



# City of Blaine

## City Council

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January 6, 2025 | 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. **Oaths of Office - Mayor Sanders, Councilmembers Ford, Larson, Massoglia**
4. **Roll Call**
5. **Awards - Presentations - Organizational Business**
  - 5.1. RES 25-1      Mission Statement Affirming Council/Staff Responsibilities  
*Sponsors: Michelle Wolfe, City Manager*
  - 5.2. 2025-005      Rules of Procedure and Quorum - Order of Business  
*Sponsors: Cathy Sorensen, City Clerk*
  - 5.3. 2025-006      Appointment of Liaisons to Various Boards and Commissions  
*Sponsors: Cathy Sorensen, City Clerk*
  - 5.4. 2025-007      Accept Donation of an Enclosed Trailer from the Blaine Festival Committee  
*Sponsors: Jerome Krieger, Sr. Recreation Manager*
6. **Communications**
7. **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.
8. **Adoption of Agenda**
9. **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.

- 9.1.** 2025-008      Schedule of Bills Paid  
*Sponsors: Jason Zimmerman, Finance Director*
  
- 9.2.** 2025-009      Approval of Minutes  
*Sponsors: Cathy Sorensen, City Clerk*
  
- 9.3.** 2025-010      Designate Official Newspaper for 2025  
*Sponsors: Cathy Sorensen, City Clerk*
  
- 9.4.** 2025-011      Recording Secretary Service Agreement for 2025  
*Sponsors: Cathy Sorensen, City Clerk*
  
- 9.5.** RES 25-2      Designate Official City Depositories for 2025  
*Sponsors: Jason Zimmerman, Finance Director*
  
- 9.6.** RES 25-3      Designate the Finance Director to Make Electronic Funds Transfers  
*Sponsors: Jason Zimmerman, Finance Director*
  
- 9.7.** 2025-012      Acknowledgment of Financial Contributions of Organizations Conducting Lawful Gambling  
*Sponsors: Jason Zimmerman, Finance Director*
  
- 9.8.** 2025-013      Approve Payment to Insight Public Sector for Microsoft Enterprise Agreement Annual License Renewal.  
*Sponsors: Paul Grosse, IT Manager*
  
- 9.9.** RES 25-4      Resolution Accepting a Bid From Hawkins Inc. in the amount of \$676,830.30 for Water Treatment Chemicals for January 1, 2025 to December 31, 2025.  
*Sponsors: Nick Fleischhacker, Public Works Director*
  
- 9.10.** 2025-014      Authorize Temporary Removal of Parking Restrictions on 91st Avenue, between Eldorado Street and Isanti Street to accommodate Ferguson Waterworks Training Academy  
*Sponsors: Daniel Schluender, Director of Engineering*
  
- 9.11.** 2025-015      Authorizing the Acquisition of Permanent Easement consistent with State Law for the 2024 Southwest Area Street Reconstruction Project, Improvement Project Number 24-07



*Sponsors: Daniel Schluender, Director of Engineering*

- 9.12.** RES 25-5 Support Anoka County Submittal of a FY25 RAISE Funding Application for the Trunk Highway 65 and CSAH 116 (Bunker Lake Boulevard) Improvement Project

*Sponsors: Daniel Schluender, Director of Engineering*

- 9.13.** ORD 25-2569 Second Reading  
Ordinance to Repeal Sec. 82-6. Traffic Commission, Amend Sec. 54-31. Park Board, and Amend 27.02 Planning Commission/Board of Appeals and Adjustments

*Sponsors: City Council*

**10. 7:00 PM - Public Hearing and Items Published for a Certain Time**

- 10.1.** 2025-016 Consider On-Sale Intoxicating and Sunday Liquor License Revocation for Unson, Inc. dba Umi Sushi & Hibachi, 10340 Baltimore Street NE, Suite 100.

*Sponsors: Cathy Sorensen, City Clerk*

**11. Development Business**

- 11.1.** RES 25-6 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*

- 11.2.** RES 25-7 Resolution Granting Preliminary Plat Approval to Develop 12.45 Acres (an Outlot) into Two Lots to be Known as CSM Lexington Fifth Addition at 3705 and 3745 Pheasant Ridge Drive NE. CSM Corp (Case File No. 24-0065/SLK)

*Sponsors: Sheila Sellman, City Planner*

- 11.3.** RES 25-8 Resolution Granting a Conditional Use Permit to Allow the Construction of Two Office/Industrial Buildings and a Zero Lot Line Shared Access/Parking in the Planned Business District (PBD) Zoning District at 3705 and 3745 Pheasant Ridge Drive. CSM Lexington Fifth Addition (CSM Corp) (Case File No. 24-0065/SLK)

*Sponsors: Sheila Sellman, City Planner*

- 11.4.** ORD 25-2570 First Reading  
Ordinance Approving a Rezoning from Farm Residential (FR) to Single Family Residential (R-1) at 4324 117th Avenue NE. David McNeil (Case File No. 24-0067/ACK)

*Sponsors: Sheila Sellman, City Planner*

**11.5.** ORD 25-2571 First Reading  
Ordinance Approving an Amendment to the City of Blaine Zoning Ordinance  
Section 30.916 District Signage. City of Blaine (Case File No. 24-0071/SAS)  
*Sponsors: Sheila Sellman, City Planner*

**11.6.** ORD 25-2572 First Reading  
Ordinance Approving Amendments to the City of Blaine Zoning Ordinance  
Related to Regulations for Cannabis. City of Blaine (Case File No. 24-  
0069/SLK)  
*Sponsors: Shawn Kaye, Planner*

## **12. Administration**

**12.1.** 2025-016 Accept Quotes for Playground Equipment from Landscape Structures and  
Playground Installation by Flagship Recreation at Austin Park  
*Sponsors: Jerome Krieger, Sr. Recreation Manager*

**12.2.** 2025-017 Accept Quotes for Playground Equipment from Landscape Structures and  
Playground Installation by Flagship Recreation at Ivy Hills Park  
*Sponsors: Jerome Krieger, Sr. Recreation Manager*

**12.3.** 2025-018 Accept Quotes for Playground Equipment from Landscape Structures and  
Playground Installation by Flagship Recreation at Olympia Park  
*Sponsors: Jerome Krieger, Sr. Recreation Manager*

**12.4.** ORD 25-2573 First Reading  
Ordinance Adopting Chapter 7 Regulating Adult Use Cannabis Businesses  
*Sponsors: Erik Thorvig, Community Development Director*

## **13. Other Business**

## **14. Adjournment**



# City of Blaine Staff Report

File Number: RES 25-1

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

**Awards - Presentations - Organizational Business** - Michelle Wolfe, City Manager

## Agenda Item # 5.1

Mission Statement Affirming Council/Staff Responsibilities

## Executive Summary

Council is asked to adopt the annual resolution affirming Council/staff responsibilities.

## Background

The City Council initially adopted Resolution No. 85-108 defining certain responsibilities, defining expected Council/staff relationships and performance expectations, assuring no recrimination for acting in the public interest, and pledging no self-serving activities at the expense of the public interest. This resolution has come to City Council each year since 1986 for consideration and adoption at the first official meeting of the year.

Of note is the first "Whereas" clause, which includes the City of Blaine Mission Statement. Also of note is the adopted 2023-2026 Strategic Plan and the six strategic priorities identified for the City: financial sustainability, economic development, infrastructure management, organizational health, collaboration and engagement, and TH 65 improvement. Associated with each strategic priority is a set of desired outcomes, key outcome indicators, and performance targets that describe expected results and how results will be measured. As a result of this work, the City's resulting Mission Statement was added to the resolution in 2020: "Deliver exceptional public services with the highest degree of professionalism and accountability." The mission statement will be accomplished through core values of transparency and openness; fairness and impartiality; creativity and innovation, respect and efficiency.

This resolution should be regarded as more symbolic than substantive; however, the reminders contained in the resolution are important.

## Strategic Plan Relationship

As the City's mission statement this item relates to the organizational health strategic priority.

### **Board/Commission Review**

N/A

### **Financial Impact**

N/A

### **Public Outreach/Input**

The adopted resolution will be shared with all employees and posted on the City's website for the public.

### **Staff Recommendation**

Adopt the annual resolution affirming Council/staff responsibilities.

### **Attachment List**

None



# City of Blaine

## Signature Copy

Resolution: RES 25-1

### Mission Statement Affirming Council/Staff Responsibilities

**WHEREAS**, the City Council adopted a mission statement contained in Resolution 85-108 and updated as part of the City's first strategic planning process contained in Resolution 20-151:

"Deliver exceptional public services with the highest degree of professionalism and accountability."

**WHEREAS**, the City Council later adopted Resolution No. 86-41, Affirming Council/Staff Responsibilities, and directed that the resolution be returned to City Council for consideration at the beginning of each new year; and

**WHEREAS**, it is intended that this resolution shall continue the intent of Resolution No. 86-41; and

**WHEREAS**, the Blaine City Council is composed of seven individuals, all of whom have other occupations, duties, and responsibilities; and

**WHEREAS**, the individuals who serve on this Council must depend on the City's staff to provide them with a great amount of background information, data and expertise to aid in determining issues, developing policy and administering the Council's responsibilities in a fair and impartial manner; and

**WHEREAS**, it is the City Manager's responsibility to hire and employ people who can and will provide the best possible advice to the Council and who can and will serve the public interest in an exemplary professional manner; and

**WHEREAS**, it is the desire of City Council to continue the strong, favorable working relationship it now enjoys with the City Manager and City staff.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Blaine that:

1. The City Manager and staff are instructed to continue developing and transmitting to this Council recommendations, research and information based upon their experience and best professional judgment, and are further instructed and encouraged to be forthright, honest and candid in developing and transmitting such recommendations and information, keeping in mind that their and our sole purpose is to serve the public interest.
2. This Council pledges that no staff member shall suffer recrimination for acting in a forthright, honest and candid manner in protecting and promoting the public interest.
3. This Council further pledges that it will carry out its responsibilities as intended and established by federal, state and local statutes, ordinances and the City Charter, and will do so in a fair and impartial

manner. Any City official or employee, elected or appointed, who is found to have used their position in a self-serving manner designed, or having such effect, to promote their own financial interest or the financial interest of a friend, associate, business employer, or relative instead of the public interest, shall be subject to censure, possible removal from office, and prosecution in accordance with federal, state and city laws.

4. The simple intent of this resolution is to remind each of us, Council and staff, that we exist in public office or employment, to serve the public interest and not to promote or serve individual interests. In carrying forth this purpose, Council and staff are dependent upon each other to most effectively and fairly transact the City's business and must do so in a forthright, honest and candid manner.

5. This resolution shall be kept on file in the City Clerk's office and shall be returned to the City Council for consideration at the beginning of each new year.

6. A copy shall be distributed to employees following its adoption.

PASSED by the City Council of the City of Blaine this 6th day of January, 2025.



