bank was then established with regulatory authorities and restoration efforts began in 2014.

The original contractor completed restoration work through 2022 ultimately assisting the city in generating 39 out of a possible 81 credits. Conversations with the Army Corps of Engineers and the Board of Water and Soil Resources have continued since that time and a request for proposal was sent out to solicit a new proposal for future restoration planning in the Blaine Wetland Sanctuary at the Site 7 Wetland Bank.

Two proposals were received and deemed complete, varying from an annual average total of \$22,575 per year to \$48,209 per year. ISG Inc submitted a proposal deemed complete by staff for a total of \$27,475 for start up and monitoring in 2025, and \$21,350 for management and monitoring in 2026-2029.

The proposal includes evaluation of the current status of Site 7 and completion of a work plan for future restoration efforts to continue making progress towards generating the remaining 41 wetland bank credits. Once a restoration plan has been provided by the consultant, the city will competitively bid this plan with restoration experts to be completed. If this consulting contract is approved, a future contract

will be brought forward by staff prior to the completion of any restoration efforts on site.

This project is proposed to be funded through the Open Space Fund. The approved 2024 and the proposed 2025-2029 capital improvement budgets can adequately fund this proposal.

Strategic Plan Relationship

This project aligns with the City's strategic plan goal of infrastructure management by continuing maintenance and management of the Blaine Wetland Sanctuary, including land and resource management.

Board/Commission Review

Not required.

Financial Impact

This project will be funded through the Open Space Fund.

This project has been identified in the 2024-2028 Capital Improvement Program as "Wetland Management - Site 7", which was adopted by the City Council via resolution 23-207 on December 18, 2023. The approved 2024 CIP includes \$100,000 for both consulting services and restoration services in the Site 7 wetland bank. Additionally, in the proposed 2025-2029 CIP includes \$100,000 annually for the continuation of this project.

2024-2028 Capital Improvement Plan: Wetland Management - Site 7					
Sources and Uses	2025 Proposed Budget	2026 Proposed Budget	2027 Proposed Budget	2028 Proposed Budget	2029 Proposed Budget
Open Space Fund Budget	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
ISG Proposal	\$27,475	\$21,350	\$21,350	\$21,350	\$21,350

The contract, including contingencies for engineering services as proposed, is within the approved 2024 and proposed 2025 consulting budget.

Public Outreach/Input

No public outreach/input is needed for this approval.

Staff Recommendation

By motion, authorize the Mayor and City Manager to enter into a contract with ISG in the amount of \$111,125 for maintenance of the Blaine Wetland Sanctuary.

In addition, authorize a 10% contingency to bring the total project budget to \$122,237.50 and authorize the City Manager or their designee to sign all change orders up to the authorized project budget amount.

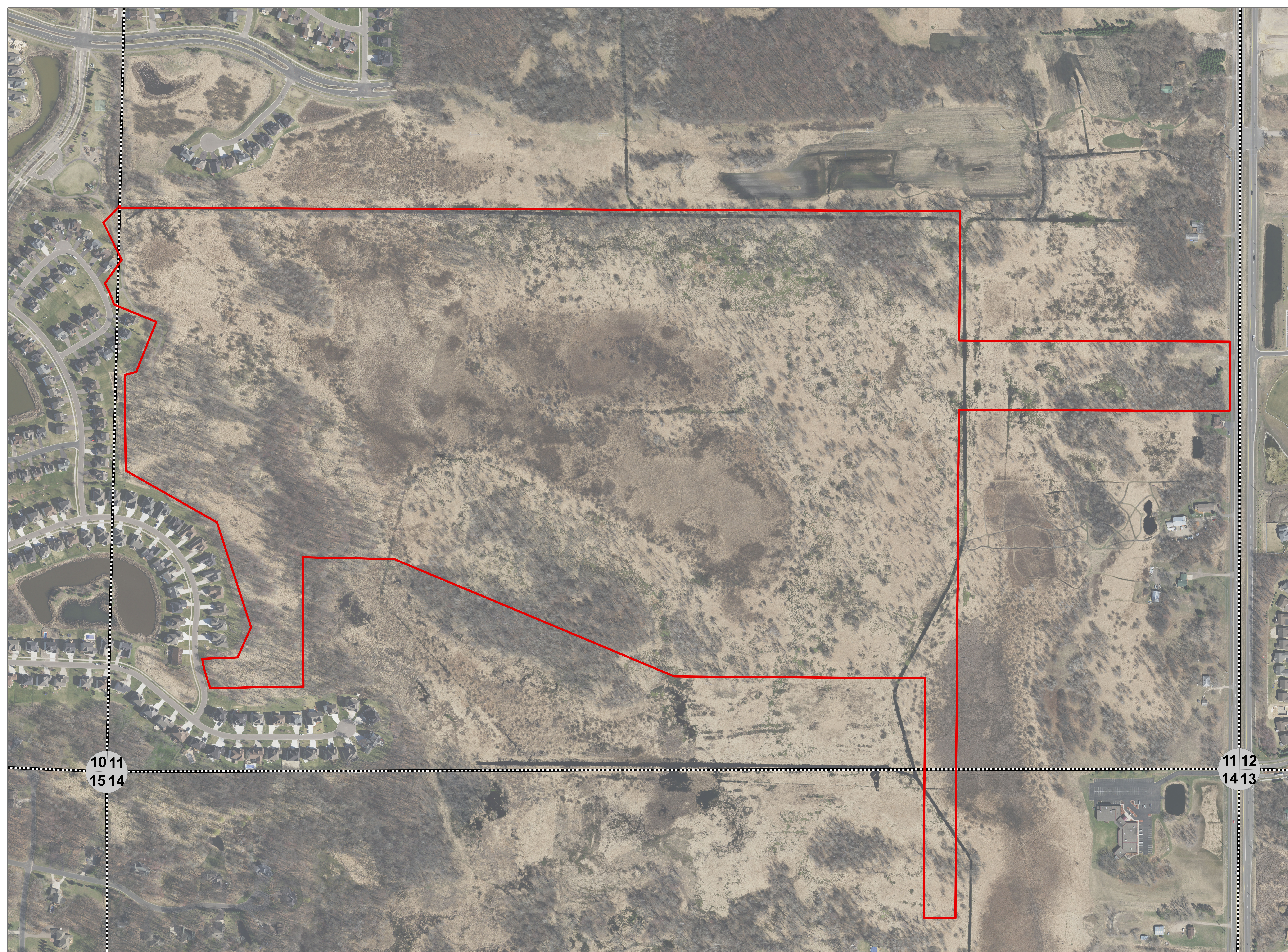
Attachment List

1. 2025-2029 Proposed Open Space Budget
2. BWS Site 7 Map



City of Blaine, Minnesota
Open Space Fund - 405
Summary of Revenues, Expenditures, and Change in Fund Balance
2025-2029 Capital Improvement Plan - As of September 1, 2024

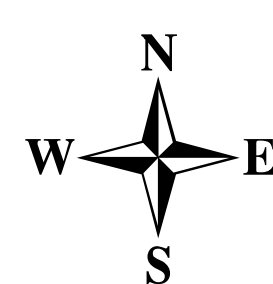
	2023 Actual	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP
Revenues							
Park Dedication Fees	\$ 273,423	\$ 523,202	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Wetland Credit Sales	-	200,000	-	250,000	250,000	250,000	250,000
Investment Earnings	267,212	-	35,000	35,000	35,000	35,000	35,000
Total Revenues	540,635	723,202	285,000	535,000	535,000	535,000	535,000
Capital Outlay							
Lexington Ave Monument Signage	8,361	-	-	-	-	-	-
Sunrise Ponds Trail	2,350	-	-	-	-	-	-
Blaine Wetland Sanctuary Trail Development	-	1,000,000	-	-	-	-	-
Trails Development - Open Space	-	150,000	150,000	150,000	200,000	200,000	200,000
Wetland Management - Site 7	-	100,000	100,000	100,000	100,000	100,000	100,000
Ongoing Maintenance of BWS	-	50,000	50,000	50,000	50,000	50,000	50,000
BWS Structure and Restroom	-	-	-	-	750,000	-	-
Total Capital Outlay	10,711	1,300,000	300,000	300,000	1,100,000	350,000	350,000
Revenues Over (Under) Expenditures	529,924	(576,798)	(15,000)	235,000	(565,000)	185,000	185,000
Other Financing Sources (Uses)							
Transfers In	-	-	-	-	-	-	-
Transfer Out To EDA Capital Fund	-	1,524,600	-	-	-	-	-
Total Other Financing Sources (Uses)	-	1,524,600	-	-	-	-	-
Net Change in Fund Balance	529,924	947,802	(15,000)	235,000	(565,000)	185,000	185,000
Fund Balance, January 1	5,151,720	5,681,644	6,629,446	6,614,446	6,849,446	6,284,446	6,469,446
Fund Balance, December 31	5,681,644	6,629,446	6,614,446	6,849,446	6,284,446	6,469,446	6,654,446
Cash Balance, December 31							
	\$ 5,672,733	\$ 6,620,535	\$ 6,605,535	\$ 6,840,535	\$ 6,275,535	\$ 6,460,535	\$ 6,645,535



Disclaimer: This map has been compiled using information gathered from various governmental offices and other sources and is to be used for reference purposes only. It is neither a legally recorded map nor a survey and is not intended for use as one. The Geographic Information System (GIS) Data used to develop this map is not warranted by the City as being error free. The City does not represent that the GIS Data can be used for exact measurement of distance or direction or precision in the depiction of geographic features. If errors or discrepancies are found, please contact (763) 717-2639. The City of Blaine disclaims any responsibility for or liability for the accuracy of the information at any point of initial contact with a GIS to which the public has general access. The preceding disclaimer is provided pursuant to Minnesota Statutes §466.03, Subd. 21 (2000), and the use of this map acknowledges that the City of Blaine is immune from any and all claims brought by User, its employees or agents, or third parties which arise out of the user's access or use of data provided.

Blaine Wetland Sanctuary

Site 7



-  Site 7 Boundary
-  Section Corner
-  Sections

0 500 1000 Feet



City of Blaine

Staff Report

File Number: RES 24-200

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Sheila Sellman, City Planner

Agenda Item # 8.10

Resolution Granting an Updated Conditional Use Permit to Allow a Mosque (Place of Worship), K-8 Elementary School, and a Daycare/Pre-School in the Development Flex (DF) Zoning District at 3629 95th Avenue NE. As-Suffah Islamic Center (Case File No. 24-0059/SLK)

Executive Summary

A Conditional Use Permit (CUP) for a mosque (place of worship), K-8 Elementary School and a daycare was approved at the November 18, 2024 City Council meeting. At the meeting, the council approved additional conditions which are reflected in the updated resolution. In addition, staff would like to add another condition that the performance standards in the Planned Business District shall apply. This was inadvertently missed in the previous resolution.

Background

Planning Commission Public Hearing	10/08/24
City Council (Conditional Use Permit)	11/18/24
City Council (Conditional Use Permit)	12/02/24
Action Deadline (60 Days)	11/09/24
Action Deadline (City Extended - 60 Days)	01/08/25

Staff report prepared by Sheila Sellman, City Planner

On November 18, 2024, the City Council approved a rezoning from Planned Business District to Development Flex, and a CUP for a mosque (place of worship), K-8 Elementary school and a daycare.

The DF zone does not have set performance standards and are outlined in the CUP. When the CUP resolution was adopted, the condition that the performance standards in the Planned Business District shall apply was inadvertently left out; therefore, a revised resolution is proposed that includes this condition along with the changes that council made at the November 18, 2024, meeting.

Nothing has changed with this application or the approval. This is simply clarifying the intended conditions of approval.

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission voted unanimously to approve the conditional use permit.

Financial Impact

Not applicable.

Public Outreach/Input

Notices of a public hearing were:

1. Mailed to property owners within 350 feet of the property boundaries.
2. Published in Blaine/Spring Lake Park/Columbia Heights/Fridley Life.
3. Posted on the City website.

Staff Recommendation

My motion, adopt the resolution.

Attachment List

None



City of Blaine

Signature Copy

Resolution: RES 24-200

Resolution Granting an Updated Conditional Use Permit to Allow a Mosque (Place of Worship), K-8 Elementary School, and a Daycare/Pre-School in the Development Flex (DF) Zoning District at 3629 95th Avenue NE. As-Suffah Islamic Center (Case File No. 24-0059/SLK)

WHEREAS, an application has been filed by Farasle Group LLC as Conditional Use Permit Case File No. 24-0059 for As-Suffah Islamic Center; and

WHEREAS, said case involves the property described as follows:

Lot 1, Block 1, BLAINE PRESERVE BUSINESS PARK SECOND ADDITION

WHEREAS, the Blaine Planning Commission held a public hearing on October 8, 2024, and recommended approval regarding said Conditional Use Permit; and

WHEREAS, the Blaine City Council has reviewed said case on November 18, 2024; and

WHEREAS, the criteria identified in Section 27.04 for granting a conditional use permit has been met.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a conditional use permit is hereby approved per Sections 27.03, 27.04, and 29.110 of the Zoning Ordinance to allow a mosque, K-8 elementary school, and a daycare/pre-school in the Development Flex (DF) zoning district with the following conditions:

1. Site plan approval is required as part of the building permit application. All site improvements, if any, to be included in the Site Improvement Performance Agreement (SIPA), and covered by an acceptable financial guarantee.
2. The performance standards in the Planned Business District (PBD) shall apply.
3. The City reserves the right to require the mosque and school to provide on-site traffic management.
4. Queuing of cars shall not extend on to 95th Avenue.
5. All signage requires separate permits meeting the requirements of the zoning code.
6. Directional signage shall be provided in the parking lot for the drop-off and pick-up area.
7. Fencing connecting the playground to the building shall be installed as approved by the Fire Marshal.
8. The playground shall be fenced in, and any future playground expansion/addition shall be fenced in.
9. Temporary uses such as outdoor events, are not permitted without a specific special event license issued by the City.
10. School hours shall be limited to 8AM to 4PM.

11. Each classroom is capped at 25 students.

PASSED by the City Council of the City of Blaine this 2nd day of December, 2024.



City of Blaine Staff Report

File Number: RES 24-220

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Resolution

7:00 PM - Public Hearing and Items Published for a Certain Time - Daniel Schluender, Director of Engineering

Agenda Item # 9.1

Conduct Public Hearing and Adopt a Resolution to Vacate a 54-ft length portion of the Drainage and Utility Easement, according to the recorded plat thereof, Anoka County, Minnesota; Vacation No. V24-05

Executive Summary

The City received a petition dated October 25, 2024 from Paul Morrissey Jr., property owner, requesting the vacation of a 54-ft length portion of the platted Drainage and Utility Easements as created over the northerly 10 feet of Lot 7 Block 1, Quail Creek 12th Addition; according to the recorded plat thereof, Anoka County, Minnesota, see Attached Exhibit A for Description.

Background

Additional property was purchased to the north of this easement and the two lots will be combined; therefore this section of the easement is no longer needed and will be considered reconfigured as the two lots combine. Engineering staff has reviewed the request and agrees with the vacation.

Schedule of Actions

11/4/2024	Receive Petition and Order Public Hearing
12/2/2024	Public Hearing and Adopt Vacation Resolution

Strategic Plan Relationship

This item is part of the city's strategic plan for Growth Management.

Board/Commission Review

This item was not presented to any boards or commissions. Public input will be received by council at the Public Hearing.

Financial Impact

No financial impact to the city of this request.

Public Outreach/Input

Notice has been officially published for the calling of the Public Hearing on December 2, 2024.

Staff Recommendation

Conduct Public Hearing and by motion, adopt the Resolution.

Attachment List

1. Petition to Vacate Easement
2. Exhibit A 10-17-2024



City of Blaine

Signature Copy

Resolution: RES 24-220

Conduct Public Hearing and Adopt a Resolution to Vacate a 54-ft length portion of the Drainage and Utility Easement, according to the recorded plat thereof, Anoka County, Minnesota; Vacation No. V24-05

WHEREAS, the City Council has received a petition dated the 25th day of October, 2024, requesting vacation of a 54-ft length portion of the platted Drainage and Utility Easements as created over the northerly 10 feet of Lot 7 Block 1, Quail Creek 12th Addition; according to the recorded plat thereof, Anoka County, Minnesota; as shown in Exhibit A (attached); and

WHEREAS, the Engineering Department has reviewed the petition and recommends that the City Council hold a Public Hearing on the requested vacation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine as follows:

1. The Council will consider the petitioned vacation of easements for the property owners.
2. A Public Hearing shall be held on the proposed vacation at 7:00 PM on the 2nd day of December, 2024 and the City Clerk shall give mailed and published notice of such hearing and vacation as required by law.

PASSED by the City Council of the City of Blaine this 2nd day of December, 2024



PETITION TO VACATE DRAINAGE AND UTILITY EASEMENT

DATE

10/25/24

TO: The Mayor and Council Members, City of Blaine:

The undersigned represent that they are the majority of owners of real property abutting:

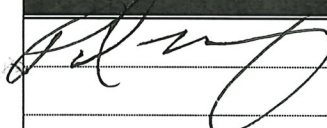
That 54-ft length portion of the platted drainage and utility easement as created over the northerly 10-feet of Lot 7 Block 1 in the plat of Quail Creek 12th Addition. As shown on Exhibit A

and petition that said portion of said drainage and utility easements be vacated.

The facts and reasons for this application are as follows:

Additional property was purchased to the north of this easement and the two lots will be combined; therefore, this section of easement is no longer needed and will be considered reconfigured as the two lots combine.

In consideration of vacating the drainage and utility easements as herein petitioned the undersigned hereby jointly and severally waive any and all claims for any damages resulting from the vacating and discontinuing of said drainage and utility easements.

Signature of Owner	Address	Legal Description of Property
	2663 Quail Creek Ct	Lot 7; Block 1
	Blaine MN 55449	Quail Creek 12 th Addition

This petition was circulated by:

Name of Petitioner Paul Morrissey JR

Telephone No.

Street

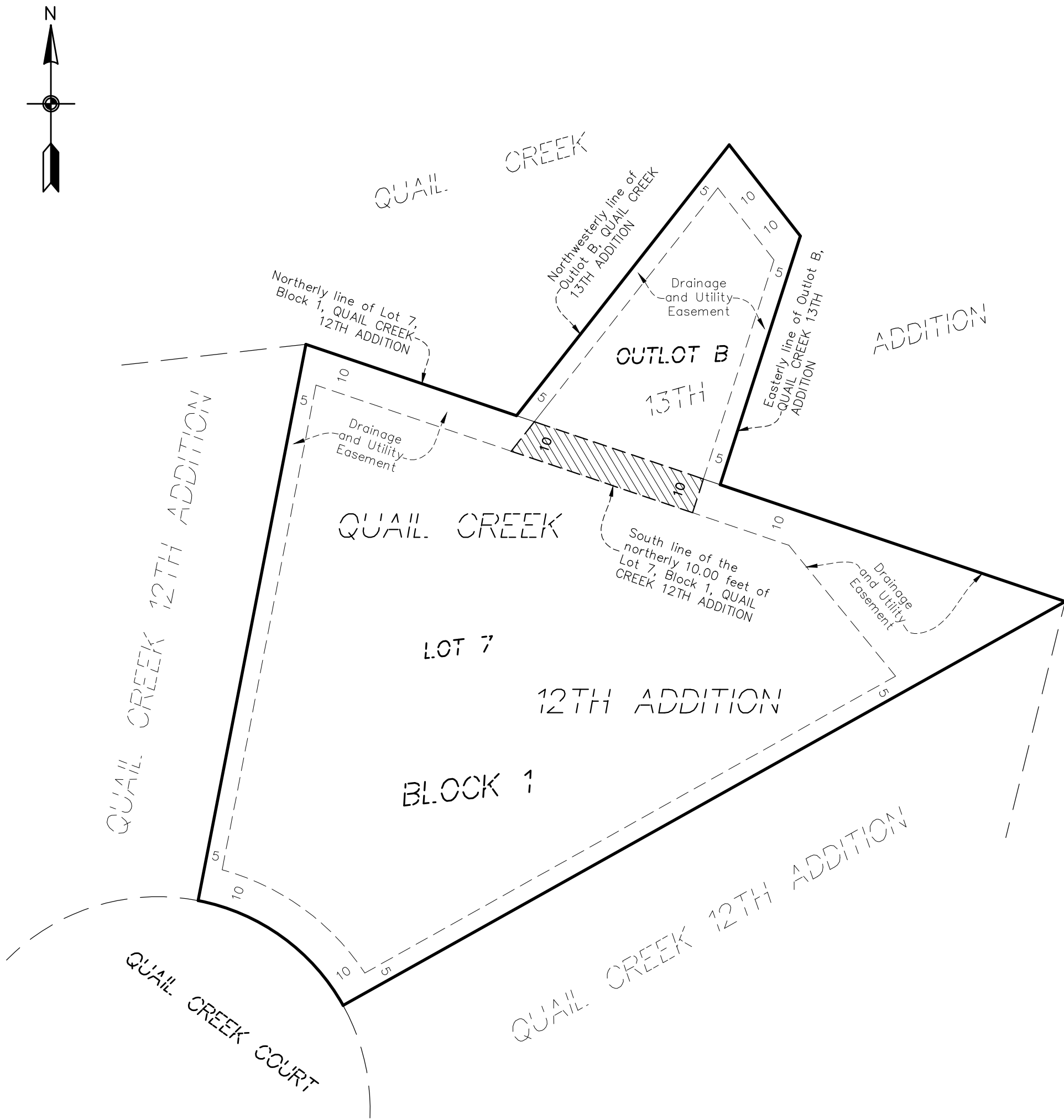
2663 Quail Creek Ct NE

City/State/Zip

Blaine MN 55449

In accordance with the Minnesota Government Data Practices Act, the City of Blaine hereby informs you that some or all the information you are asked to provide is classified as private. Private data is available to you and to City staff who require it in the performance of their duties, but not to the public. The remainder of the information, including telephone numbers, is classified as public, and is available to the public. This information will be used to contact you in case of changes. You may choose to withhold this information, however if you do, the City of Blaine may not be able to process your application for the permit or license.

Drainage and Utility Easement Vacation Description Sketch
EXHIBIT A



DRAINAGE AND UTILITY EASEMENT VACATION DESCRIPTION:

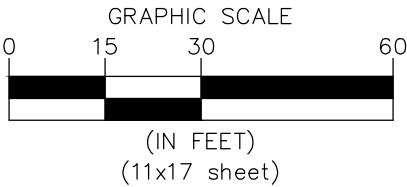
That part of the drainage and utility easement as created and dedicated over the northerly 10.00 feet of Lot 7, Block 1, in the plat of QUAIL CREEK 12TH ADDITION, Anoka County, Minnesota lying between a line drawn parallel with and 5.00 feet easterly of the northwesterly line of Outlot B, QUAIL CREEK 13TH ADDITION, and its southwesterly extension and a line drawn parallel with and 5.00 feet westerly of the easterly line of said Outlot B and its southwesterly extension.



3890 PHEASANT RIDGE DRIVE NE, SUITE 100, BLAINE, MN 55449
TEL 763.489.7900 \ FAX 763.489.7959 \ CARLSONMCCAIN.COM
2657 10691_d&u easement vacation combined lots



Denotes Drainage and Utility
Easement Vacation Area





City of Blaine Staff Report

File Number: 2024-534

Agenda Date	Status
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December 2, 2024

In Control	File Type
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City Council

Motion

7:00 PM - Public Hearing and Items Published for a Certain Time - Cathy Sorensen, City Clerk

Agenda Item # 9.2

Approve Renewal of Currency Exchange Licenses

Executive Summary

Council is asked to hold a public hearing to consider approval of currency exchange license renewals.

Background

Staff has received the attached correspondence regarding currency exchange license renewals from the Minnesota Department of Commerce for the following locations:

AL'S Check Cashing LLC, 1434 93rd Lane NE, Blaine, MN

SJB Enterprises Inc., d/b/a/ Your Exchange, 10545 University Avenue NE, Blaine, MN

The renewal requests were forwarded to the Police Department for review; no items of concern were raised with either location.