# City of Blaine

## Staff Report

File Number: 2025-005

### Agenda Date

January 6, 2025

### Status

### In Control

City Council

### File Type

Resolution

**Awards - Presentations - Organizational Business** - Cathy Sorensen, City Clerk

### Agenda Item # 5.2

Rules of Procedure and Quorum - Order of Business

### Executive Summary

Council is asked to adopt the annual rules of procedure and quorum - order of business.

### Background

Section 3.03 of the City Charter, Procedure of Council, states council shall determine its own rules and order of business. Council adopted rules at the January 3, 2024, meeting then reviewed and adopted revisions to the rules on March 4, 2024, as part of Resolution 24-52. Staff is recommending one change to the rules and order of business at this time to outline the intent of workshops to be for council/staff input and discussion and remove reference to the 1999 resolution for consistency.

### Strategic Plan Relationship

This item relates to the organizational health strategic priority by maintaining governance processes that work.

### Board/Commission Review

N/A

### Financial Impact

N/A

### Public Outreach/Input

N/A

### Staff Recommendation

By motion adopt the proposed rules of procedure and quorum - order of business.

### Attachment List

1. Orders of Business - Adopted 03-04-24
2. Orders of Business - Proposed 2025
3. Roberts Rules of Order - Summary





# City of Blaine

**Signature Copy**

Resolution:

## **Rules of Procedure and Quorum - Order of Business**

**WHEREAS**, the City Council of Blaine has determined that the objective of council meetings is to formulate policy, hold public hearings, discuss and debate business items; and

**WHEREAS**, the procedure outlined in the resolution and addendum is determined to be conducive to the proper expeditious handling of city council business; and

**WHEREAS**, this resolution formally replaces Resolution 24-52 adopted March 4, 2024, and all subsequent addendums outlining definitions and explanation of city council order of business and rules of procedure.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Blaine that the business of the council shall be conducted in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Awards-Presentations-Organizational Business
6. Communications
7. Open Forum
8. Consent Agenda
9. Public Hearings and Items Set for a Certain Time
10. Development Business
11. Administration
12. Other Business
13. Adjournment

**PASSED** by the City Council of the City of Blaine this 6th day of January, 2025.



## **Rules of Order and Procedure**

### *Amendments to the Rules of Order and Procedure*

Amendments to these rules shall be made by resolution and shall require a 2/3 vote in the affirmative by the majority of all members of the council.

### *Meeting Manner/Debate*

*Speaking to the Motion.* Councilmember remarks are limited to a total of eight minutes on each agenda item. Councilmembers may forfeit their time to speak to another councilmember without a vote. For purposes of this section, questions asked of staff members, applicants, or the public are not included in the limitation on the number of times spoken or the length of time spoken.

*Interruption.* No member of the council shall interrupt or argue with any other member while such member has the floor.

*Courtesy.* Members of the council shall be courteous in their language and demeanor in the discussion, comments, or debate of any matter, and shall not engage in disorderly behavior, make personal comments, derogatory remarks, or insinuations or accusations in respect to any other member of the council, staff, or public.

*Discipline.* If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.

*Challenge.* Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.

*City Staff.* The city manager, city attorney, and city clerk or their designees shall have the right to enter into a discussion of any matter coming before the council. Other city staff may enter into a discussion through the city manager or designee or when asked a direct question by a member of the council. When city staff provide presented materials on agenda items, presentations should be brief, not to exceed 15 minutes with exceptions such as truth in taxation. City staff may attend meetings virtually but must be able to be clearly heard and seen while giving testimony before the council.

### *Agenda Item Additions Procedure*

Items can be added to future workshop and/or regular meeting agendas in the following manner:

- Consensus reached during workshop, with consensus defined as the agreement of a majority of councilmembers present.
- Two (2) councilmembers can request an agenda item be added to an upcoming workshop during the Other Business portion of a regular meeting. No formal vote or consensus is needed to have the item added to workshop. When the item is discussed, consensus as defined above is required to bring the item forward for formal consideration at a regular council meeting.
- One (1) councilmember can request an item be added to a future workshop agenda through the workshop request form. The request form process does not provide discussion of the item itself but the opportunity for consensus as defined above to add the item to a future workshop.
- If an item has been reviewed at workshop and consensus as defined above is not reached to bring the item forward for formal consideration, one (1) councilmember may make a request under Other Business of any regular council meeting to add the item to a future council meeting. If the request is verbally supported on record by at least one (1) other councilmember, the item will be added to a future council meeting for formal consideration.

Agenda item addition requests not in compliance with this policy will be ruled out of order by the mayor/pro tem as chair of the meeting. Agenda item additions will be scheduled as soon as reasonably practicable, based on the priority of the item in relation to the priority of all other items as well as amount of staff time needed for review/research for the item.

#### *1. Call to Order*

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order. The mayor or mayor pro tem shall:

- a. Preserve order and decorum in the council chambers.
- b. Observe and enforce all rules adopted by the council for its government.
- c. Decide all questions on order, in accordance with these rules.
- d. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and heard.
- e. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. *Roll Call*

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. *Adoption of Agenda*

This order of business formally adopts the agenda as posted in accordance with state statute, city charter, and open meeting law. Changes may be presented by the city manager that result in the need to amend the posted agenda (revised order of agenda items, removal of items, addition of items due to accelerated timelines or increased priorities, etc.). Addition of agenda items for future meetings should be addressed as outlined in the Agenda Items Additions Procedure.

5. *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

6. *Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

7. *Open Forum*

This order of business provides a time for any individual to approach the council. Pursuant to Res. No. 99-152, each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

8. *Consent Agenda*

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council. Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e., tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances<sup>1</sup>
- Final plats
- Development agreements/releases

#### 9. *Public Hearings and Items Set for a Certain Time*

All public hearings will be held after the meeting begins at 7:00PM following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing. The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person or in writing, including email. If attending in person, those wishing to speak are requested to please sign the public comment card prior to the meeting located outside the chambers and submit to the city clerk. Sign-up is first-come, first-serve. Names will be called and the speaker will step to the podium and speak into the microphone to address the council. Failure to complete a comment card will not preclude an individual's right to speak.

#### 10. *Development Business*

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

#### 11. *Administration*

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances<sup>1</sup> (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

## 12. Other Business

This order of business provides an opportunity for councilmembers and staff to bring up items not included on the adopted agenda. Items to be addressed during this portion of the meeting are limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by residents or others
- Future agenda items as outlined in the Agenda Item Additions Procedure

Additional items or topics may be considered during Other Business upon a motion to suspend the rules, which will require a second and approval of two-thirds of the body.

### 12. Adjournment

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

*<sup>1</sup>First and Second Ordinance Readings:* As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

a. First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.

b. Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.



## **Rules of Order and Procedure**

### *Amendments to the Rules of Order and Procedure*

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### *Meeting Manner/Debate*

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*City Staff.* The city manager, city attorney, and city clerk or their designees shall have the right to enter into a discussion of any matter coming before the council. Other city staff may enter into a discussion through the city manager or designee or when asked a direct question by a member of the council. When city staff provide presented materials on agenda items, presentations should be brief, not to exceed 15 minutes with exceptions such as truth in taxation. City staff may attend meetings virtually but must be able to be clearly heard and seen while giving testimony before the council.

### Council Meetings

Chapter 3. – Procedure of Council, Sec. 3.01. outlines the procedure for council meetings to be held, both regular meetings and special meetings such as workshops. While regular meetings and special meetings may allow public comment, workshops are an opportunity for council and staff to discuss agenda items/issues before them and not intended for the purpose of receiving public comment. While workshops are public meetings where interested persons are welcome and encouraged to attend, workshops are for city council and staff and not for the purpose of receiving public input unless at the discretion of the mayor, or in the mayor's absence the mayor pro tem, presiding over the workshop.

### *Agenda Item Additions Procedure*

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- a. Preserve order and decorum in the council chambers.



- b. Observe and enforce all rules adopted by the council for its government.
- c. Decide all questions on order, in accordance with these rules.
- d. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and heard.
- e. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.

2. *Pledge of Allegiance*

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This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

7. *Open Forum*

This order of business provides a time for any individual to approach the council. Pursuant to Res. No. 99-152, Each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

#### 8. *Consent Agenda*

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council.

Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e., tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances<sup>1</sup>
- Final plats
- Development agreements/releases

#### 9. *Public Hearings and Items Set for a Certain Time*

All public hearings will be held after the meeting begins at 7:00PM following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing. The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person or in writing, including email. If attending in person, those wishing to speak are requested to please sign the public comment card prior to the meeting located outside the chambers and submit to the city clerk. Sign-up is first-come, first-serve. Names will be called and the speaker will step to the podium and speak into the microphone to address the council. Failure to complete a comment card will not preclude an individual's right to speak.

#### 10. *Development Business*

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

#### 11. *Administration*

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances<sup>1</sup> (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions

- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items
- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

## 12. *Other Business*

This order of business provides an opportunity for councilmembers and staff to bring up items not included on the adopted agenda. Items to be addressed during this portion of the meeting are limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by residents or others
- Future agenda items as outlined in the Agenda Item Additions Procedure

Additional items or topics may be considered during Other Business upon a motion to suspend the rules, which will require a second and approval of two-thirds of the body.

## 13. *Adjournment*

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

*<sup>1</sup>First and Second Ordinance Readings:* As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

- a. First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.
- b. Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.