Strategic Plan Relationship

This item relates to the economic development priority in the 2023-2026 strategic plan by providing additional opportunities for businesses to thrive while ensuring safe practices are employed.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

Notice of this hearing was published in the *Blaine-Spring Lake Park Life-Columbia Heights-Fridley Life* paper.

Staff Recommendation

Hold public hearing and after testimony, by motion, approve the renewals of the currency exchange licenses for AL'S Check Cashing LLC and SJB Enterprises Inc., d/b/a/ Your Exchange.

Attachment List

1. Blaine-AL'S Check Cashing LLC Renewal
2. Blaine-SJB Enterprises Inc Renewal

November 1, 2024

Sent via e-mail:

csorensen@blainemn.gov

City of Blaine

Attention: City Clerk – Cathy Sorenson

10801 Town Square Drive NE

Blaine, MN 55449

RE: Currency Exchange License Renewal for 2025

Dear Ms. Sorenson:

The following currency exchange licensee has applied to renew their currency exchange license to operate at:

Al'S Check Cashing LLC
1434 93rd Lane NE
Blaine, MN 55449
NMLS #1532374

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2025, and the \$500 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please call Gail Groop at 651-539-1593 or email to gail.groop@state.mn.us, and the renewal application form will be emailed to you.

Minnesota Statutes Chapter 53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the local unit of government in which the currency exchange business is located. The law further requires the governing body to give published notice of its intention to consider the issue and shall solicit testimony from interested persons, including those in the community in which the licensee is located. If the governing body has not approved or disapproved the issue within 60 days of receipt of the application, concurrence is presumed. The governing body shall have the sole responsibility for its decision. The state shall have no responsibility for that decision. Your cooperation in forwarding this information to the proper unit within your organization is appreciated.

Your reply must be received within 60 days of receipt of this emailed letter. If you have any questions, please contact me at the telephone number or email listed below.

Warm regards,

Melissa Knoepfler

Melissa Knoepfler

Financial Institutions Division

651-539-1722

melissa.knoepfler@state.mn.us

November 7, 2024

Sent via e-mail:

Csoresen@blainemn.gov

City of Blaine

Attention: City Clerk – Cathy Sorensen

10801 Town Square Drive NE

Blaine, MN 55449

RE: Currency Exchange License Renewal for 2025

Dear Ms. Sorensen:

The following currency exchange licensee has applied to renew their currency exchange license to operate at:

SJB Enterprises Inc
d/b/a Your Exchange
10545 University Ave NE
Blaine, MN 55434
NMLS Branch #1550658

Pursuant to Minnesota Statutes Chapter 53A.04, we are notifying your office that a complete currency exchange license renewal application has been filed with the Department of Commerce. The renewal application included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2025, and the \$500 renewal fee. If you wish to receive a copy of the complete currency exchange license renewal application form that was filed with this office, please call Gail Groop at 651-539-1593 or email to gail.groop@state.mn.us, and the renewal application form will be emailed to you.

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Warm regards,

Melissa Knoepfler

Melissa Knoepfler

Financial Institutions Division

651-539-1722

melissa.knoepfler@state.mn.us



City of Blaine Staff Report

File Number: RES 24-225

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Resolution

Development Business - Sheila Sellman, City Planner

Agenda Item # 10.1

Resolution Granting a Conditional Use Permit to Allow Continued Operations of a Mosque (Place of Worship) in the Regional Commercial (B-3) Zoning District at 12175 Aberdeen Street NE. Minnesota Education Trust (MAS Blaine) (Case File No. 24-0061/SAS)

Executive Summary

Background

Planning Commission Public Hearing	11/12/24
City Council (Conditional Use Permit)	12/02/24
Action Deadline (60 Days)	11/23/24
Action Deadline (60 Days - City Extended)	01/22/25

Staff report prepared by Sheila Sellman, City Planner, and Teresa Barnes, Project Engineer

Evaluation of Request

Planning Analysis

Zoning

The subject site is zoned Regional Commercial (B-3) and guided Community Commercial (CC).

Surrounding Zoning and Uses

Properties to the north, west and south are zoned B-3, and properties to the east are zoned Single Family Residential (R-1). The property to the north is a daycare center. Properties to the west are across Aberdeen Street and are Wells Fargo and an eye care clinic.

Existing Conditions

The subject site is developed with the existing building and parking lot.

History

In 2007, a CUP was issued for a Charter School (Tiza Charter School). The school is no longer located at the subject property and the CUP is no longer valid.

In 2017, MAS applied for a remodeling permit. No zoning review was conducted as the Planning Department was not reviewing remodeling permits at that time.

In fall of 2023, staff met with MAS to discuss traffic concerns and the outstanding CUP. During that meeting, MAS officials indicated they were looking at ways to remedy the parking constraints and traffic volumes on site. Once they had a plan, they were going to apply for the CUP.

Request

The existing building is 28,249 square feet. Nothing new is proposed for the building or site plan and no additional landscaping is required or proposed. The applicant has been operating a mosque at the subject site since 2017 without a CUP. The mosque holds daily prayer and hosts a range of educational programs and community programs. Youth programs are held on the weekends. Counseling services are available by appointment and are generally in the afternoon. This mosque will primarily serve as a place of worship for the five daily prayers. Prayer times change regularly based on the lunar calendar and seasonal shifts. Daily prayers are typically 10–20 minutes long with about 10–50 participants.

Friday prayer is on Fridays and there are four services. Friday services have the biggest turnout. Each service is about 15 minutes.

Friday services:

- First Service: 11:30AM (100 attendees)
- Second Service: 12:30PM (250 attendees)
- Third Service: 1:30PM (250 attendees)
- Fourth Service: 2:30PM (100 attendees)

Parking

Parking requirements are one parking space for each four (4) seats in accordance with the design capacity of the main auditorium. According to the Fire Marshal, the occupancy for the worship area is 1,500, which would require 375 parking stalls. The applicant states in their narrative that the maximum capacity is 700 and that there are 200 designated spots. If the capacity was 700, then the parking requirement would be 175 stalls. According to a site plan that was submitted in 2017, there are 135 parking stalls. In reviewing current aerial photos, there are 148 parking stalls (including accessible aisles). The parking requirements are not met. While a minimum parking requirement is included in the code, with the conditional use permit, the City has the opportunity to review the parking needs based on the specifics of the business and property.

The applicant has indicated that on Fridays, their services draw 100–250 attendees and the parking demands are not being met onsite. Attendees are parking in the street and in adjacent business's parking lots. When parking demands are not met onsite, off-site arrangements should be made. The applicant's narrative states they have arranged overflow parking with the neighboring church. An agreement has not been presented and will be required as a condition of approval. In addition, Blaine Police officers are hired to direct traffic on Friday's to assist with traffic and parking. To prevent

overcrowding and double-parking, a barricade is set up once the parking lot is full.

If capacity was capped at 700, as indicated by the applicant, the parking requirement would be 175 stalls, resulting in a shortfall of 27 stalls instead of the 227 shortfall that is required with the higher occupancy. A condition of approval should cap the occupancy to prevent excess burdens on streets and neighboring properties with the requirement of shared parking and a parking/traffic mitigation plan.

Comments from Blaine Police Department

The MAS hired Blaine Police officers in January, 2023, to direct traffic on Fridays, and during Ramadan. Two officers direct traffic in and out of the MAS parking lot before and after services. Once the parking lot is full the attendees generally will park anywhere they can in the lot, blocking driving lanes, entrances, exits and fire lanes. On occasion, MAS staff will use barricades to close the lot when it's full. But this is not consistent.

While the addition of officers directing traffic has helped, there are still significant traffic concerns. The traffic backs up on Aberdeen out to 121st Ave and causes significant congestion at the 121st Avenue intersection, controlled by a 4-way stop. Traffic, at times, will back up to Main Street. The driveways to all the local adjacent businesses on Aberdeen are often blocked, making access to the businesses difficult. Some attendees park at the Wells Fargo Bank, the eye clinic and O'Reilly Auto Parts to the north and walk across the roadway with no crosswalk and between cars that are moving. This is a public safety issue that cannot be mitigated by the officer's presence directing traffic out of the lot.

Some of the surrounding business owners have expressed concern to the officers directing traffic, that their parking lots are being used as overflow for MAS without permission, directly affecting access to their business by their customers. A few of the surrounding businesses have started to tow vehicles, which has helped.

While services have been added to mitigate the number of attendees at any one service, the amount of traffic during these times continues to be an issue even with our officers directing traffic. We have met with MAS officials to discuss these issues and to work with them on solutions. Since these meetings, MAS has been working on finding alternative solutions, such as parking off-site. If parking off-site is to occur, there should be a shuttle system in place.

Despite officers' attempts to plan for traffic exiting the lot in the most orderly manner at the conclusion of the services, there is simply too much vehicular traffic on this busy city artery. Backups, congestion and disruption to local businesses will continue. There is no way to empty the lot without these issues.

Engineering Analysis

Grading/Storm Drainage

The proposed project does not include any alterations to the existing grading or storm water drainage patterns on the property.

Utilities

The proposed development will utilize the existing utilities into the building. No new connections are proposed.

Wetlands/Watershed/FEMA

The existing wetland on the south end of the property will remain unchanged. Encroachment will not be permitted.

A Coon Creek Watershed District review is not required.

Access/Street Design/Sidewalks/Trails

The development is currently proposed to utilize the two existing access points from Aberdeen Street to the existing parking area. No new access points will be granted onto Aberdeen Street. No additional street design, sidewalks or trails will be required.

Conditional Use Permit

A city exercises “quasi-judicial” authority when considering a CUP application. This means the city’s role is limited to applying the standards in the ordinance to the facts presented by the application. The city acts like a judge in evaluating the facts against the standards.

Section 27.04 Criteria for granting conditional use permits:

The Blaine City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use on the comprehensive plan and upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the Council shall consider the following findings where applicable. (Ord. No. 20-2447, 7-20-2020)

1. The use shall not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
 - o The subject site is heavily used on Friday's, which brings a large volume of concentrated traffic to the area. The applicant currently hires the Blaine Police Department to direct traffic on Aberdeen Street during these times of concentrated traffic attending their services. Staff has encountered traffic also backing up on Aberdeen Street and extending to 121st Avenue during these times. The traffic mitigation plan should include a cap on the occupancy to prevent excess burdens on streets and neighboring properties with the requirement of shared parking, the ingress/egress of the parking lot should be explored with one way traffic, one way in and one way out, and additional traffic controls/direction on 121st Avenue and the surrounding street network. Any parking/traffic mitigation should be approved by the Director of Engineering and Police Department.
2. The use will be located, designed, maintained, and operated to be compatible with adjoining properties and the existing or intended character of the zoning district.
 - o The B-3 zoning district is intended to provide retailing and services of both a convenience and durable nature to shoppers, such as apparel, furniture, food, banking and financial services for a regional trade area. A mosque serves a regional area. The adjoining properties are commercial and residential. Places of worship are compatible with these uses.
3. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
 - o The use is in an existing building and does not have an appearance that will have an adverse effect on adjacent properties.
4. The use, in the opinion of the City Council, shall be reasonably related to the overall needs of the City and to the existing land use.
5. The use shall be consistent with the purposes of the zoning code and purposes of the zoning district in which the applicant intends to locate the proposed use.

- The B-3 zoning district is intended to provide retail and services of both a convenience and durable nature to shoppers, such as apparel, furniture, food, banking and financial services for a regional trade area. A mosque serves a regional area.
- 6. The use shall not be in conflict with the comprehensive plan of the City.
 - The property is guided Community Commercial is for retailing and services that serve larger areas, from neighborhood to regional scale. Typical uses include apparel, food, financial services, furniture, and commercial centers. A mosque is not in conflict with the comprehensive plan.
- 7. The use will not cause traffic hazards or congestion.
 - The existing operation of the site has created traffic congestion for short periods of time during the arrival and dismissal of worship gatherings. The applicant has met and continues to meet with the Police Department to try to address the issues and currently hires the Police Department to control traffic during these times. The Police Department presence has alleviated some of the congestion but ongoing collaboration between the Engineering and Police Departments along with the applicant to mitigate the ongoing traffic along Aberdeen Street and the surrounding network of streets is necessary.
- 8. The use shall have adequate utilities, access roads, drainage and necessary facilities.
 - The existing structure is served with the required utility services, adequate roadway infrastructure and necessary drainage facilities to service the proposed uses.

Attachment List:

Zoning and Location Map

Narrative

Building Plans

Public Comments

Unapproved PC Minutes 11/12/24

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission voted unanimously to approve the conditional use permit. The meeting minutes are attached for reference on the public hearing comments.

Financial Impact

Not applicable.

Public Outreach/Input

Notices of a public hearing were:

1. Mailed to property owners within 350 feet of the property boundaries.
2. Published in Blaine/Spring Lake Park/Columbia Heights/Fridley Life.

3. Posted on the City website.
4. Posted (sign) on the property with contact information for the Planning Department.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Attachments
2. Public Comments
3. Unapproved PC Minutes 111224



City of Blaine

Signature Copy

Resolution: RES 24-225

Resolution Granting a Conditional Use Permit to Allow Continued Operations of a Mosque (Place of Worship) in the Regional Commercial (B-3) Zoning District at 12175 Aberdeen Street NE. Minnesota Education Trust (MAS Blaine) (Case File No. 24-0061/SAS)

WHEREAS, an application has been filed by Minnesota Education Trust as Conditional Use Permit Case File No. 24-0061 for MAS Blaine; and

WHEREAS, said case involves the property described as follows:

Lot 1, Block 2, APPLESEED ADDITION

WHEREAS, the Blaine Planning Commission held a public hearing on November 12, 2024, and recommended approval regarding said Conditional Use Permit; and

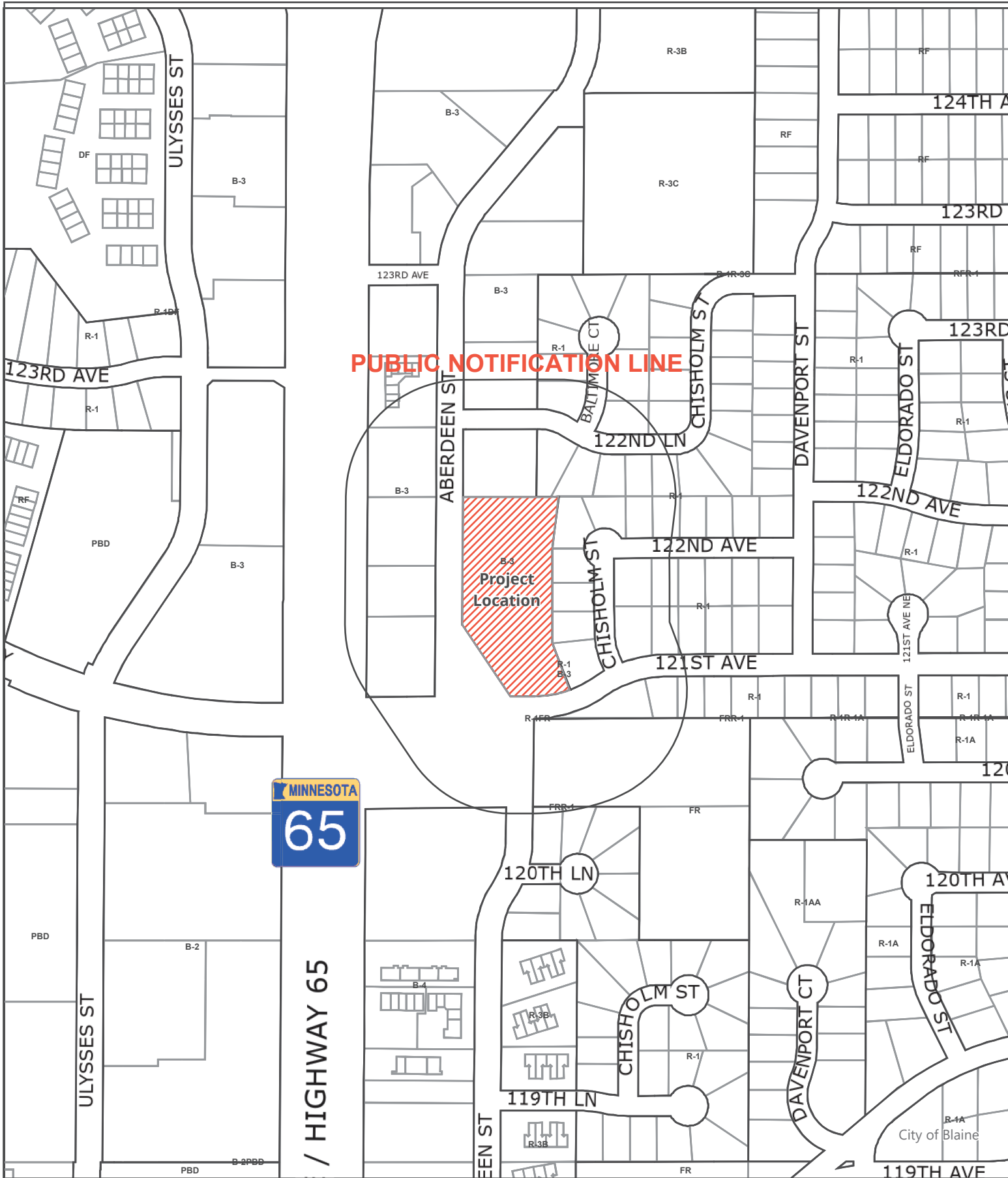
WHEREAS, the Blaine City Council has reviewed said case on December 2, 2024; and

WHEREAS, the criteria identified in Section 27.04 for granting a conditional use permit has been met.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a conditional use permit is hereby approved per Sections 27.04 and 30.24 of the Zoning Ordinance to allow continued operations of a mosque (place of worship) in the Regional Commercial (B-3) zoning district with the following conditions:

1. A traffic/parking mitigation/management plan shall be submitted and approved by the City no later than January 31, 2025. At minimum, the plan shall be created in coordination with the Police Department and Engineering Department and explore the following:
 - a. Additional traffic controls/direction on 121st Avenue and surrounding street network.
 - b. One-way parking lot traffic flow shall be reviewed. If safely achieved, directional signage shall be painted on the parking lot no later than June 1, 2025. Temporary signage shall be displayed until the lot is painted.
 - c. Any off-site parking requires a parking agreement that must be submitted to the City no later than January 31, 2025.
 - d. Any off-site parking shall require a shuttle service provided by the applicant.
2. Occupancy is capped at 700 and shall be posted.
3. Temporary uses such as outdoor events are not permitted without a specific special event license issued by the City.

PASSED by the City Council of the City of Blaine this 2nd day of December, 2024.



BlaineMN.gov

Case File No. 24-0061 Minnesota Education Trust (MAS Blaine)

Blaine Planning Department / 10801 Town Square Dr NE / Blaine, MN 55449 / (763) 785-6180



Blaine Masjid Usage and Services

Prayer Services Blaine Masjid will primarily serve as a place for the five daily prayers, which are central to Muslim religious practice. Given that prayer times change regularly based on the lunar calendar and seasonal shifts, updated prayer times can be accessed directly at the Masjidal Prayer

Times website: https://masjidal.com/widget/monthly/?masjid_id=xdNPqnLV

□ **Daily Prayers:** These gatherings are typically 10-20 minutes long, with attendance ranging from 20 to 50 congregants, though Isha may draw a larger number.

Weekly Friday (Jumu'ah) Prayer

□ **Jumu'ah Prayer Times:** The masjid holds four Jumu'ah services every Friday at the following times:

○ **First Service:** 11:30 AM (100 attendees)

○ **Second Service:** 12:30 PM (250 attendees)

○ **Third Service:** 1:30 PM (250 attendees)

○ **Fourth Service:** 2:30 PM (100 attendees)

□ **Duration:** Each service includes a 15-minute sermon (khutbah).

Educational and Community Services The Masjid will also host a range of educational programs and community services:

□ **Youth Programs:** Held on weekends between Dhuhr and Asr.

□ **Counseling Services:** Available by appointment, generally in the afternoons.

□ **Community Events:** Monthly gatherings, lectures, and interfaith dialogues.

Status and Importance of the Masjid in Islam In Islam, the masjid (mosque) holds a unique and revered place as both a house of worship and a community hub. Establishing a masjid fulfills a communal obligation to provide a space for Muslims to perform the five daily prayers, which are one of the Five Pillars of Islam. These prayers are viewed as a direct connection between worshippers and Allah (God), offering a time for reflection, humility, and spiritual renewal throughout the day.

Moreover, the masjid serves as a space for fostering unity, offering educational and social services, and promoting community cohesion and support. The Quran and Hadith (teachings of Prophet Muhammad) emphasize the reward of praying in congregation, particularly within the masjid, as a means to strengthen faith and a sense of solidarity among community members. This importance extends to the Friday congregational (Jumu'ah) prayer, a weekly gathering that holds additional significance, as Muslims come together to hear a sermon, reflect on their faith, and engage with their community.

Traffic Management Plan

□ **Parking Facilities:** Blaine Masjid includes a parking area with 200 designated spots. We have also arranged overflow parking with the neighboring church to accommodate larger gatherings.

□ **Building Capacity:** The building's maximum capacity is 700 people.

□ **Traffic Control:** Two police officers and two staff members will be on-site every Friday to assist with traffic and parking.

□ **No Double Parking:** To prevent overcrowding and ensure safety, we will enforce a strict "no double parking" rule by barricading the lot once it is filled.

□ **Carpooling Initiatives:** We will encourage carpooling by communicating through community channels and designating carpool parking spaces to reduce overall vehicle count.

□ **Tow Truck Readiness:** A tow truck will be available on Fridays to assist with any vehicles violating parking regulations, ensuring clear access and safety for all attendees.

This application details Blaine Masjid's functions, emphasizing the masjid's importance as both a spiritual and community-centered establishment within Blaine, MN, while ensuring seamless integration into the local area through thorough traffic and parking management plans.