## ROBERTS RULES CHEAT SHEET

| To:                                        | You say:                                   | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed   |
|--------------------------------------------|--------------------------------------------|-------------------|---------------|-----------|-----------|---------------|
| Adjourn                                    | "I move that we adjourn"                   | No                | Yes           | No        | No        | Majority      |
| Recess                                     | "I move that we recess until..."           | No                | Yes           | No        | Yes       | Majority      |
| Complain about noise, room temp., etc.     | "Point of privilege"                       | Yes               | No            | No        | No        | Chair Decides |
| Suspend further consideration of something | "I move that we table it"                  | No                | Yes           | No        | No        | Majority      |
| End debate                                 | "I move the previous question"             | No                | Yes           | No        | No        | 2/3           |
| Postpone consideration of something        | "I move we postpone this matter until..."  | No                | Yes           | Yes       | Yes       | Majority      |
| Amend a motion                             | "I move that this motion be amended by..." | No                | Yes           | Yes       | Yes       | Majority      |
| Introduce business (a primary motion)      | "I move that..."                           | No                | Yes           | Yes       | Yes       | Majority      |

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

| To:                                                        | You say:                                                        | Interrupt Speaker              | Second Needed | Debatable                             | Amendable | Vote Needed                 |
|------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------|---------------|---------------------------------------|-----------|-----------------------------|
| Object to procedure or personal affront                    | "Point of order"                                                | Yes                            | No            | No                                    | No        | Chair decides               |
| Request information                                        | "Point of information"                                          | Yes                            | No            | No                                    | No        | None                        |
| Ask for vote by actual count to verify voice vote          | "I call for a division of the house"                            | Must be done before new motion | No            | No                                    | No        | None unless someone objects |
| Object to considering some undiplomatic or improper matter | "I object to consideration of this question"                    | Yes                            | No            | No                                    | No        | 2/3                         |
| Take up matter previously tabled                           | "I move we take from the table..."                              | Yes                            | Yes           | No                                    | No        | Majority                    |
| Reconsider something already disposed of                   | "I move we now (or later) reconsider our action relative to..." | Yes                            | Yes           | Only if original motion was debatable | No        | Majority                    |
| Consider something out of its scheduled order              | "I move we suspend the rules and consider..."                   | No                             | Yes           | No                                    | No        | 2/3                         |
| Vote on a ruling by the Chair                              | "I appeal the Chair's decision"                                 | Yes                            | Yes           | Yes                                   | No        | Majority                    |

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

### Rule Classification and Requirements

| Class of Rule                   | Requirements to Adopt                                               | Requirements to Suspend                                        |
|---------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------|
| Charter                         | Adopted by majority vote or as proved by law or governing authority | Cannot be suspended                                            |
| Bylaws                          | Adopted by membership                                               | Cannot be suspended                                            |
| Special Rules of Order          | Previous notice & 2/3 vote, or a majority of entire membership      | 2/3 Vote                                                       |
| Standing Rules                  | Majority vote                                                       | Can be suspended for session by majority vote during a meeting |
| Modified Roberts Rules of Order | Adopted in bylaws                                                   | 2/3 vote                                                       |





# City of Blaine Staff Report

File Number: 2025-006

## Agenda Date

January 6, 2025

## Status

## In Control

City Council

## File Type

Motion

**Awards - Presentations - Organizational Business** - Cathy Sorensen, City Clerk

## Agenda Item # 5.3

Appointment of Liaisons to Various Boards and Commissions

## Executive Summary

Each year the City Council designates Council and/or staff liaisons to serve on various boards and commissions throughout the year.

## Background

Liaison designations for 2024 are attached for reference.

## Strategic Plan Relationship

This item relates to the organizational health strategic priority by creating governance decision making processes that works.

## Board/Commission Review

N/A

## Financial Impact

N/A

## Public Outreach/Input

N/A

### Staff Recommendation

By motion, appoint Council/staff liaisons for 2025.

### Attachment List

1. 2024 Council Liaison Appointments

## 2024 Council Liaison Appointments

|                                                                       |                                           |
|-----------------------------------------------------------------------|-------------------------------------------|
| Mayor Pro Tem                                                         | Councilmember Robertson                   |
| Blaine EDA President                                                  | Mayor Sanders                             |
| Blaine EDA Vice President                                             | Councilmember Robertson                   |
| Mary Ann Young Senior Advisory Board                                  | Councilmember Robertson                   |
|                                                                       | Councilmember Massoglia                   |
| *****                                                                 |                                           |
| Anoka County-Blaine Airport Advisory Commission                       | Former Mayor Ryan                         |
|                                                                       | Councilmember Newland - <i>alternate</i>  |
|                                                                       | City Manager Wolfe - <i>alternate</i>     |
| Anoka County Joint Law Enforcement Council                            |                                           |
| - Governance Committee                                                | Mayor Sanders                             |
| - Executive Committee                                                 | Chief Podany                              |
| Fogerty Arena Board of Directors                                      | Councilmember Robertson                   |
| North Metro Telecommunications Commission<br>And Operations Committee | City Manager Wolfe                        |
| - Executive Committee and Full Commission                             | Councilmember Massoglia                   |
|                                                                       | Councilmember Newland - <i>alternate</i>  |
| Twin Cities Gateway                                                   | Councilmember Fleming                     |
|                                                                       | Forogh Amini, Best Western Plus           |
|                                                                       | City Manager Wolfe - <i>alternate</i>     |
| Anoka County Fire Protection Council                                  | Councilmember Newland                     |
|                                                                       | Councilmember Massoglia- <i>alternate</i> |
|                                                                       | Mayor Sanders - <i>alternate</i>          |
| North Trunk Hwy 65 Corridor Coalition                                 | Mayor Sanders                             |
|                                                                       | Councilmember Robertson                   |
| National Sports Center Foundation                                     | Mayor Sanders                             |
|                                                                       | Councilmember Robertson- <i>alternate</i> |
| Transportation Advisory Board<br>(Metropolitan Council appointed)     | Councilmember Robertson                   |
|                                                                       | Councilmember Newland- <i>alternate</i>   |



# City of Blaine Staff Report

File Number: 2025-007

## Agenda Date

January 6, 2025

## Status

## In Control

City Council

## File Type

Resolution

**Awards - Presentations - Organizational Business** - Jerome Krieger, Sr. Recreation Manager

## Agenda Item # 5.4

Accept Donation of an Enclosed Trailer from the Blaine Festival Committee

## Executive Summary

Council is requested to formally accept a donation of an enclosed trailer from the Blaine Festival.

## Background

The Parks and Recreation department, along with Public Works, would like to recognize a significant donation from the Blaine Festival in the form of a 26' enclosed trailer with a value of \$5,000. The Blaine festival will attend the meeting to be recognized for their donation.

## Strategic Plan Relationship

N/A

## Board/Commission Review

Not required.

## Financial Impact

It allows the city to transport equipment throughout the city free of the outside elements and not have to budget for an additional trailer.

## Public Outreach/Input

On behalf of Council, a note of thanks will be sent to the Festival Committee.

## Staff Recommendation

Adopt the resolution below.

## Attachment List

1. Trailer 1
2. Trailer 2
3. Trailer 3
4. Trailer 4



# City of Blaine

## Signature Copy

Resolution:

### **Accept Donation of an Enclosed Trailer from the Blaine Festival Committee**

**WHEREAS**, the Blaine Festival Committee have generously offered a donation of a 26' enclosed trailer; and

**WHEREAS**, the Blaine Public Works department will utilize the trailer when transporting equipment to job sites within the city; and

**WHEREAS**, the City of Blaine is generally authorized to accept donations of and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donation offered;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Blaine to accept the enclosed trailer donation.

**PASSED** by the City Council of the City of Blaine this 6th day of January 2025.



# City of Blaine

**Signature Copy**

Ordinance:

## **Accept Donation of an Enclosed Trailer from the Blaine Festival Committee**

**WHEREAS**, the Blaine Festival Committee have generously offered a donation of a 26' enclosed trailer; and

**WHEREAS**, the Blaine Public Works department will utilize the trailer when transporting equipment to job sites within the city; and

**WHEREAS**, the City of Blaine is generally authorized to accept donations of and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens and is specifically authorized to accept gifts; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donation offered;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Blaine to accept the enclosed trailer donation.

**PASSED** by the City Council of the City of Blaine this 6th day of January 2025.

















**CITY OF BLAINE****SCHEDULE OF BILLS PAID****APPROVED ON 01/06/2025 FOR PAYMENTS THE WEEK OF 12/06/2024**

| Vendor Name                      | Description                                               | Amount      |
|----------------------------------|-----------------------------------------------------------|-------------|
| A L SHERMER CONSTRUCTION INC     | Escrow Refund - 8651 Naples ST NE                         | \$ 2,000.00 |
| ABC SIGN & GRAPHIC INC           | Sign Blanks; Sign Shop                                    | \$ 122.28   |
| ALL TEST & INSPECTION INC        | Annual Crane Insp; WTP 2, 3, 4 & Tower 4                  | \$ 1,116.00 |
| AMAZON CAPITAL SERVICES          | Camera, lens, tripod for photo room in PD                 | \$ 510.99   |
| AMAZON CAPITAL SERVICES          | Wall calendars for Sheila in Planning                     | \$ 9.98     |
| AMAZON CAPITAL SERVICES          | Pens, stamp, labels, sign holders, report stand           | \$ 189.13   |
| AMAZON CAPITAL SERVICES          | PW: Copier table/white board/pencil sharpener             | \$ 549.83   |
| AMAZON CAPITAL SERVICES          | Road Tape and Piping Bags                                 | \$ 27.84    |
| AMAZON CAPITAL SERVICES          | PW: Ext Cord Adapters                                     | \$ 29.98    |
| AMAZON CAPITAL SERVICES          | Supplies for winter Celebration                           | \$ 98.97    |
| AMAZON CAPITAL SERVICES          | Patrol supplies-Boresnake, Gun Cleaner, Cardboard targets | \$ 317.36   |
| AMAZON CAPITAL SERVICES          | 2 receipt books                                           | \$ 9.92     |
| AMAZON CAPITAL SERVICES          | Brother® P-Touch® TZe Tape - Black on White, 1/2"         | \$ 52.44    |
| ANOKA COUNTY LICENSE BUREAU      | Tab Renewals                                              | \$ 481.75   |
| ANOKA COUNTY TREASURY DEPARTMENT | Connect Anoka County Fiber                                | \$ 812.50   |
| APPLE FORD WHITE BEAR LAKE       | Engine Repair; Truck 4505                                 | \$ 8,386.03 |
| APPLE FORD WHITE BEAR LAKE       | DOT Inspection/Recall; Truck 2409                         | \$ 238.22   |
| APPLE FORD WHITE BEAR LAKE       | Tires; Truck 4503                                         | \$ 952.93   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 129.90   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 63.30    |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 119.90   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 160.91   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 194.85   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 82.40    |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 1,695.12 |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 1,695.12 |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 1,695.12 |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 619.05   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 44.95    |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 945.62   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 199.95   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 79.95    |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 19.35    |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 19.85    |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 139.99   |
| ASPEN MILLS INC                  | Patrol uniforms and clothing                              | \$ 1,695.12 |
| AT&T                             | Cell phone tower dump - case # 24231998 - Investigation   | \$ 95.00    |
| AT&T MOBILITY                    | Bait Trailer                                              | \$ 67.96    |
| ATLAS TOYOTA MATERIAL HANDLING   | Manlift Annual Inspection/Service; #4620                  | \$ 336.00   |
| ATLAS TOYOTA MATERIAL HANDLING   | Manlift Annual Inspection/Service; #4620                  | \$ 359.66   |
| AUTO AIR AND ACCESSORIES INC     | Topper for New CSO Truck #5342                            | \$ 3,824.00 |
| AUTOWASH SYSTEMS INC             | Car Wash Chemicals & Check 11/15/24                       | \$ 735.75   |
| AXON ENTERPRISES INC             | 15 molle adapters for taser holsters                      | \$ 438.20   |
| BARNUM COMPANIES INC             | LCP Gate access                                           | \$ 230.00   |
| BARNUM COMPANIES INC             | PW planned maintenance gates, batteries                   | \$ 650.36   |