Thank you

Please feel free to contact me if you have any questions

Walid Shadi

Imam of Blaine Mosque

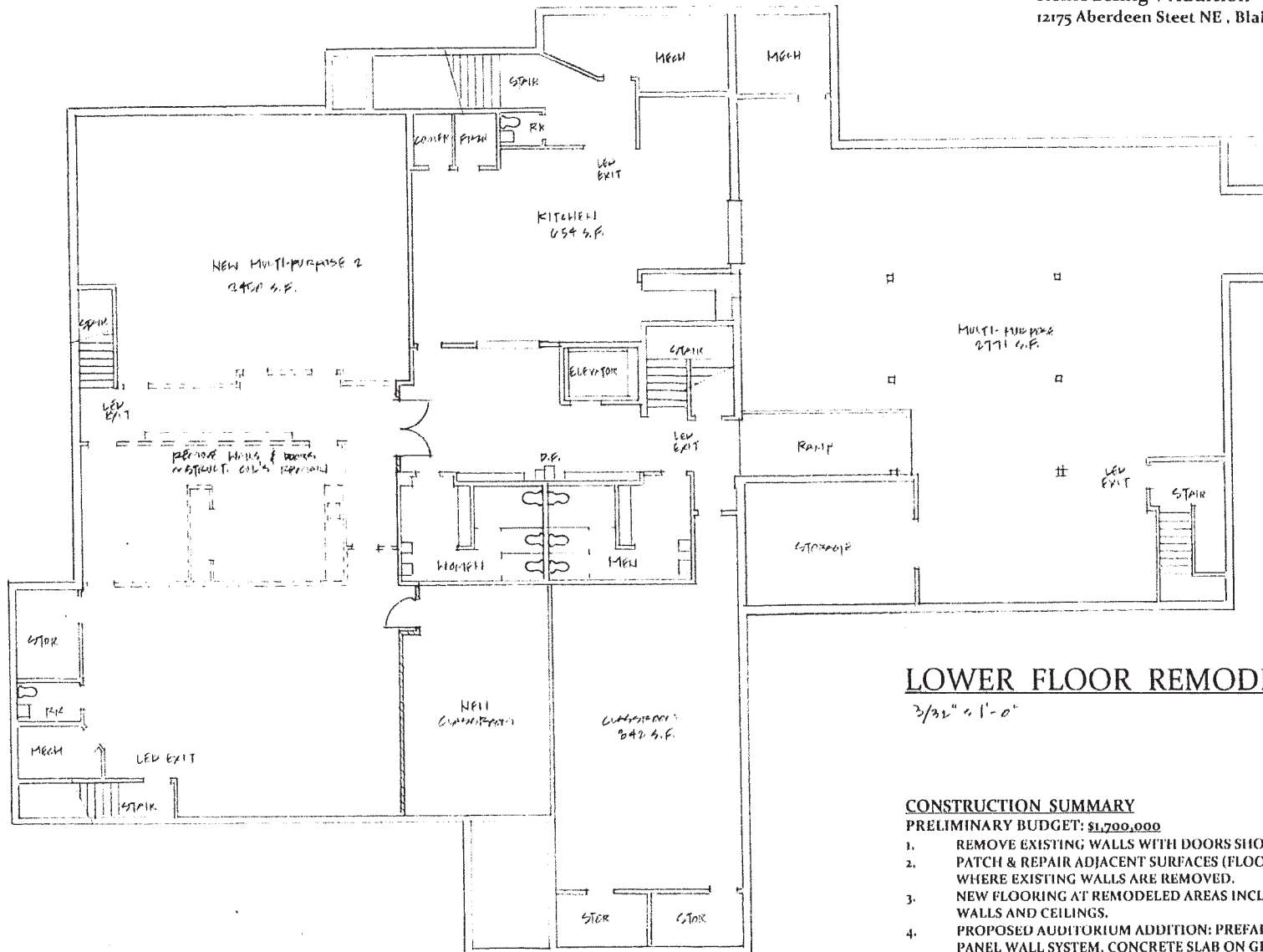
612-518-6923

Minnesota Education Trust
Remodeling + Addition
12175 Aberdeen Street NE, Blaine, MN



1723 LAFOND AVENUE
SAINT PAUL, MN 55104
PHONE/FAX 651-644-0869
E-MAIL jlm.mackey@q.com

11/30/2021



LOWER FLOOR REMODEL CONCEPT

3/32" = 1'-0"

CONSTRUCTION SUMMARY

PRELIMINARY BUDGET: \$1,700,000

1. REMOVE EXISTING WALLS WITH DOORS SHOWN DASHED.
2. PATCH & REPAIR ADJACENT SURFACES (FLOORS/WALLS/CEILINGS) WHERE EXISTING WALLS ARE REMOVED.
3. NEW FLOORING AT REMODELED AREAS INCLUDING PAINTED WALLS AND CEILINGS.
4. PROPOSED AUDITORIUM ADDITION: PREFABRICATED CONCRETE PANEL WALL SYSTEM, CONCRETE SLAB ON GRADE, STEEL BAR JOIST ROOF SYSTEM. ASSOCIATED SITE WORK AND PARKING LOT MODIFICATION.

From: [Susan Eltawely](#)
To: [Planning](#)
Subject: MAS Blaine
Date: Monday, November 11, 2024 10:35:57 AM

Hello,

My name is Susan Eltawely and my house is directly behind the MAS building.

I feel that the Masjid should get their permit renewed for religious reasons.

The building serves as a center for various community supports: religious, community events, educational, counseling, and youth events. The muslim community has grown and MAS would be able to continue providing services for this community. I personally use the building for prayer, Sunday School, events, and the community food shelf. The proposed traffic mitigation plan looks helpful.

Thanks for your time,
Susan Eltawely
1512 122nd Lane NE



City of Blaine

Planning Commission

November 12, 2024 | 7:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The Blaine planning commission met in the City Hall Chambers on Tuesday, November 12, 2024. Chair Goracke called the meeting to order at 7:00PM.

2. Roll Call

Members Present: Commission Members Deonauth, Gorzycki, Homan, Swanson, and Chair Goracke.

Members Absent: Commission Members Halpern and Olson.

Staff Present: Shelia Sellman, City Planner
Teresa Barnes, Project Engineer

4. Public Hearing

- 4.1.** 2024-507 Case File No. 24-0061 // Minnesota Education Trust (MAS Blaine) // 12175 Aberdeen Street NE
The applicant is requesting a conditional use permit to allow continued operations of a mosque (place of worship) in the Regional Commercial (B-3) zoning district.
Sponsors: Sheila Sellman, City Planner

The report to the planning commission was presented by Sheila Sellman, City Planner. The public hearing for Case File 24-0061 was opened at 7:06PM.

Imam Asad Zaman, Director of the Muslim Society of Minnesota, thanked the Planning Commission for considering this request. He explained since 2007, he has been in the Blaine community. He discussed how the Muslim community has grown in Blaine, because Blaine was an amazing place to live. He reported as the community becomes more affluent, the Blaine mosque was becoming a draw for the community. He indicated he was happy to be part of the amazing growth that was happening in the community and he thanked Blaine for

being a welcoming place. He commented on how the new Coon Rapids mosque has positively impacted the parking situation in Blaine. He stated he would continue to have multiple prayer services in order to address parking concerns. He explained he looks forward to another two decades of being good citizens in this community.

Chair Goracke reported he visited this place of worship several years ago on a Friday, and noted he appreciated how greatly committed this congregation was.

Dalen Johnson, 217 Stardust Boulevard in Circle Pines, explained he was a charter member of Oak Park Church, where the shuttle service was provided. He asked if the building would be updated to meet fire code requirements for safety purposes given their expanded services.

City Planner Sellman explained when the mosque applied for a remodeling permit in 2017, code was reviewed and approved and inspections were approved.

Mr. Johnson commented on how the overflow parking from the mosque were impacting the adjacent bank. He encouraged the congregation to shuttle from the Oak Park Church versus parking at the bank.

Chair Goracke hoped that the multiple services would assist with addressing the overflow parking needs as well.

Greg Anderson, 1708 121st Avenue NE, explained he lived three blocks east of the mosque. He indicated he had no issues with the mosque but discussed how traffic at the intersection of 121st and Aberdeen was a concern. He commented on how it was difficult to see pedestrians at this intersection. He stated he appreciated how all of the buildings along Aberdeen have been repurposed but noted the parking for these businesses was not adequate and often times this parking was spilling over to adjacent buildings or into the neighborhood.

Walid Shadi, 137 24th Avenue NE, thanked the Commission for their consideration and support. He thanked the police officers who assist with directing parking each week. He explained he has switched to four prayer sessions each Friday to assist with addressing the parking concerns. He commented on how he was working to build relationships with neighboring businesses while also working to address their feedback. He indicated he would focus on the shuttle to assist with getting more visitors to use the shuttle service.

The public hearing was closed at 7:22PM.

Motion by Commissioner Deonauth to recommend approval of Planning Case 24-0061 based on the following conditions:

Case 24-0061:

- 1. The applicant shall explore additional traffic controls/direction on 121st Avenue and work with the police department and Engineering department and included in the traffic management plan.**
- 2. A traffic mitigation plan shall be submitted and approved by the City no later**

than January 31, 2025.

3. One-way traffic flow is required, directional signage shall be painted on the parking lot no later than June 1, 2025. Temporary signage shall be displayed until the lot is painted.
4. Any off-site parking requires a parking agreement that must be submitted to the city no later than January 31, 2025.
5. Any off-site parking shall require a shuttle service provided by the applicant.
6. Temporary uses such as outdoor events are not permitted without a specific special event license issued by the City.

Motion seconded by Commissioner Swanson. The motion passed 5-0.

Chair Goracke noted this would be on the agenda of the December 2, 2024 city council meeting.



City of Blaine Staff Report

File Number: 2024-556

Agenda Date	Status
December 2, 2024	
In Control	File Type
City Council	Motion

Administration - Daniel Schluender, Director of Engineering

Agenda Item # 11.1

Motion to Accept Proposal and Authorize Mayor and City Manager to Enter into a Contract with Stantec for Professional Design Services for the Blaine Wetland Sanctuary Trail Development Project

Executive Summary

Council is requested to approve a contract for Professional Services for preliminary design and preparation plans and specifications for construction of the Blaine Wetland Sanctuary Trail Development Project.

Background

The Engineering Department has received proposals for the development of a preliminary design followed by plans and specifications for the construction of additional trail system throughout the Blaine Wetland Sanctuary. The preliminary proposed route can be seen on the attached Proposed Trail System drawing. This plan is subject to change based on preliminary design investigation, funding, and community input.

The city received 4 proposals from local consultants for this project ranging from \$89,000 to \$339,812.50 for the preliminary design and production of plans and specifications. Stantec has provided the proposal in the amount of \$89,000. Staff has reviewed the submitted proposal and determined that the fees are justified and reasonable.

After completion of the preliminary design and of the plans and specifications, a contract for construction would then be ordered to bid by the City of Blaine. Final project costs would be brought to Council during this process for final approval. Depending on timing and workload, construction administration is planned to be handled in house by staff.

This project is proposed to be funded through the Open Space Fund. The approved 2024 capital improvement budget can adequately fund this proposal.

Strategic Plan Relationship

The project aligns with the City's strategic plan goal of well-maintained infrastructure by providing high-quality trail corridors.

Board/Commission Review

Financial Impact

The contract, including contingencies for engineering services as proposed, is within the approved 2024-2025 consulting budget of the proposed project.

This project was previously identified in the 2024-2028 Capital Improvement Program as "Blaine Wetland Sanctuary Trail Development", which was adopted by the City Council via resolution 23-207 on December 18, 2023. The 2024 CIP includes \$1,000,000 for consulting services and for Phase 1 construction. If this consulting contract is approved, Phase 1 construction costs will then be identified in 2025 once plans and specifications have been developed and competitively bid.

Additional consulting, construction, and contingency costs for future phases after preliminary planning work is completed will be reviewed with Council during the Open Space Fund capital budget discussions for the 2026 budget preparation.

2024-2028 Capital Improvement Plan: Blaine Wetland Sanctuary Trail Development	
Sources and Uses	2024 Adopted Budget
Blaine Wetland Sanctuary Trail Development	\$1,000,000

This contract, including contingencies for engineering services as proposed, is within the approved 2024 budget.

Public Outreach/Input

Staff Recommendation

By motion, authorize the Mayor and City Manager to enter into a contract with Stantec in the amount of \$89,000 for preliminary design and preparation of plans and specifications for the Blaine Wetland Sanctuary Trail Development project. In addition, authorize a 10% contingency to bring the total project budget to \$97,900 and authorize the City Manager or their designee to sign all change orders up to the authorized project budget amount.