|                                      |                                                                 |    |           |
|--------------------------------------|-----------------------------------------------------------------|----|-----------|
| BARR ENGINEERING COMPANY             | Wellfield Management Plan Proposal, I/P 23-22                   | \$ | 15,213.00 |
| BARR ENGINEERING COMPANY             | WTP2 Preventative Maintenance CO 1, I/P 23-20                   | \$ | 404.00    |
| BATTERIES PLUS BULBS                 | Battery; Loader 1274                                            | \$ | 193.35    |
| BEAUDRY OIL & PROPANE                | Fuel Delivery - November                                        | \$ | 10,070.29 |
| BEAUDRY OIL & PROPANE                | Fuel Delivery - November                                        | \$ | 1,054.33  |
| BEAUDRY OIL & PROPANE                | Fuel Delivery - November                                        | \$ | 6,409.37  |
| BIOSYSTEMS INC                       | Asphalt Remover; Streets                                        | \$ | 1,820.00  |
| BLAINE BROTHERS INC                  | EGR Cooler replacement; Sweeper 1277                            | \$ | 7,140.26  |
| BLAINE BROTHERS INC                  | Air Valves/fittings; Truck 1241                                 | \$ | 59.83     |
| BLAINE BROTHERS INC                  | Air Valves/fittings; Truck 1241                                 | \$ | 260.31    |
| BLAINE BROTHERS INC                  | Air Tank Fittings; PW                                           | \$ | 21.16     |
| BLUEBEAM INC                         | Annual Subscription Renewal - Bluebeam                          | \$ | 2,340.00  |
| BOLTON & MENK INC                    | Design & Construction Services for I/P 24-04                    | \$ | 18,377.50 |
| BOLTON & MENK INC                    | 2025 Southwest Area Street Reconstruction, I/P 25-06            | \$ | 32,747.00 |
| BOLTON & MENK INC                    | Design & Construction Svcs 89th & Davenport, I/P 22-05          | \$ | 283.50    |
| BOLTON & MENK INC                    | 31Eng Design Svcs Lift Station 13 Force Main Phase 2, I/P 23-30 | \$ | 1,617.00  |
| BOLTON & MENK INC                    | Lift Station 13 Force Main -Phase 2 (Amended), I/P 23-30        | \$ | 76,745.00 |
| BOLTON & MENK INC                    | Construction Services-Ulysses/117th Roundabout, I/P 23-09       | \$ | 53,425.50 |
| BOLTON & MENK INC                    | Lead Service Line Inventory, I/P 24-20                          | \$ | 1,923.00  |
| BROADWAY AWARDS INC                  | Recognition plaque                                              | \$ | 107.47    |
| CENTER FOR ENERGY AND ENVIRONMENT    | EDA Loan Program - October 2024                                 | \$ | 23,825.00 |
| CENTERPOINT ENERGY                   | 750 Clover Leak Parkway NE                                      | \$ | 96.60     |
| CENTERPOINT ENERGY                   | Gas Service                                                     | \$ | 9,192.71  |
| CENTRAL TURF & IRRIGATION SUPPLY INC | Irrigation repair Parts: Deacon's trail                         | \$ | 1,534.46  |
| CENTURYLINK                          | Baseball Complex Telephone                                      | \$ | 130.48    |
| CENTURYLINK                          | Telephone Service                                               | \$ | 76.46     |
| CINTAS CORPORATION                   | PW Uniform/Rug Rental; Nov & Dec                                | \$ | 38.42     |
| CINTAS CORPORATION                   | MAYC - Mats/Rugs                                                | \$ | 38.42     |
| CINTAS CORPORATION                   | CH Mats/Rugs                                                    | \$ | 205.47    |
| CINTAS CORPORATION                   | PW Uniform/Rug Rental; Nov & Dec                                | \$ | 225.49    |
| CINTAS CORPORATION                   | MAYC - Mats/Rugs                                                | \$ | 38.42     |
| CINTAS CORPORATION                   | PW Uniform/Rug Rental; Nov & Dec                                | \$ | 422.09    |
| CINTAS CORPORATION                   | PD medical supply cabinet                                       | \$ | 228.18    |
| CISCO SYSTEMS CAPITAL CORP           | Network Switch Infrastructure Upgrade - Year 2 of 3             | \$ | 81,934.59 |
| COMCAST                              | Public Works Internet Service                                   | \$ | 201.47    |
| COMCAST                              | Cable TV                                                        | \$ | 36.22     |
| COMCAST                              | Fiber Internet Service                                          | \$ | 1,360.00  |
| COMPUTER EXPLORERS                   | Fall Tech Camp                                                  | \$ | 120.00    |
| CONNEXUS ENERGY                      | New Electric Service - 1255 117th Ave - Irrigation, I/P 23-09   | \$ | 2,140.00  |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | 951 124th LN NE                                                 | \$ | 8,835.88  |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | 10601 Nassau ST NE                                              | \$ | 14.50     |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | 10601 Nassau ST NE                                              | \$ | 35.00     |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | 10603 Nassau ST NE                                              | \$ | 35.00     |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | 2033 105th AVE NE                                               | \$ | 51.79     |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | 2037 105th AVE NE                                               | \$ | 109.17    |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | 10801 Town Square DR NE                                         | \$ | 7,834.65  |
| CONNEXUS ENERGY-UTILITY PAYMENTS     | October 2024 Electric                                           | \$ | 55,109.31 |
| CORE & MAIN LP                       | 3/4" Residential Meters for Resale                              | \$ | 4,311.00  |
| COREMARK METALS                      | 2023 Capital; Water Break Trailer #4641 build up                | \$ | 153.27    |
| CREATIVE HOMES INC                   | Escrow Refund - 4632 128th CIR NE                               | \$ | 4,900.00  |
| CREATIVE HOMES INC                   | Escrow Refund - 4797 127th LN NE                                | \$ | 4,400.00  |
| CREATIVE HOMES INC                   | Escrow Refund - 13151 Isetta CIR NE                             | \$ | 5,000.00  |

|                                        |                                                                  |    |            |
|----------------------------------------|------------------------------------------------------------------|----|------------|
| CREATIVE HOMES INC                     | Escrow Refund - 13155 Isetta CIR NE                              | \$ | 5,000.00   |
| CTM SERVICES INC                       | Board Brooms; Zamboni 2415                                       | \$ | 216.70     |
| DARRELL'S CONTRACTING INC              | Trail work at Lakeside Commons Park                              | \$ | 4,000.00   |
| DAVE PERKINS CONTRACTING INC           | Leaking Valve Repair; 86th/University                            | \$ | 13,225.00  |
| DAVE PERKINS CONTRACTING INC           | Water Main Break Repair; 86th/University                         | \$ | 14,007.50  |
| DAVE PERKINS CONTRACTING INC           | Water Main Break Repair; 4724 105th Lane                         | \$ | 3,960.00   |
| DELEGARD TOOL COMPANY                  | B/O Tools for Mechanics Shop                                     | \$ | 101.19     |
| DERR LISA                              | Elections Mileage Reimbursement                                  | \$ | 39.93      |
| ECKBERG LAMMERS PC                     | Civil Legal Services & Retainer Fees Oct 2024                    | \$ | 5,201.75   |
| ECKBERG LAMMERS PC                     | Civil Legal Services & Retainer Fees Oct 2024                    | \$ | 21,639.25  |
| ECKBERG LAMMERS PC                     | Civil Legal Services & Retainer Fees Oct 2024                    | \$ | 4,000.00   |
| ELECTRIC PUMP INC                      | 2023 Capital: LS 8, Well Rehab/pumps/lid/latches                 | \$ | 339,215.00 |
| ETERNITY HOMES LLC                     | Escrow Refund - 13044 Packard ST NE                              | \$ | 4,400.00   |
| FACTORY MOTOR PARTS COMPANY            | Windshield Washer Solvent; Fleet                                 | \$ | 795.90     |
| FACTORY MOTOR PARTS COMPANY            | Batteries; PW stock                                              | \$ | 1,025.28   |
| FARRELL'S EXTREME BODYSHAPING          | Wellness Event Nutrition Presentation Nov 7                      | \$ | 250.00     |
| FASTENAL COMPANY                       | Plow bolts/Straps; Equipment 1329                                | \$ | 191.94     |
| FERGUSON WATERWORKS #2518              | Chlorine for Tower 1                                             | \$ | 142.08     |
| FERGUSON WATERWORKS #2518              | Damaged Fire Hydrant/Valve Replacement                           | \$ | 8,010.16   |
| FERGUSON WATERWORKS #2518              | Gate valve Parts: Water stock                                    | \$ | 614.14     |
| FIRST AMERICAN TITLE INSURANCE COMPANY | Refund for Overpayment of Special Assessment (362 105th Ave)     | \$ | 351.94     |
| FOXTAIL HOLLOW LLC                     | Partial Escrow Refund, PC23-0041/SP23-04, Foxtail Hollow         | \$ | 455,088.70 |
| FRANKENSIGNS INC                       | Locker Name Tags for New Officers/ Interior Sign for Atrium Wall | \$ | 136.00     |
| FRANKENSIGNS INC                       | Locker Name Tags for New Officers/ Interior Sign for Atrium Wall | \$ | 125.00     |
| FRIENDLY CHEVROLET INC                 | Battery Block; Vehicle 5328                                      | \$ | 170.40     |
| FRIENDLY CHEVROLET INC                 | Electric Dist Block; PD Stock                                    | \$ | 128.85     |
| GALLAGHER BENEFIT SERVICES INC         | Ongoing DBM evaluations                                          | \$ | 416.67     |
| GERHARD JOSEPH                         | tuition reimbursement                                            | \$ | 620.00     |
| GIFTS 'N THINGS INC                    | Payment for kid's shopping event                                 | \$ | 280.65     |
| GRAINGER                               | Steel stamps, force gauge                                        | \$ | 389.65     |
| GRAINGER                               | Water Safety Equip: Respirator/Filter                            | \$ | 3,325.67   |
| GROUP HEALTH NON-PATIENT A/R           | EAP benefits                                                     | \$ | 248.00     |
| GROUP HEALTH NON-PATIENT A/R           | Wellness Program Non-Member Charges (Oct)                        | \$ | 224.00     |
| HAMMER SPORTS LLC                      | Refs for Adult Basketball League 11/17/2024                      | \$ | 420.00     |
| HANDT JOY                              | mileage to Emerging Leaders institute classes                    | \$ | 30.42      |
| HANDT KENNY                            | Security Oktoberfest                                             | \$ | 150.00     |
| HANDT NICHOLAS                         | Santa for Winter Holiday Celebration                             | \$ | 200.00     |
| HANDT NICHOLAS                         | Security Oktoberfest                                             | \$ | 200.00     |
| HANSON SPORTS LLC                      | Fall Sports Camps                                                | \$ | 2,688.80   |
| HARDWOOD CREEK LUMBER                  | 48" Pine Lathe - Streets                                         | \$ | 420.00     |
| HAUGO GEO TECHNICAL SERVICES LLC       | Geotechnical Testing, 2024 NW Area Street Recon, I/P 24-05       | \$ | 3,190.00   |
| HAUGO GEO TECHNICAL SERVICES LLC       | Construction Materials Testing, Ulysses/117th Roundabout         | \$ | 4,651.00   |
| HAWKINS INC                            | Water Treatment Chemicals                                        | \$ | 2,507.00   |
| HAWKINS INC                            | Water Treatment Chemicals                                        | \$ | 393.60     |
| HORIZON ROOFING INC                    | Post Inspection Repair; WTP 2                                    | \$ | 525.00     |
| HORIZON ROOFING INC                    | Repair Roof Leak; WTP 1                                          | \$ | 437.90     |
| HORIZON ROOFING INC                    | Repair Roof Leak; WTP 2                                          | \$ | 621.58     |
| HORIZON ROOFING INC                    | Repair Roof Leak; Well 7                                         | \$ | 402.60     |
| HORIZON ROOFING INC                    | Flat Roof Repair; WTP 2                                          | \$ | 619.00     |
| HORIZON ROOFING INC                    | Flat Roof Leak repairs; WTP 1                                    | \$ | 693.29     |
| HORIZON ROOFING INC                    | Roof Repairs; WTP 1                                              | \$ | 642.34     |
| HOTSY MINNESOTA                        | Pressure washer Repair/PM; PW Shop                               | \$ | 1,016.99   |

|                                     |                                                            |    |           |
|-------------------------------------|------------------------------------------------------------|----|-----------|
| HOTSYS MINNESOTA                    | Spray Wand; Shop                                           | \$ | 86.85     |
| HOTSYS MINNESOTA                    | 2023 Capital; Hotsy Pressure Washer #4646                  | \$ | 16,492.53 |
| IDENTISYS INC                       | ID Printer Software Update                                 | \$ | 590.00    |
| INDELCO PLASTICS CORPORATION        | Chemical Tank; WTP 4                                       | \$ | 1,427.32  |
| INDELCO PLASTICS CORPORATION        | Fluoride Tanks/fittings; Water                             | \$ | 1,616.49  |
| INSIGHT PUBLIC SECTOR INC           | Networks Switch for Wells                                  | \$ | 2,716.15  |
| INTUITIVE MUNICIPAL SOLUTIONS LLC   | IMS Software Enhancements Updates                          | \$ | 10,000.00 |
| IUOE LOCAL 49 FRINGE BENEFIT FUNDS  | October Union Apprenticeship Fund                          | \$ | 901.60    |
| JOHNSON WAYNE                       | Sidewalk Easement (32-31-23-23-0016), I/P 24-07            | \$ | 3,500.00  |
| JONATHAN HOMES OF MN LLC            | Escrow Refund - 4709 131st AVE NE                          | \$ | 5,000.00  |
| JONATHAN HOMES OF MN LLC            | Escrow Refund - 4719 131st AVE NE                          | \$ | 5,000.00  |
| JUSTEN JENNAH                       | tuition reimbursement                                      | \$ | 495.00    |
| JUSTEN JENNAH                       | tuition reimbursement                                      | \$ | 495.00    |
| KORTERRA INC                        | Water & Sewer Locates; Nov 2024-2025                       | \$ | 4,314.94  |
| LAWSON PRODUCTS INC                 | Mechanic shop supplies; Clevis Hook/Coupler/Anchor Shackle | \$ | 13.75     |
| LAWSON PRODUCTS INC                 | Locating paint; Sewer/Water                                | \$ | 433.44    |
| LAWSON PRODUCTS INC                 | Mechanic shop supplies; Clevis Hook/Coupler/Anchor Shackle | \$ | 1,064.38  |
| LAWSON PRODUCTS INC                 | Credit                                                     | \$ | (579.50)  |
| LEAGUE OF MN CITIES INSURANCE TRUST | Workers comp insurance claims                              | \$ | 5,180.76  |
| LENNAR                              | 3523 110th LN NE                                           | \$ | 4,900.00  |
| LENNAR                              | Escrow Refund - 3452 110th LN NE                           | \$ | 4,900.00  |
| LENNAR                              | Escrow Refund - 3445 110th LN NE                           | \$ | 4,900.00  |
| LENNAR                              | Escrow Refund - 3482 110th LN NE                           | \$ | 4,900.00  |
| LENNAR                              | Escrow Refund - 3522 110th LN NE                           | \$ | 4,800.00  |
| LHB INC                             | 105th RD - Professional Services 10/25/24                  | \$ | 19,604.13 |
| LINO LAKES LANDSCAPING LLC          | Escrow Return (105th Redevelopment)                        | \$ | 10,000.00 |
| LRS PORTABLES OF MINNESOTA          | Satellite Rental - Parks                                   | \$ | 78.96     |
| MANAGED SERVICES INC                | CH supplies tp, enmotion, liners                           | \$ | 717.42    |
| MARCO TECHNOLOGIES LLC              | Cloud Fax Service for 11/2024 - 11/2027                    | \$ | 1,529.64  |
| MARCO TECHNOLOGIES LLC              | eFax Setup and Number Porting                              | \$ | 350.00    |
| MARCO TECHNOLOGIES LLC              | Software and Services to Upgrade our Phone System to SIP   | \$ | 6,838.18  |
| MAROHNIC MICHAEL                    | pre employment testing reimbursement                       | \$ | 26.00     |
| MARTIN MARIETTA MATERIALS           | Patching Material - Parks                                  | \$ | 75.29     |
| MC TOOL & SAFETY SALES              | Marking Paint/Flags: EAB Streets                           | \$ | 158.64    |
| MENARDS - BLAINE                    | Brass Fittings; Saw 4500/PW Stock                          | \$ | 44.82     |
| MENARDS - BLAINE                    | CH salt pellets, tape, glue, batteries                     | \$ | 149.55    |
| MENARDS - BLAINE                    | Roof Rain Cap; Sign Shop                                   | \$ | 16.99     |
| MENARDS - BLAINE                    | Repair Parts; Tower 1 heater                               | \$ | 33.50     |
| METRO SALES INCORPORATED            | Copier Maintenance and Support                             | \$ | 676.00    |
| METRO SALES INCORPORATED            | Copier Maintenance and Support                             | \$ | 214.00    |
| METRO SALES INCORPORATED            | Copier Maintenance and Support                             | \$ | 3,200.00  |
| MIDWAY FORD COMPANY                 | Pad/Rotors: Bus 3404                                       | \$ | 773.05    |
| MIDWAY FORD COMPANY                 | Mirror; Truck 5324                                         | \$ | 77.14     |
| MINNESOTA EQUIPMENT - HAM LAKE      | Bar/Premix Oil/Valve: PW stock                             | \$ | 297.04    |
| MINUTE MAKER SECRETARIAL            | Council Minutes                                            | \$ | 463.50    |
| MINUTE MAKER SECRETARIAL            | 2024 Planning Commission Minutes                           | \$ | 167.00    |
| MINUTE MAKER SECRETARIAL            | Council Minutes                                            | \$ | 740.13    |
| MINUTE MAKER SECRETARIAL            | 2024 PARK BOARD MINUTES                                    | \$ | 167.00    |
| MOLSKNESS PLUMBING LLC              | Permit Refund B24-04721                                    | \$ | 111.00    |
| M-R SIGN COMPANY INC                | Signs; No Park/Private Prop/Keep Right                     | \$ | 4,412.30  |
| M-R SIGN COMPANY INC                | Signs; No Park/Private Prop/Keep Right                     | \$ | 230.00    |
| MUNICIPAL BUILDERS INC              | WTP #2 Preventative Maintenance/Process Improve, I/P 23-20 | \$ | 4,937.15  |



|                                    |                                                           |    |            |
|------------------------------------|-----------------------------------------------------------|----|------------|
| NARDINI FIRE EQUIPMENT CO INC      | Fire Extinguishers for Patrol Operations & Comm Standards | \$ | 824.00     |
| NARDINI FIRE EQUIPMENT CO INC      | Fire Extinguishers for Patrol Operations & Comm Standards | \$ | 1,419.00   |
| NORTH STAR TOWING & SERVICE CENTER | Jump Start for Squad 5307 While at Jail                   | \$ | 90.00      |
| NORTHERN SANITARY SUPPLY CO INC    | CH liners                                                 | \$ | 256.22     |
| NORTHLAND BUSINESS SYSTEMS         | Prepaid dictation service renewal for 2025                | \$ | 7,768.56   |
| NUSS TRUCK & EQUIPMENT             | Lens Covers/Horn Repair: Plows 1272, 1287                 | \$ | 33.15      |
| NUSS TRUCK & EQUIPMENT             | Lens Covers/Horn Repair: Plows 1272, 1287                 | \$ | 109.55     |
| ODESA II                           | Austin Pickleball court painting                          | \$ | 3,500.00   |
| OFFICE OF MNIT SERVICES            | Telephone and Internet Services                           | \$ | 586.68     |
| O'REILLY AUTOMOTIVE INC            | Pulleys for vehicle 5322                                  | \$ | 155.85     |
| O'REILLY AUTOMOTIVE INC            | Spark Plugs/Additives; PW Stock                           | \$ | 247.12     |
| O'REILLY AUTOMOTIVE INC            | Filters: PW Stock                                         | \$ | 235.48     |
| OSTERHUES LISA                     | Election Day Mileage                                      | \$ | 40.20      |
| OTI INC                            | Fall Street Sweepings; Storm                              | \$ | 2,328.75   |
| POTVIN ERIC                        | Election Mileage                                          | \$ | 27.67      |
| POTVIN ERIC                        | GIS Engagement Event Reimbursement                        | \$ | 44.97      |
| PREMIER TITLE INSURANCE AGENCY INC | Julian Meadows Addition Final Escrow Release (D03-22)     | \$ | 113,887.81 |
| PRO-TEC DESIGN INC                 | Intrusion Alarm; WTP 3                                    | \$ | 335.50     |
| PRO-TEC DESIGN INC                 | Camera relicensing                                        | \$ | 2,456.52   |
| PULTE HOMES OF MINNESOTA LLC       | Escrow Refund - 12621 Marmon ST NE                        | \$ | 4,900.00   |
| PULTE HOMES OF MINNESOTA LLC       | Escrow Refund - 12622 Marmon ST NE                        | \$ | 4,900.00   |
| PULTE HOMES OF MINNESOTA LLC       | Escrow Refund - 12691 Marmon ST NE                        | \$ | 7,400.00   |
| PULTE HOMES OF MINNESOTA LLC       | Escrow Refund - 12655 Marmon ST NE                        | \$ | 4,900.00   |
| RENEWAL BY ANDERSEN                | B24-00579 Permit Refund-Homeowner canceled job            | \$ | 80.00      |
| RICHARD ALAN PRODUCTIONS           | senior program - Birthday entertainment                   | \$ | 275.00     |
| SAPP LINDA                         | Nov. Expense Report                                       | \$ | 43.24      |
| SATELE TOMMY                       | paramedic recert fee                                      | \$ | 32.00      |
| SCHULZ ROGER                       | Reimbursement Exam                                        | \$ | 480.00     |
| SHEFFIELD DYANN                    | SHRM membership                                           | \$ | 135.00     |
| SORENSEN CATHY                     | Reimbursement Election Judges at Post Election Review     | \$ | 181.49     |
| STANDARD INSURANCE COMPANY         | Life Insurance - monthly                                  | \$ | 9,104.25   |
| STREICHER'S                        | 6 flashlight batteries                                    | \$ | 164.94     |
| SUBURBAN TIRE WHOLESAL INC         | Tires for PD Stock                                        | \$ | 3,420.00   |
| SUBURBAN TIRE WHOLESAL INC         | Tires for PD Stock                                        | \$ | 180.00     |
| SUBURBAN TIRE WHOLESAL INC         | Tires; Bus 3404                                           | \$ | 744.00     |
| SUBURBAN TIRE WHOLESAL INC         | Tires; PW stock                                           | \$ | 2,076.00   |
| SUN LIFE FINANCIAL                 | Long Term Disability Insurance-monthly                    | \$ | 5,236.27   |
| SYLVESTER CODY                     | Reimbursement - Mileage                                   | \$ | 60.30      |
| TEAMSTERS LOCAL #320 WELFARE       | Police Dental - Group #1609 Monthly                       | \$ | 8,436.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THE FERGUSON GROUP LLC             | 2024 Federal Lobbyist Fees                                | \$ | 5,000.00   |
| THORP ALLEN                        | Reimbursement - Boots                                     | \$ | 212.49     |
| T-MOBILE USA INC                   | Cell phone tower dump - case # 24230212 - Investigation   | \$ | 200.00     |
| T-MOBILE USA INC                   | Cell phone tower dump - case # 24231998 - Investigation   | \$ | 100.00     |
| TPC TWIN CITIES                    | Business Appreciation Day Golf Event                      | \$ | 25,377.59  |
| TRI-STATE BOBCAT INC               | 2023 Capital; 72" Brushcat 4454.8                         | \$ | 8,704.80   |