Attachment List

1. Open Space Capital Budget

2. Blaine Wetland Sanctuary Trail Development_Stantec
3. Blaine Wetland Sanctuary Proposed Trail System 11x17

2024-2028 Capital Improvement Program

Category and Fund	2024 Budget	2025	2026	2027	2028	Total Plan
405 - Open Space Development	1,300,000	800,000	800,000	1,850,000	850,000	5,600,000
Blaine Wetland Sanctuary Structure and Restroom (NRCB proposes moving up to 2025)	-	-	-	750,000	-	750,000
Blaine Wetland Sanctuary Trail Development	1,000,000	500,000	500,000	750,000	500,000	3,250,000
Ongoing Maintenance of Blaine Wetland Sanctuary	50,000	50,000	50,000	50,000	50,000	250,000
Trails Development - Open Space	150,000	150,000	150,000	200,000	200,000	850,000
Wetland Management - Site 7	100,000	100,000	100,000	100,000	100,000	500,000
413 - Blaine Band Shell Project	600,000	-	-	-	-	600,000
Aquatone Bandshell	600,000	-	-	-	-	600,000
Utilities	11,210,000	25,185,700	13,849,000	11,502,700	44,963,100	106,710,500
611 - Water Utility Capital Fund	6,070,000	7,620,000	5,955,000	4,225,000	32,300,000	56,170,000
Install new well #22	-	-	-	-	400,000	400,000
Lexington water separation and metering	-	1,000,000	-	-	-	1,000,000
New chemical pumps at plants	25,000	25,000	-	-	-	50,000
New gravity treatment plant	-	-	-	-	30,000,000	30,000,000
Place holder for fiber connections to water assets	50,000	-	-	-	-	50,000
Place holder for Main upsizing/New mains	150,000	-	-	-	-	150,000
Place holder for Roof drain change for Plant 4	100,000	-	-	-	-	100,000
Place holder for SCADA Upgrade	-	-	400,000	-	-	400,000
Plant 1 Process Equipment Upgrade	1,250,000	-	-	-	-	1,250,000
Plant 1-4 Intrusion upgrades	100,000	-	-	-	-	100,000
Plant 2 media replacement	-	-	1,000,000	-	-	1,000,000
Plant 3 media replacement	-	500,000	-	-	-	500,000
Reclaim pumps at treatment plants	10,000	20,000	-	-	-	30,000
Reservoir Vent Replacement	25,000	-	-	-	-	25,000
Tower 4 gate valve replacement	-	75,000	-	-	-	75,000
Water Altitude Valves	60,000	-	-	-	-	60,000
Water main replacement	1,000,000	1,100,000	1,100,000	1,200,000	1,200,000	5,600,000
Water Model Update	100,000	-	-	-	-	100,000
Water tower 1 cleaning	60,000	-	-	-	-	60,000
Water tower 2 replacement/rehab	150,000	2,300,000	-	-	-	2,450,000
Water tower 3 cleaning	50,000	-	-	-	-	50,000
Water tower 4 rehab	-	100,000	1,760,000	-	-	1,860,000
Water treatment plant 1 improvements	560,000	-	-	-	-	560,000
Water treatment plant 2 expansion	-	-	-	1,400,000	-	1,400,000
Water treatment plant 3 improvements	-	500,000	-	-	-	500,000
Water Treatment Plant 3 Roof Replacement	180,000	-	-	-	-	180,000
Well 18,19 VFD's	-	-	-	50,000	-	50,000
Well control covers at 17,18,19,20,21	500,000	550,000	600,000	650,000	700,000	3,000,000
Well Interference	500,000	-	-	-	-	500,000
Wellhouse 10 replacement	-	150,000	975,000	-	-	1,125,000
Wellhouse 5 replacement	1,000,000	-	-	-	-	1,000,000
Wellhouse 7 replacement	-	-	120,000	925,000	-	1,045,000
Wellhouse 8 replacement	200,000	1,300,000	-	-	-	1,500,000

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

November 14, 2024

Project: Blaine Wetland Sanctuary Trail Development

Attn: Megan Hedstrom
City of Blaine
10801 Town Square Drive NE
Blaine, MN 55449

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

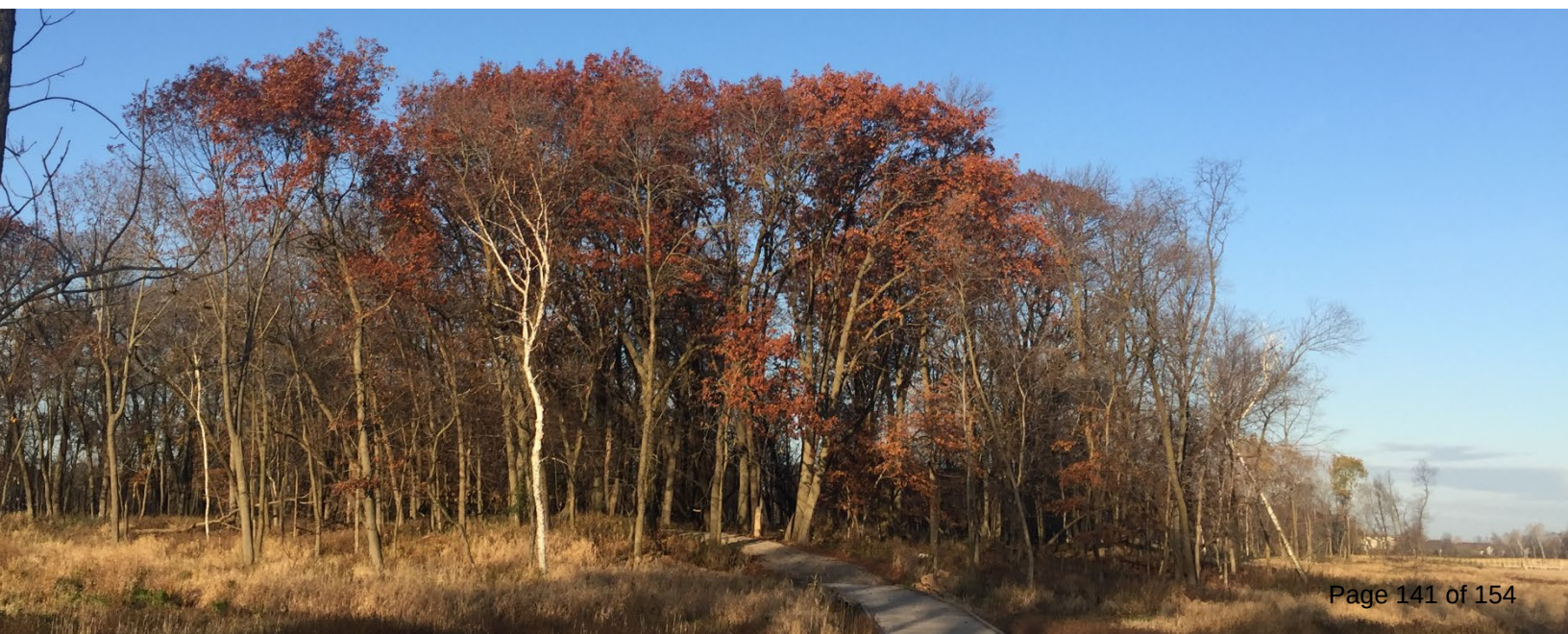
Dear Megan,

We are excited to offer the following proposal to provide the City with preliminary and final design, bidding, construction administration, and related services for implementing the remaining major trail segments within the Blaine Wetland Sanctuary.

Following our collaboration with the City and the successful implementation of Phase 1 trails and the Lexington trailhead, we share the City's excitement to continue access and trail improvements within the preserve. Stantec Consulting Services Inc. (Stantec) is pleased to further define our scope of services to assist the City with developing the final trail system and associated construction documents appropriate for a phased implementation of approximately 2.35 miles of trails in the years to come.

Project Understanding

We understand the project to be as described in the RFP correspondence and generally follow the previously approved park master plans and proposed trail system maps. As identified in the 2024-2028 Capital Improvement Program, current estimated funding of \$3.25M for trail development with construction activities spread over the next three years. The selected consultant will work with the city to develop a proposed construction plan for the proposed trail improvements to be completed in a phased manner that aligns with the CIP and while making cost efficient and logical connections to the existing city and regional trail systems. Additional specific definition and clarification of work elements and tasks are provided within the scope of services below.



Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Personnel

We have curated an energetic and experienced in-house team to accomplish the City's goals for Blaine Wetland Sanctuary:

Jacob Burgstahler, PLA, ASLA, CLARB, is a licensed **Landscape Architect** and experienced **Project Manager** and will oversee the work of the Stantec team. He will serve as the project lead out of the Minneapolis office and is your primary point of contact. Jacob has 17 years of landscape architectural experience including trail work at Blaine Wetland Sanctuary and Spring Lake Regional Park. Recently, he directed Stantec's work with the City of Red Wing in collaboration with the Prairie Island Indian Community to develop the trail head at He Mni Caŋ. Jacob encourages Stantec's strong relationship between the civil and landscape architecture teams and will continue to carry that collaborative connection through design into the construction administration and observation process at the City's request. He looks forward to being a part of the City's continued investment in the enhancement of public recreational access at the Blaine Wetland Sanctuary.

Kellie Schlegel, PE, will serve as the lead civil engineer supporting the landscape architecture group. She will provide the infrastructure linkages necessary to blend functionality with aesthetic design, so that the site and park infrastructure not only meets technical requirements of ADA, permitting and stormwater compliance but also complements the natural environment. On past projects, Kellie and the landscape architecture team have shown how this partnership is essential for creating spaces that are sustainable, user-friendly, and visually appealing, reflecting a harmonious balance between built and natural elements.

Brian Bellemare, PE will lead the site structural team to bring the structural aspects of boardwalk, abutment and ditch crossing designs of our other disciplines to reality. He has provided his design expertise to recent projects like the trails, viewing platform and ditch crossing at Blaine Wetland Sanctuary Trails Phase 1, the observation structure at He Mni Caŋ in Red Wing, facility features at the Fernbrook Fields Athletic Complex in Maple Grove, and the waterfront redevelopment amenity spaces in Wausau, WI.

Brendan Barth has over six years of experience in civil and water resources engineering and will provide guidance on **Stormwater**. His experience includes hydrologic and hydraulic design, stormwater management, best management practice design for water quality treatment, floodplain modeling and analysis, stormwater permitting, construction oversight, and erosion and sediment control inspections.

Paul Bockenstedt will guide the team as a **Senior Ecologist**, bringing a wealth of experience regarding regional native plant communities to help guide construction and revegetation. His experience offers critical insight into regional ecology assessments that are respectful of ethnobotanical vegetation influences and stewardship practices to develop engaging native plant assemblages and basic management regimes in sync with paleo conservation traditions and objectives.

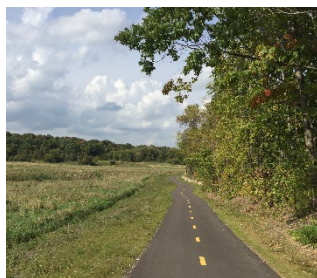
Mike Graham is a **Senior Environmental Scientist** with over 30 years of experience as a Regulatory Specialist with the U.S. Army Corps of Engineers (USACE) and as a private consultant. He has expertise in the field of wetland science, including delineation, restoration, and functions/values assessments. Mike has extensive knowledge of federal and state laws, including the Clean Water Act, National Environmental Policy Act, the Minnesota Wetland Conservation Act, as well as wetland regulatory law and will assist the project team as a **Design Advisor**.

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Work Experience

Blaine Wetland Sanctuary | Blaine, MN

Stantec collaborated with the City of Blaine to develop the Blaine Wetland Sanctuary Master Plan with the goals of enhancing public access and enjoyment of the sanctuary's diverse ecosystems while protecting and restoring the upland and wetland habitats. The first phase implemented both hard and soft surface trails and incorporated wildlife viewing areas providing critical connections to the City's existing trail network. Stantec's expertise ensured that the development balanced ecological preservation with community engagement, creating a sustainable and educational environment for visitors.



Spring Lake Regional Park | Scott County, MN

Spring Lake Regional Park consists of 373 acres of maple-basswood and oak forests, wetlands, and prairie areas. With Scott County, Stantec embarked on design and construction of Phase I and Phase 2 improvements to the park which included paved trails, an off-leash dog park, restroom, parking, lighting, access control, wetland level control structure, IESF and other amenities. Stantec was responsible for public involvement, permitting and municipal approvals, wetland delineations, surveying, preliminary and final design, and construction support.

Beaver Island Trail | St. Cloud, MN

This 0.35-mile-long trail extension of the Beaver Island Trail features a grand plaza with stairs to the street level, rock gabion walls, benches, granite paving, lighting, and plantings thematically connect the trail to the convention center and downtown streets. The extension offers a unique experience for trail users over the Mississippi and provides an important connection with key access points in the downtown area, spurring traffic, and activity. The trail is planned to connect with the Lake Wobegon regional trail, ultimately linking with hundreds of miles in the regional trail system.



He Mni Caŋ Regional Park | Red Wing, MN

Stantec is excited to be a part of collaborative efforts by City of Red Wing and the Prairie Island Indian Community (PIIC) in designing the new trail head at the base of the bluff. The park improvements implemented a new parking area, pedestrian, and vehicular enhancements, and created inviting entry plaza spaces. However, the most rewarding sense of accomplishment for the Stantec team was the design and collaboration of the interpretive and wayfinding signage efforts between the Stantec team, PIIC, and the City, which received praise from PIIC after the project completion.

Lake Opeka Shoreline Restoration | Des Plaines, IL

Currently under construction, Stantec's work at Lake Opeka involves shoreline restoration improvements along the perimeter of the lake. The project was a multidisciplinary effort between landscape architects, civil engineers, ecology specialists, and water resource engineers. Improvements include a range of planting approaches from aquatic planting shelves to planted rip rap shoreline edge to upland prairie seed mix. The project features accessible trail improvements, fishing platforms, and site furnishings.



Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Base Work Plan - Preliminary Phase

Task 1: Project Initiation

Subtask 1.1: Scoping Meeting with City's Project Manager

We will meet with the City's Project Manager, Megan Hedstrom, and the City's Project Management Team to review the scope, schedule, and budget. We will also discuss preferred communication methods and frequency so that we can match our level and style of communications to your expectations. At this meeting, the overall goals for the phased bidding strategy will be clarified to provide clear direction on the preparation of bid set plans and specifications. We will identify potential project risks and opportunities, and jointly develop solutions to minimize the potential risks and maximize the opportunities.

Subtask 1.2: Compile and Synthesize Background Information

Given our previous involvement with the Development Master Plan and Phase 1 trail and trailhead improvements for the site, we already have a tremendous amount of information for the project area, including LiDAR data that we have converted to a one-foot level of accuracy and other GIS information on soils, wetlands, and vegetation. We also have the previously developed alignments for the trails and other improvements.

Subtask 1.3: Ground-Truth Trail Alignments and Supplemental Topographic Survey

Finalizing the horizontal and vertical alignments for the proposed trails is a necessary step in preparing the detailed construction drawings. After the wetlands have frozen in early winter of 2024, we will walk the proposed trail alignments in the field with hand-held GPS units to ground-truth the trails and ensure that we avoid impacts to critical natural resource areas while maximizing trail user experience and safety. The delineated wetland boundaries will also be loaded into the GPS units, and efforts will be made during the ground-truthing to make adjustments to minimize the need for wetland mitigation.

The ground-truthing team will consist of representatives from both Stantec and City staff or other project stakeholders who would like to join us. We anticipate being able to cover about two miles of trail per day, so estimate we will be in the field for 2 to 3 days for the ground-truthing work. Desirable or necessary adjustments to the alignments will be decided by the design team in the field and the revised alignments will be recorded using the hand-held GPS. Significant tree locations and other features impacting the design documents will also be recorded with GPS.

Critical areas that require more accuracy than the LiDAR topography provides, such as the connections along 109th Avenue NE and connections to existing trails and the surrounding neighborhoods will be surveyed using total station survey equipment.

Subtask 1.4: Geotechnical Investigation

With our understanding of the Site 3 and Site 7 geology, we anticipate similar or less intensive geotechnical exploration than we performed during Phase 1. We anticipate trails and boardwalk structures to be of the same materials and elevations as previously constructed. Our knowledge of the bearing capacity of the pan footings in Phase 1 leads us to the assumption that they will be implemented in the same fashion in subsequent phases. To verify these assumptions, based on the field adjusted alignments, the City contracted geotechnical consultant will perform soil borings at periodic intervals along the trail alignments to determine underlying soil conditions and to make recommendations to verify board walk loading. At-grade trails within the upland area will be constructed of materials and sections consistent with Phase 1.

Borings will also be performed at the location of the ditch crossings to inform helical pier assumptions for bridging the span. These borings will assist in confirming the suitability of these areas for the proposed

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

construction and alert the design team to whether any adjustments in locations of the various features may be advisable.

Geotechnical services will be contracted directly with the City of Blaine at the direction of the design consultant. The design consultant would coordinate, gather, and implement geotechnical exploration findings to inform final design construction documents.

Subtask 1.5: Regulatory Agency Critical Path Permitting and Approvals Analysis

Our team will coordinate with City staff to identify and consult with all the regulatory entities having jurisdiction over the site and project work to inform or update them on the proposed improvements and identify both their permitting requirements and approvals schedules. Based on these conversations, if needed, we will work with City staff to prepare a critical path permitting and approvals analysis that encompasses all the proposed improvements over the anticipated four-year phasing.

Subtask 1.6: City Meetings

In addition to the initial scoping meeting and the discussions in the field during the ground-truthing, we anticipate meeting with the City Project Manager once during Task 1 to review the ground truthing findings and any significant deviations from the existing master plan proposed trail system maps.

For each meeting in this and all subsequent subtasks, we will prepare the meeting agenda and materials, participate in the presentations, and document the discussions and action items in written meeting records.

Task 1 Deliverables

- Scoping meeting with City Project Manager and Project Management Team (PMT)
- Background information summary
- Field walk to confirm and/or refine trail alignments
- Supplemental topographic survey information & incorporation into the project base drawings
- Report of geotechnical investigations and trail sections recommendations
- Critical path permitting and approvals coordination

Task 2: Preliminary Design

Subtask 2.1: Final Concept

In response to information and direction gathered in Task 1, we will proceed with refinement of the existing trail systems map. The final concept map will identify physical characteristics of the site and the immediately adjacent properties to define design solutions to on and off-site issues and opportunities. This will include, at a minimum, access points, critical utilities, unique natural features, clearances to adjacent properties and other factors that may be of concern to the Natural Resource Conservation Board (NRCB), City Council and surrounding neighborhoods. Additionally, the plans will highlight preliminary assumptions and depict upland trail and wetland boardwalk conditions. Analysis and design information will be presented in a graphic format supporting the reasoning behind the final trail alignments.

At this phase, an updated detailed opinion of probable cost will be prepared to confirm that the trail system can be constructed within the identified CIP yearly budget allocations, subject to variability in the bidding climate.

Subtask 2.2: City Meetings

We will meet with the City Project Manager one time during Task 2 to review the ground truthing findings and any significant deviations from the existing master plan proposed trail system maps.

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Task 2 Deliverables

- Preliminary trail routing plans for City Project Manager and PMT review
- Preliminary opinion of probable cost
- One review meeting with City Project Manager and PMT
- Updated preliminary trail routing plans for public review
- Updated preliminary opinion of probable cost

Task 3: Public Engagement and Stakeholder Group Meetings

The Blaine Wetland Sanctuary Development Master Plan and iterations of the proposed trail system maps have previously been presented to the NRCB and the City Council Workshop in public meeting forums. We envision public engagement meetings with an open house format, or other format as recommended by the City Project Manager, that will encourage additional dialogue about the project with the community. This dialog may generate additional ideas for including in the project development and will also help to build awareness, support, and enthusiasm for project within the City. Stantec may be requested to attend additional specific stakeholder group meetings on an hourly basis.

Task 3 Deliverables

- Presentation materials for 2 public engagement meetings
- Staffing (up to two Stantec staff) for the public engagement meetings
- Written summary of public input received at the public engagement meetings

Base Work Plan – Final Design Phase

Task 4: Design Development Documents

After completing the work in Tasks 1 through 3, we will proceed with further refinement of the design through the Design Development process. Through regular meetings and consultation with the City's Project Manager and staff, we will continue to confirm refinement of the project direction.

We assume the soft surface trail, boardwalk structure and timber crib abutments designs will be reused in the construction of these current and future phases, with minor adjustments for context. We assume that the ditch crossings will adhere to similar ditch cleaning requirements as ACD 53-62 in Phase 1 and will require a removable crossing structure with approach and abutments on helical piers. All design strategies will strive to eliminate wetland impacts using boardwalk structures until daylight grading from timber crib abutments and corresponding natural surface upland trails fall within designated upland topography. The proposed alignments are routed through upland wooded areas. Limiting tree removal will allow users to enjoy a brief escape in the woods. We will work to limit tree removal, respecting the wooded environment.

No signage, parking or raised viewing platform design is included. Viewing platform design engineering, trailhead site design and/or wayfinding and interpretive design can be provided by Stantec as an additional service if desired.

By the end of the Design Development phase, the project drawings will be advanced to a 70% or greater level of completion. The draft specifications will include a table of contents and product data sheets to assist with product selections. We will submit one set of digital plans and specifications for City review and schedule a comment review meeting approximately one week after submitting the review documents.

An updated detailed opinion of probable cost will be prepared at the Design Development document stage to confirm that the project documents reflect a project that can be constructed within the identified budget, subject to variability in the bidding climate.

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Task 4 Deliverables

- Preliminary trail routing plans and profiles
- Pavement sections other details
- Amenities plans and details
- Preliminary erosion control plans
- Preliminary drainage/stormwater improvement plans
- Preliminary wetland impacts and mitigation design plans
- Draft specifications
- Updated opinion of probable cost
- Review meetings with City staff and working group as directed

Task 5: Construction Documents

Based on the approved Design Development documents, we will prepare the 100% complete project drawings including plans, elevations, and details. The drawings will be certified by licensed professionals in each of the disciplines represented (landscape architecture and engineering).

We understand that the City anticipates completing the improvements at The Blaine Wetland Sanctuary over multiple phases. Construction budgets for each year have been estimated within the CIP but may be adjusted depending on the schedule for receiving revenue from the wetland banking credits and potential grant funding or other funding. The current Blaine Wetland Sanctuary Proposed Trail System map identifies seven trail segments arranged into four logical built trail sections. At the onset of Construction Documents, we will review the opinion of probable cost and discuss with the City trail priorities and combining flexible additional alternates into a single multi-year contract with staged authorizations to make the project attractive to more contractors.

Final project specifications will be prepared to allow accurate bidding and expeditious construction. Technical sections will be written in CSI format and avoid sole-source procurement issues by specifying three or more manufacturers for each product. The project specifications will incorporate City standard sections and contract documents.

We will deliver one set of digital drawings and final specifications (fewer if requested) for review and schedule a comment review meeting approximately one week after submitting the review documents.

An updated detailed opinion of probable construction cost will be prepared at the final bidding document stage to confirm that the project documents reflect a phased project approach that can be constructed within the various identified CIP upcoming yearly budgets, subject to variability in the bidding climate.

Task 5 Deliverables

Complete Construction Documents Drawings including:

- Title sheet
- Existing topography, utilities, and removals
- Construction plans, profiles, and cross sections for trails and boardwalks
- Construction plans and details for ditch crossings
- Drainage plans and details, including new culverts if necessary
- Vegetation establishment and restoration plans (including special seed mixtures)
- Erosion and sediment control plans
- Front end contract and technical specifications
- Final opinion of probable construction cost
- Review meetings with City staff and working group as directed

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Task 6: Permits and Approvals

Throughout the process, we will assist the City of Blaine with delivering a project that complies with local, state, and federal permitting requirements. As needed, permitting process coordination will occur at various stages during project design to apply for the required permits in a timely manner. We understand that the City of Blaine will pay any required permit fees as part of project implementation.

We will work with the City Project Manager to identify any required wetland permits under the Wetland Conservation Act (Rice Creek Watershed District is the Local Government Unit) U.S. Army Corps of Engineers (USACE) approvals needed for project acceptance and submit applicable permits on the City's behalf. Our understanding is that the wetland is not on the Minnesota DNR's Protected Waters Inventory and so assume no Public Waters Work Permit would be required. We have assumed permitting for the project would require a WCA replacement plan approval and a Nationwide Permit from the USACE without the need for compensatory mitigation.

To the greatest extent allowable by the Rice Creek Watershed District and the USACE, the ultimate development plan for the project will be permitted in its entirety so that each phase does not need to go through a separate permitting process. We anticipate a single NPDES permit from the Minnesota Pollution Control Agency under one bidding contract for phased construction.

Task 6 Deliverables

- Meetings and correspondence with permitting entities
- Completed permit applications and supporting materials (one submission)

Task 7: Bidding

Under this subtask, we will prepare the advertisement for bids, and after obtaining City approval to bid the project, the Construction Documents, including the Drawings and Project Manual, will be electronically submitted for publishing via QuestCDN or another electronic plan room designated by the City. We will answer questions and "as-equal" requests, prepare addenda, attend, and present at the pre-bid meeting, and perform the bid tabulation and prepare a letter of recommendation of award.