|                                |                                                                 |    |              |
|--------------------------------|-----------------------------------------------------------------|----|--------------|
| TRI-STATE BOBCAT INC           | 2024 Capital; Prairie Grass Seeder #4454-7                      | \$ | 8,539.32     |
| TWIN CITY FILTER SERVICE INC   | CH HVAC filters                                                 | \$ | 1,018.36     |
| TWIN CITY FILTER SERVICE INC   | 3 filters                                                       | \$ | 92.04        |
| U-HAUL COMPANY (#99233600)     | Election Day Equipment & Supply Delivery/Pick Up                | \$ | 96.54        |
| U-HAUL COMPANY (#99233600)     | Election Day Equipment & Supply Delivery/Pick Up                | \$ | 93.57        |
| U-HAUL COMPANY (#99233600)     | Election Day Equipment & Supply Delivery/Pick Up                | \$ | 86.64        |
| U-HAUL COMPANY (#99233600)     | Election Day Equipment & Supply Delivery/Pick Up                | \$ | 83.67        |
| U-HAUL COMPANY (#99233600)     | Election Day Equipment & Supply Delivery/Pick Up                | \$ | 264.93       |
| U-HAUL COMPANY (#99233600)     | Election Day Equipment & Supply Delivery/Pick Up                | \$ | 95.55        |
| ULINE                          | 6 chairs                                                        | \$ | 1,760.92     |
| UNITED TRAINING COMMERCIAL LLC | Microsoft Power Platform Training for Mark Smith                | \$ | 1,497.50     |
| VEIT & COMPANY INC             | Change Order No. 1 - 2024 Storm Sewer Lining Project, I/P 24-51 | \$ | 55,860.00    |
| VEIT & COMPANY INC             | 2024 Storm Sewer Lining Project, I/P 24-51                      | \$ | 9,535.50     |
| VERIZON WIRELESS               | Telephone Service                                               | \$ | 80.02        |
| WALTERS RECYCLING & REFUSE INC | Organics Collection 2024                                        | \$ | 150.00       |
| WALTERS RECYCLING & REFUSE INC | Refund for New Account Created (Renewal Acct. Only)             | \$ | 75.00        |
| WINBERG COMPANIES LLC          | Lexington Athletic Complex Hockey Rinks, I/P 24-40              | \$ | 12,169.59    |
| WRIGHT MONROE                  | Senior program - Birthday entertainment                         | \$ | 200.00       |
| XCEL ENERGY                    | 9191 Lincoln ST NE - Electric                                   | \$ | 42.10        |
| XCEL ENERGY                    | October 2024 Electric                                           | \$ | 53,893.49    |
|                                |                                                                 | \$ | 1,929,002.60 |

**CITY OF BLAINE**

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID  
APPROVED ON 01/06/2025 FOR PAYMENTS THE WEEK OF 12/06/2024**

| <b>Vendor Name</b>                | <b>Description</b>                                   | <b>Amount</b> |
|-----------------------------------|------------------------------------------------------|---------------|
| ECKBERG LAMMERS PC                | Civil Legal Services & Retainer Fees Oct 2024        | \$ 21,639.25  |
| CENTER FOR ENERGY AND ENVIRONMENT | EDA Loan Program - October 2024                      | \$ 23,825.00  |
| TPC TWIN CITIES                   | Business Appreciation Day Golf Event                 | \$ 25,377.59  |
| BOLTON & MENK INC                 | 2025 Southwest Area Street Reconstruction, I/P 25-06 | \$ 32,747.00  |

**CITY OF BLAINE**

**SCHEDULE OF BILLS PAID**

**APPROVED ON 01/06/2025 FOR PAYMENTS THE WEEK OF 12/13/2024**

| <b>Vendor Name</b>                   | <b>Description</b>                                               | <b>Amount</b> |
|--------------------------------------|------------------------------------------------------------------|---------------|
| ACME TOOLS                           | Anti-Rust Tank hose; PW Fleet                                    | \$ 421.87     |
| ACME TOOLS                           | Anti-Rust Tank hose; PW Fleet                                    | \$ 895.99     |
| ADVANTAGE CONSTRUCTION INC           | Permit Refund B24-03134 -contractor applied for incorrect permit | \$ 105.00     |
| ALLEGRA PRINT & IMAGING              | Victim Services foldover cards-patrol                            | \$ 139.66     |
| AMAZON CAPITAL SERVICES              | Anti-Rust Tank Sprayers; PW Fleet                                | \$ 442.44     |
| AMAZON CAPITAL SERVICES              | Screen Protectors for I Pads                                     | \$ 109.98     |
| AMAZON CAPITAL SERVICES              | I phone case for Counsel member Ford                             | \$ 13.98      |
| AMAZON CAPITAL SERVICES              | Badge clips, dog license rings - CSO, mail basket, Lysol, memo b | \$ 122.11     |
| AMAZON CAPITAL SERVICES              | MAYC vacuum breaker                                              | \$ 9.49       |
| AMAZON CAPITAL SERVICES              | Tongs for evidence collection, sharpie, packaging tape, painters | \$ 110.09     |
| AME RED-E-MIX INC                    | Concrete: Catch basin                                            | \$ 542.00     |
| ANDERSON KENNETH R                   | NRCB Board Meetings                                              | \$ 300.00     |
| ANOKA COUNTY ATTORNEY'S OFFICE       | Forfeiture distribution on case #24-211685                       | \$ 142.00     |
| ASTLEFORD INTERNATIONAL              | EGR Cooler; Sweeper 1262                                         | \$ 1,935.25   |
| AT&T MOBILITY                        | Cell phone service-PD                                            | \$ 7,249.64   |
| ATLAS TOYOTA MATERIAL HANDLING       | Forklift Service                                                 | \$ 152.39     |
| BARNUM COMPANIES INC                 | PD gate planned maintenance                                      | \$ 280.00     |
| BEACON ATHLETICS LLC                 | Padding and Windscreens for Blaine Baseball Field 1 Project      | \$ 1,060.00   |
| BEACON ATHLETICS LLC                 | Padding and Windscreens for Blaine Baseball Field 1 Project      | \$ 535.00     |
| BLAINE BROTHERS INC                  | Exhaust parts: Plow 1211                                         | \$ 376.52     |
| BLAINE BROTHERS INC                  | B/O Exhaust parts: Plow 1211                                     | \$ 35.76      |
| BLAINE BROTHERS INC                  | Brake Drums; Plow 1211                                           | \$ 504.58     |
| BOLTON & MENK INC                    | PFAS Advertisement: 2024 Contract                                | \$ 88.00      |
| BOLTON & MENK INC                    | Water Tower 2 Rehab Professional Services, I/P 24-21             | \$ 10,309.00  |
| BOLTON & MENK INC                    | Water Modeling Scenarios, I/P 24-08 (U2408)                      | \$ 750.50     |
| BOUND TREE MEDICAL LLC               | Medical Supplies for Patrol and Mobile Field Force               | \$ 67.54      |
| BOUND TREE MEDICAL LLC               | Medical Supplies for Patrol and Mobile Field Force               | \$ 318.47     |
| BRAUN INTERTEC CORPORATION           | Pavement Eval, Geotech Drilling & Lab Services, I/P 25-05        | \$ 6,346.10   |
| BRAUN INTERTEC CORPORATION           | Pavement Eval, Geotech Drilling & Lab Services, I/P 25-05        | \$ 3,584.70   |
| BRAUN INTERTEC CORPORATION           | Construction Materials Testing (Pleasure Creek Recon), I/P 24-06 | \$ 3,537.00   |
| BRAUN INTERTEC CORPORATION           | Construction Materials Testing (24 SW Area Recon), I/P 24-07     | \$ 2,618.50   |
| CAPITAL ONE TRADE CREDIT             | Storage Box; Vehicle 5336                                        | \$ 454.99     |
| CAPITAL TRUST DEVELOPMENT LLC        | Plat Landscape Escrow Refund - Alex Woods 2                      | \$ 20,000.00  |
| CARR'S TREE SERVICE INC              | Tree Removal: Xylite Park                                        | \$ 3,000.00   |
| CENTENNIAL SCHOOL DIST 12            | Senior program - trips for seniors                               | \$ 7,828.00   |
| CENTURYLINK                          | 911 Service                                                      | \$ 80.52      |
| CINTAS CORPORATION                   | Cold storage medical cabinet supplies                            | \$ 88.39      |
| CINTAS CORPORATION                   | Cold storage medical cabinet supplies                            | \$ 92.52      |
| CITY OF BLAINE                       | Public Works Petty Cash                                          | \$ 145.40     |
| CITY OF LEXINGTON                    | December 2024 Sewer                                              | \$ 4,295.35   |
| CLASSIC CONSTRUCTION OF CEDAR MN INC | Permit Refund B24-02370                                          | \$ 60.00      |
| COMCAST                              | Internet for Public Wi-Fi                                        | \$ 282.89     |
| COMCAST                              | PW Cable TV                                                      | \$ 20.98      |
| COMMERS THE WATER COMPANY            | Permit Refund B24-02790                                          | \$ 76.00      |