Task 7 Deliverables

- Electronic bidding documents for submission via QuestCDN or other electronic plan room
- Telephone logs of questions and answers during bidding
- Addenda and documented "as-equal" requests
- Attend and present at the pre-bid meeting
- Attend the bid opening
- Bid tabulation and recommendation of award letter

Task 8: Construction Administration and Observation

During the construction phase of the project, Stantec will provide Construction Administration and Construction Observation services as warranted by the progress of the work at the request of the City on a time and materials basis. The contractor and City shall give Stantec a 48-hour notice before a planned construction observation activity.

Subtask 8.1: Construction Administration

Construction Administration activities may include reviewing shop drawing submittals, responding to RFIs, preparing change orders, and/or reviewing contractor payment applications.

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Task 8.1 Deliverables

- Attend and present at the pre-construction meeting
- RFI responses & shop drawing review
- Pay application review
- Record drawings

Subtask 8.2: Construction Observation

Construction Observation tasks may include attendance at regular construction meetings on the project site, periodic visits to the site as warranted by the progress of the work at the request of the City and/or performing preliminary and final punch list and warranty inspections.

We have assumed the construction contractor will be responsible for construction staking and ESC inspections for NPDES compliance.

Task 8.2 Deliverables

- Attendance at regular construction meetings
- Periodic site visits

Schedule and Fee

We understand that the City of Blaine would like to have the project bid with construction starting in 2025.

To achieve this goal, we propose the following schedule:

- Winter 2024: Project initiation and site investigation
- January 2025: Final Concepts completed
- March 2025: 70% Construction Documents completed
- April 2025: 100% Construction Documents & Bidding

We are committed to meeting this schedule and will develop a detailed schedule in consultation with the City of Blaine.

Construction activities are anticipated to occur between 2025 through 2027 and will be able to allocate staff for construction administration and observation if requested by the City.

The services proposed encompass an estimate of our professional fees for this work, which is to be completed for a stipulated fee totaling \$89,000, including reimbursable expenses. Of the stipulated \$89,000 \$30,500 will be allotted for the Preliminary Phase tasks outlined above with \$58,500 to perform Final Design Phase tasks. Construction Administration or Construction Observation tasks would be billed on a Time and Material basis per the attached Stantec Rate Table 2024 schedule. Should the project scope alter or available project funding increase above the currently identified \$3.25M in funding, we would anticipate negotiating an adjustment in our proposed fee.

After your review, please feel free to contact me with any questions or clarifications regarding this proposal. I can be reached at the phone number and email below.

Reference: Request for Letter of Proposal: Blaine Wetland Sanctuary Trail Development

Thank you,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink, reading "Jacob C. Burgstahler". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Jacob Burgstahler PLA, ASLA, CLARB
Landscape Architect | Project Manager
Phone: 612-712-2023
Jacob.Burgstahler@stantec.com

Attachments: Stantec Rate Table 2024.pdf, Stantec Fee Schedule Summary.pdf



FEE ESTIMATE - Blaine Wetland Sanctuary Trail Development

														Project Manager	Landscape Lead	Landscape Design	Structural	Civil	Stormwater	Environmental	QA/QC	2-person Survey Crew	Survey Manager	Administration	Mileage
Name Billing Project Billing Rate	Burgstahler Jacob	Flicker Mark	Herdegen Ariana	Bellemare Brian	Schlegel Kellie	Barth Brendan	Bockenstedt Paul	Graham Mike		Roerber Daniel	Zajac Margaret														
	Level 11	Level 10	Level 04	Level 13	Level 13	Level 10	Level 12	Level 15		Level 13	Level 09														
	\$181.00	\$169.00	\$123.00	\$196.00	\$196.00	\$169.00	\$187.00	\$231.00	\$252.00	\$196.00	\$163.00	\$1.00													
Total Units	200.00	223.00	148.00	12.00	20.00	35.00	9.00	9.00	16.00	4.00	11.00	700.00													
														Project Summary		Hours	Labour	Expense	Subs	Total					
Fixed Fee		703.00		\$88,300.00		\$700.00		\$0.00		\$89,000.00															
Time & Material		0.00		\$0.00		\$0.00		\$0.00		\$0.00															
Total		703.00		\$88,300.00		\$700.00		\$0.00		\$89,000.00															

Task Code	Task Name	Start Date	End Date	Units																
100	Preliminary Phase	2024-12-02	2025-01-31																	
100.000	Project Management	2024-12-02	2025-01-31	7.00											4.00					
100.111	Project Initiation/Scoping	2024-12-02	2024-12-20	2.00	2.00													100.00		
100.120	Background Information	2024-12-02	2025-01-11	8.00	8.00	4.00			2.00											
100.130	Ground-Truth and Survey	2024-12-02	2025-01-11	32.00	32.00	4.00						16.00	4.00					400.00		
100.140	Geotechnical Coordination	2024-12-02	2025-01-31	2.00	2.00		1.00													
100.150	Permitting Coordination	2024-12-02	2025-01-31	4.00	4.00				8.00		2.00									
100.160	City Meeting	2025-01-07	2025-01-11	2.00	3.00				2.00											
100.210	Final Concept	2025-01-11	2025-01-18	12.00	16.00	16.00	1.00	2.00	4.00	4.00	2.00									
100.310	NRCB Meeting	2025-01-18	2025-01-31	2.00	4.00													100.00		
100.320	Council Workshop	2025-01-18	2025-01-31	2.00	4.00													100.00		
200	Final Design Phase	2025-02-03	2027-12-31																	
200.000	Project Management	2025-02-03	2027-12-31	10.00											3.00					
200.411	Design Development Documents	2025-02-03	2025-03-07	40.00	32.00	32.00	4.00	12.00	10.00	3.00	1.00									
200.420	PMT DD Review Meeting	2025-03-07	2025-03-07	1.00	2.00															
200.510	Construction Documents	2025-03-07	2025-03-27	40.00	70.00	50.00	4.00	4.00	2.00	1.00	1.00									
200.520	PMT CD Review Meeting	2025-03-27	2025-03-27	1.00	2.00															
200.530	CD Revisions	2025-03-27	2025-04-03	24.00	32.00	40.00	2.00	2.00	2.00	1.00										
200.610	Permits and Approvals	2025-02-03	2025-04-03	3.00	2.00				5.00		2.00									
200.710	Bidding & Solicitation	2025-04-03	2025-04-27	8.00	8.00	2.00					1.00				4.00					
200.810	Construction Administration	2025-05-05	2027-12-31																	
Fixed Fee*		463.00		\$58,500.00		\$0.00		\$0.00		\$58,500.00										
Fixed Fee		13.00		\$1,200.00		\$0.00		\$0.00		\$1,200.00										
Fixed Fee		134.00		\$20,000.00		\$0.00		\$0.00		\$20,000.00										
Fixed Fee		3.00		\$650.00		\$0.00		\$0.00		\$650.00										
Fixed Fee		172.00		\$21,000.00		\$0.00		\$0.00		\$21,000.00										
Fixed Fee		3.00		\$650.00		\$0.00		\$0.00		\$650.00										
Fixed Fee		103.00		\$11,000.00		\$0.00		\$0.00		\$11,000.00										
Fixed Fee		12.00		\$1,600.00		\$0.00		\$0.00		\$1,600.00										
Fixed Fee		23.00		\$2,400.00		\$0.00		\$0.00		\$2,400.00										
Time & Material		0.00		\$0.00		\$0.00		\$0.00		\$0.00										

ATTACHMENT – STANDARD RATE TABLE

BC2277_2024-1

HOURLY RATES

Stantec Billing Level	2024 Hourly Rate*
3	\$109
4	\$123
5	\$133
6	\$138
7	\$146
8	\$152
9	\$163
10	\$169
11	\$181
12	\$187
13	\$196
14	\$205
15	\$231
16	\$263
17	\$272
18	\$278
19	\$287
20	\$299
21	\$311

*Rates subject to annual increase.

OTHER EXPENSES / MATERIALS

Stantec's standard mark-up on expenses is 10%. Unless prescribed differently within the proposal or other contract paperwork, this mark-up is used in all areas as indicated below:

- **Sub-Consultants**
- **Subcontracted Commodity Services**
e.g., analytical laboratory services, drilling contractors, etc.
- **Meals and Lodging**
May be billed at cost or daily per diem. If applicable, per diem rates will be those set by the U.S. General Services Administration (<https://www.gsa.gov>).
- **Vehicle and Equipment Rentals**
Not owned by Stantec.
- **External Equipment and Supplies.**
e.g., delivery charges, outside copying/reproduction, leased/rented field equipment, etc.

Company-owned equipment will be billed on unit rate basis (e.g., daily; weekly); the expense markup does not apply to these rates. For Stantec owned vehicle, a combination of daily vehicle or mileage rates are used depending on the type of work and/or contract. A separate Stantec Equipment Rate Schedule* is available upon request.

SCHEDULE OF BILLING RATES – 2025 (USD)

Billing Level	Hourly Rate	Description
3	\$114	Junior Level position - Independently carries out assignments of limited scope using standard procedures, methods and techniques - Assists senior staff in carrying out more advanced procedures - Completed work is reviewed for feasibility and soundness of judgment - Graduate from an appropriate post-secondary program or equivalent - Generally, one to three years' experience
4	\$128	
5	\$139	
6	\$144	Fully Qualified Professional Position - Carries out assignments requiring general familiarity within a broad field of the respective profession - Makes decisions by using a combination of standard methods and techniques - Actively participates in planning to ensure the achievement of objectives - Works independently to interpret information and resolve difficulties - Graduate from an appropriate post-secondary program, with credentials or equivalent - Generally, three to six years' experience
7	\$152	
8	\$158	
9	\$170	First Level Supervisor or first complete Level of Specialization - Provides applied professional knowledge and initiative in planning and coordinating work programs - Adapts established guidelines as necessary to address unusual issues - Decisions accepted as technically accurate, however may on occasion be reviewed for soundness of judgement - Graduate from an appropriate post-secondary program, with credentials or equivalent - Generally, five to nine years' experience
10	\$176	
11	\$189	
12	\$195	Highly Specialized Technical Professional or Supervisor of groups of professionals - Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise - Participates in short and long range planning to ensure the achievement of objectives - Makes responsible decisions on all matters, including policy recommendations, work methods, and financial controls associated with large expenditures - Reviews and evaluates technical work - Graduate from an appropriate post-secondary program, with credentials or equivalent - Generally, ten to fifteen years' experience with extensive, broad experience
13	\$204	
14	\$214	
15	\$241	Senior Level Consultant or Management - Recognized as an authority in a specific field with qualifications of significant value - Provides multi-discipline knowledge to deliver innovative solutions in related field of expertise - Independently conceives programs and problems for investigation - Participates in discussions to ensure the achievement of program and/or project objectives - Makes responsible decisions on expenditures, including large sums or implementation of major programs and/or projects - Graduate from an appropriate post-secondary program, with credentials or equivalent - Generally, more than twelve years' experience with extensive experience
16	\$274	
17	\$284	
18	\$290	Senior Level Management under review by Vice President or higher - Recognized as an authority in a specific field with qualifications of significant value - Responsible for long range planning within a specific area of practice or region - Makes decisions which are far reaching and limited only by objectives and policies of the organization - Plans/approves projects requiring significant human resources or capital investment - Graduate from an appropriate post-secondary program, with credentials or equivalent - Generally, fifteen years' experience with extensive professional and management experience
19	\$299	
20	\$312	
21	\$324	

Expert Witness Services carry a 50% premium on labor. Overtime will be charged at 1.5 times the standard billing rate. All labor rates will be subject to annual increase.



Aerial Imagery: Aerial County Photography 2020

Blaine Wetland Sanctuary Proposed Trail System



- Existing Hard Surface
- Existing Boardwalk
- Existing Gravel/Soft
- Branch 3 / Site 7 (under review by State agencies)
- Possible Trail & Boardwalk (for discussion)

- Upland Area
- Existing Trailhead



This is neither a legally recorded map nor survey and is not intended to be used as one.