|                                      |                                                                  |    |           |
|--------------------------------------|------------------------------------------------------------------|----|-----------|
| COMO LUBE & SUPPLIES INC             | Disposal fees; Filters/Antifreeze/Sorbent                        | \$ | 340.00    |
| CRYSTEEL TRUCK EQUIPMENT             | Strobe lens; Truck 1241                                          | \$ | 456.00    |
| DAHL JAYSON                          | NRCB Board meetings                                              | \$ | 180.00    |
| DAVE PERKINS CONTRACTING INC         | Water Main Break Blacktop; 4724 105th Lane                       | \$ | 5,250.00  |
| DEONAUTH LAUREN PATRIN               | PC Attendance 2024 - Deonauth                                    | \$ | 540.00    |
| ECKBERG LAMMERS PC                   | Prosecution Fees                                                 | \$ | 22,707.28 |
| ECM PUBLISHERS INC                   | Advertising & Public Notices                                     | \$ | 48.37     |
| ECM PUBLISHERS INC                   | Advertising & Public Notices                                     | \$ | 59.12     |
| ECM PUBLISHERS INC                   | Advertising & Public Notices                                     | \$ | 102.12    |
| EMERGENCY AUTOMOTIVE TECHNOLOGIES    | Upfit Equip for 2024 GMC Sierra CSO Truck - Replacement for 5275 | \$ | 10,128.34 |
| EMERGENCY AUTOMOTIVE TECHNOLOGIES    | Emergency Lighting Upgrades to Detective/Admin Vehicles          | \$ | 4,104.60  |
| EMERGENCY AUTOMOTIVE TECHNOLOGIES    | Emergency Lighting Upgrades to Detective/Admin Vehicles          | \$ | 4,104.60  |
| EMERGENCY AUTOMOTIVE TECHNOLOGIES    | Emergency Lighting Upgrades to Detective/Admin Vehicles          | \$ | 4,104.60  |
| ENVIRONMENTAL EQUIPMENT & SERVICES   | Air Filter Cap/hose/gasket; Sweepers 1308, 4615                  | \$ | 267.34    |
| ENVIRONMENTAL EQUIPMENT & SERVICES   | Air Filter Cap/hose/gasket; Sweepers 1308, 4615                  | \$ | 904.84    |
| EXPRESS SIGNS INC                    | Sign for Craft Fair                                              | \$ | 290.00    |
| FACTORY MOTOR PARTS COMPANY          | Vehicle Batteries; PW Stock                                      | \$ | 1,494.60  |
| FORD EARL CHRISTOPHER                | Park Board Meetings                                              | \$ | 495.00    |
| GAME TIME                            | Playground Parts: Misc Parks                                     | \$ | 5,321.42  |
| GORACKE ALAN                         | PC Attendance 2024 - Goracke                                     | \$ | 825.00    |
| GORZYCKI JONATHAN TYLER              | PC Attendance 2024 - Gorzycki                                    | \$ | 720.00    |
| GRAINGER                             | HVAC supplies                                                    | \$ | 98.84     |
| GRAINGER                             | Fan                                                              | \$ | 46.22     |
| GRAINGER                             | Heater Fan Switch; Tower 1                                       | \$ | 46.58     |
| HALPERN JASON                        | PC Attendance 2024 - Halpern                                     | \$ | 495.00    |
| HAMMER SPORTS LLC                    | Refs for Adult Basketball League 11/24/2024                      | \$ | 420.00    |
| HAWKINS INC                          | Water Treatment Chemicals                                        | \$ | 1,968.55  |
| HENDERSON CHAD                       | Park Board Meetings                                              | \$ | 360.00    |
| HENNEPIN TECHNICAL COLLEGE           | 2024 ICPOET Cadet Academics (2 City funded,1 Grant Reimbursed)   | \$ | 34,032.00 |
| HOLIDAY COMPANIES                    | Car Washes - PD                                                  | \$ | 550.00    |
| HOLIDAY COMPANIES                    | Car Washes - Comm. Stds.                                         | \$ | 10.00     |
| HOMAN TERRI L                        | PC Attendance 2024 - Homan                                       | \$ | 540.00    |
| HORIZON ROOFING INC                  | PW roof repairs                                                  | \$ | 3,694.64  |
| IDENTISYS INC                        | 500 white name badges                                            | \$ | 80.00     |
| IMDIEKE CHRISTOPHER                  | Class A License/fees Reimbursement                               | \$ | 190.29    |
| JOHNSON LITHO GRAPHICS OF EAU CLAIRE | December 2024 MAYC Newsletter                                    | \$ | 2,003.89  |
| KERAKA HELLEN M                      | Park Board Meetings                                              | \$ | 60.00     |
| KOMPAN INC                           | Suzanne Park playground installation and wood fiber              | \$ | 33,410.40 |
| LAMETTRY'S COLLISION INC             | Repairs to Detective Vehicle 5304                                | \$ | 4,185.33  |
| LANDSCAPE STRUCTURES INC             | Pioneer Park Shelter                                             | \$ | 22,479.15 |
| LANDSCAPE STRUCTURES INC             | London Park Shelter                                              | \$ | 19,354.13 |
| LASER SHOT INC                       | repair to laser shot system                                      | \$ | 499.00    |
| LENNAR                               | Escrow Refund - 3492 110th LN NE                                 | \$ | 4,900.00  |
| LENNAR                               | Escrow Refund - 3532 110th LN NE                                 | \$ | 4,900.00  |
| LESTER JEFFREY                       | Park Board Meetings                                              | \$ | 525.00    |
| LIZAKOWSKI TONYA                     | Park Board Meetings                                              | \$ | 480.00    |
| LOWE'S HOME CENTERS INC              | Drill bits/Parts; Water                                          | \$ | 78.79     |
| LOWE'S HOME CENTERS INC              | Drill bits/Parts; Water                                          | \$ | 81.48     |
| MARTIN MARIETTA MATERIALS            | Patching Material for Streets                                    | \$ | 237.14    |
| MC TOOL & SAFETY SALES               | PPE for Parks; Earplugs                                          | \$ | 86.55     |
| MC TOOL & SAFETY SALES               | PW Safety Glasses                                                | \$ | 45.19     |

|                                     |                                                                   |    |            |
|-------------------------------------|-------------------------------------------------------------------|----|------------|
| MC TOOL & SAFETY SALES              | Outdoor Gear; Water                                               | \$ | 38.22      |
| MENARDS - BLAINE                    | Shovel, spreader, mouse traps                                     | \$ | 119.21     |
| MENARDS - BLAINE                    | Patrol general supplies                                           | \$ | 72.87      |
| MENARDS - BLAINE                    | supplies for planters and supplies for event                      | \$ | 142.77     |
| MENARDS - BLAINE                    | PW: Smoke/CO2 detectors; park buildings                           | \$ | 221.05     |
| MENARDS - BLAINE                    | Gun Box Liners: Vehicle 5336                                      | \$ | 57.98      |
| METROPOLITAN COUNCIL                | MCES 2024 Wastewater Service                                      | \$ | 473,304.10 |
| METROPOLITAN COUNCIL                | November 2024 SAC                                                 | \$ | 91,025.55  |
| MIDWEST FENCE                       | Fencing for Blaine Baseball Complex backstop and outfield         | \$ | 19,734.00  |
| MINNESOTA DEPARTMENT OF HEALTH      | STATE WATER TESTING FEE - OCT, NOV, DEC 2024                      | \$ | 54,842.00  |
| MINNESOTA DEPARTMENT OF TRANSPORT   | Material Testing and Inspection, I/P 23-09, 23-14 & 24-07         | \$ | 3,119.44   |
| MINNESOTA EQUIPMENT - ROGERS        | Tire: Tractor 1276                                                | \$ | 9,999.00   |
| MTI DISTRIBUTING INC                | Blades/Mounts stock; PW Mowers                                    | \$ | 439.47     |
| NEUBERT AMANDA RAE                  | Park Board Meetings                                               | \$ | 420.00     |
| NEW LOOK CONTRACTING INC            | 89th & Ave & Davenport Street Area St Reconstruction, I/P 22-05   | \$ | 471,467.54 |
| NORTHERN SANITARY SUPPLY CO INC     | MAYC floor cleaner, towels, tissue                                | \$ | 572.67     |
| NORTHERN SANITARY SUPPLY CO INC     | CH liners, towels, tissue                                         | \$ | 1,252.32   |
| NUSS TRUCK & EQUIPMENT              | Brake Repair; Plow 1281                                           | \$ | 409.70     |
| NUSS TRUCK & EQUIPMENT              | Mirror Repair; Tanker 2410                                        | \$ | 328.64     |
| OLSON MAISA                         | PC Attendance 2024 - Olson                                        | \$ | 540.00     |
| OPENGOV INC                         | Expenses for OpenGov Training                                     | \$ | 357.47     |
| O'REILLY AUTOMOTIVE INC             | Vehicle Additives/hose; PW Stock                                  | \$ | 98.69      |
| O'REILLY AUTOMOTIVE INC             | Stock Filters; PW                                                 | \$ | 251.88     |
| OUTDOORLINK INC                     | Light control panel for softball lights at Airport Park           | \$ | 1,490.00   |
| PANNING CAROLYN                     | Park Board Meetings                                               | \$ | 240.00     |
| PAULSETH KRISTOFER                  | Park Board Meetings                                               | \$ | 360.00     |
| PITNEY BOWES INC                    | Postage machine meter rental quarterly                            | \$ | 135.75     |
| PLACE MARIE                         | Hair color spray for the Princess Party                           | \$ | 52.70      |
| PRECISE MRM LLC                     | 2024 PW GPS Management; March-December                            | \$ | 1,480.00   |
| PRINT CENTRAL                       | Nameplate for Council Chambers-CM Ford W1                         | \$ | 53.17      |
| PRINT CENTRAL                       | Business Cards for CM Chris Ford                                  | \$ | 39.00      |
| RAFFERTY GENE                       | NRCB Board Meetings                                               | \$ | 300.00     |
| RCM SPECIALTIES INC                 | Street Patching Material                                          | \$ | 102.00     |
| REBYL SPORTS INC                    | Clothing Order Invoice Payment                                    | \$ | 19.00      |
| REPUBLIC SERVICES #894              | Shredding for Recycling Saturday Events                           | \$ | 899.32     |
| SHORT ELLIOTT HENDRICKSON INC       | Design & Construction Services-Pleasure Creek, I/P 24-06          | \$ | 52,900.35  |
| SHORT ELLIOTT HENDRICKSON INC       | Engineering Services 2025 Street Rehab Project, I/P 25-05         | \$ | 13,069.02  |
| SLACK PAINTING LLC                  | Lift Rental 11/22/24, I/P 24-21                                   | \$ | 3,000.00   |
| SORENSEN CATHY                      | Notary Filing Fee & Elections and Training Reimbursements/Mileage | \$ | 560.95     |
| SORENSEN CATHY                      | 17 Dozen Eggs for Pancake Breakfast 12/10/24                      | \$ | 85.33      |
| ST CROIX RECREATION FUN PLAYGROUNDS | Misc Playground parts/supplies; Various Parks                     | \$ | 2,101.32   |
| STATE OF MINNESOTA                  | Forfeiture distribution on case #24-211685                        | \$ | 71.00      |
| STERICYCLE INC                      | Nov shred                                                         | \$ | 145.59     |
| SUMMIT FIRE PROTECTION              | MAYC Semi-annual inspection                                       | \$ | 378.60     |
| SWANSON NICHOLE                     | PC Attendance 2024 - Swanson                                      | \$ | 660.00     |
| SYMBOLARTS, LLC                     | 6000 new badge/patch outreach stickers and badge molds            | \$ | 705.00     |
| SYMBOLARTS, LLC                     | 6000 new badge/patch outreach stickers and badge molds            | \$ | 95.00      |
| SYMBOLARTS, LLC                     | 6000 new badge/patch outreach stickers and badge molds            | \$ | 3,530.00   |
| SYSO MINNESOTA                      | items for sr. center                                              | \$ | 170.49     |
| TRANS UNION LLC                     | Employment Credit Report                                          | \$ | 55.68      |
| TRUCHON MARY JO                     | NRCB Board Meetings                                               | \$ | 300.00     |

|                                      |                                                                 |    |              |
|--------------------------------------|-----------------------------------------------------------------|----|--------------|
| TWIN CITIES TRANSPORT & RECOVERY INC | Tow for Squads 5319 & 5323                                      | \$ | 125.00       |
| TWIN CITIES TRANSPORT & RECOVERY INC | Tow for Squads 5319 & 5323                                      | \$ | 125.00       |
| TWIN CITIES TRANSPORT & RECOVERY INC | Tow for Squads 5319 & 5323                                      | \$ | 125.00       |
| TWIN CITIES TRANSPORT & RECOVERY INC | Insurance Claim CP40048                                         | \$ | 200.00       |
| ULINE                                | Green sweep and scoop                                           | \$ | 128.85       |
| US BANK                              | Fiscal Agent Fees - Bond 2020A                                  | \$ | 500.00       |
| VAN BUREN AMANDA S                   | Park Board Meetings                                             | \$ | 360.00       |
| WALTERS RECYCLING & REFUSE INC       | Walters Refuse and Recycling Fees                               | \$ | 478,315.01   |
| WSB & ASSOCIATES INC                 | Design & Construction Svcs-2024 NW Area Street Recon, I/P 24-05 | \$ | 18,108.50    |
| WSB & ASSOCIATES INC                 | 2025 Zest St Construction Project, I/P 25-04                    | \$ | 24,229.00    |
| XCEL ENERGY                          | September 2024 Electric                                         | \$ | 8,724.87     |
| ZAYO GROUP LLC                       | Telephone Service                                               | \$ | 6,648.99     |
|                                      |                                                                 | \$ | 2,027,234.06 |



**CITY OF BLAINE**

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID  
APPROVED ON 01/06/2025 FOR PAYMENTS THE WEEK OF 12/13/2024**

| <b>Vendor Name</b>         | <b>Description</b>                                             | <b>Amount</b> |
|----------------------------|----------------------------------------------------------------|---------------|
| LANDSCAPE STRUCTURES INC   | Pioneer Park Shelter                                           | \$ 22,479.15  |
| ECKBERG LAMMERS PC         | Prosecution Fees                                               | \$ 22,707.28  |
| WSB & ASSOCIATES INC       | 2025 Zest St Construction Project, I/P 25-04                   | \$ 24,229.00  |
| KOMPAN INC                 | Suzanne Park playground installation and wood fiber            | \$ 33,410.40  |
| HENNEPIN TECHNICAL COLLEGE | 2024 ICPOET Cadet Academics (2 City funded,1 Grant Reimbursed) | \$ 34,032.00  |



# City of Blaine

## City Council Workshop

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December 16, 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 5:30PM.

#### 2. Roll Call

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

**ABSENT:** Councilmember 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; Finance Analyst Nikki Beckers; Senior Parks and Recreation Manager Jerome Krieger; City Attorney Tom Loonan; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

#### 3. New Business

- 3.1.** 2024-544      Lexington Crossings (125th and Lexington Avenue) Development Scenarios  
*Sponsors: Erik Thorvig, Community Development Director*

Community Development Director Thorvig stated the property at the southwest corner of 125th Avenue and Lexington Avenue has been proposed for development. The 37.15 acre site is privately owned and was listed for sale. The property is under contract by two

separate buyers, HJ Development (commercial development on the east side of future Zest Street), and Thompkins Development LLC (west side of future Zest Street). HJ Development has proposed to develop five commercial buildings which include a grocery store, retail/restaurant, and a higher end daycare/preschool. Significant portions of the site would be preserved for wetland, stormwater ponds and open space. Thompkins Development would purchase land west of future Zest Street and has been working with North Shore Development Partners to construct an apartment building on Lot 6, and would retain Lot 5 for future commercial development to be done by another developer.

Mr. Thorvig reported HJ Development would construct all the infrastructure on the site including roads, utilities, traffic signal at Zest Street and 125th Avenue and site grading/preparation. The overall site development costs for roads, utilities, traffic signal at Zest Street and 125th Avenue, and site grading/preparation is approximately \$5,487,524. Developers of the sites west of future Zest Street would be responsible for approximately \$1,275,379 in infrastructure and site preparation costs, with HJ Development being responsible for approximately \$4,212,145.

Mr. Thorvig explained North Shore Development Partners submitted an application for a comprehensive plan land use amendment for the proposed apartment site. The current land use for the entire property is Planned Commercial (PI). Development of an apartment building requires a land use change to high density residential. The City Council considered this item at their November 4, 2024, meeting. Several council members expressed concern about the land use change and a motion was made to postpone this item to allow the City Council to consider options for the project that would not involve an apartment building. Staff commented further on the three scenarios for this property and requested direction from the Council on how to proceed.

Councilmember Robertson asked if the delineations on the west side showed the available upland. The developer reported this was accurate, noting the buildable size may be larger. Mr. Thorvig discussed how one of the lots could be made bigger and the pond could be made smaller if a one story building were constructed.

Councilmember Robertson questioned if there were endangered plant species on this property. The developer explained he has been working with the DNR and he understood there was an endangered raspberry plant that was present. He commented he has a budget to remove these species.

Councilmember Robertson thanked the developers for attending the meeting and for being engaged with the City. She stated she heard the concerns from the developer and discussed how the Council was working to be more intentional with development. She commented on how growth has occurred in the City over the past five to ten years. She understood there was a need for commercial development on this corner. She indicated she did not support Option 1. She believed Option 2 had some merit, but there was a lack of opportunity for the City to recoup any funds. She stated she could support Option 3 moving forward. She explained there were businesses and restaurants that want to own land in Blaine. She discussed how Option 3 would allow for this opportunity. She reported another option for this land would be for a future fire station. She commented further on how Option 3 would use zero taxpayer dollars.

Councilmember Larson stated using this land for a fire station was a new idea for her, but she liked it. She questioned if this was the right location for the City. She asked how the City has purchased and constructed fire stations in the past. Mr. Thorvig stated in 2020, he and the previous fire chief were looking at a piece of land for Station 6. He stated he was negotiating with a private land owner and the price kept going up. He explained around that same time, the model for the fire department began to change and the City began considering building a fire station at City Hall, but this was somewhat challenging. He reported in the last six months, the fire department has began looking for land in the northeast corner of Blaine for Station 6. He indicated a fire station would fit on this corner and a commercial lot could still be sold off. He explained SBM could potentially pay the City back for the land cost. He stated additional discussions would have to be held if the fire station were pursued.

Councilmember Newland stated the fire board met in Coon Rapids recently and he learned the cost for their new fire building was \$17 million and the land was given to Coon Rapids. He agreed this would be an interesting site for the City to consider for a future fire station. He understood there was a need to house both people and equipment for the fire department. He stated he understood this was a challenging property to develop given the wetlands. He asked if the City had a relationship with the developer or could other developers be considered for these sites. The developer stated other developers could be considered for the sites owned by the City.

Councilmember Larson questioned if the challenges on the site were the City's responsibility or the landowner's responsibility. The developer explained there has been a price reduction on the land given the challenges for developing the site. He was of the opinion the price was fair market value.

Councilmember Massoglia questioned why the developer was not pursuing Scenario 3. The developer indicated he could not carry that much land for financing purposes. Mr. Thorvig explained the City would be a cash buyer and would not need to take out a loan for the land, nor would the City be responsible for property taxes. He indicated if the City were to purchase this land, it would be less risky and the City could turn a profit.

Councilmember Massoglia stated he would be interested in discussing this land further with Fire Chief Retka. He believed a fire station would be a good use for the land and the strategic priority funds. Mr. Thorvig reported cities do not typically buy vacant land. Rather, cities get involved in property acquisition in order to get something new and different on a site. He stated the goal would be to make this property shovel ready for a future potential developer.

Councilmember Robertson indicated she spoke with Fire Chief Retka and Police Chief Podany regarding this matter. She explained the fire chief was interested in ongoing conversations to try and make this site meet their needs for the future.

Councilmember Massoglia inquired if Option 3 could be made contingent upon a purchase agreement from SBM Fire. Mr. Thorvig stated the challenge with this would be the timing for the purchase agreement. He explained if the fire station did not move forward, the City would still have two valuable commercial properties the City could sell.

Further discussion ensued regarding the financial lending that was needed for the land purchases and development of this property.

Councilmember Robertson stated lending was extremely complex and different for commercial development versus purchasing a home. She reported this project had no TIF request, which she appreciated and meant the project would immediately generate property taxes once completed.

Councilmember Fleming explained she did not support Option 1, but would be open to considering Option 3. She believed this was a great site for a fire station if SBM Fire was open to this. She indicated she could support the site being shovel ready and resold as well.

Mayor Sanders stated he supported Option 3 as well. He commented this was an area the City had prioritized for economic development. He understood this was a desirable corner for development and discussed how the Council had been intentional with the zoning for this property. He hoped this City could develop this property strategically in order to meet the City's vision.

Councilmember Larson supported moving forward with Option 3 minus the \$500,000 fee from the developer. The developer indicated he would be willing to further negotiate this with the City.

Councilmember Massoglia recommended staff speak with SBM in order to receive clarity on how a future fire station would proceed.

Council consensus was to explore Option 3 including exploring a fire station.

**3.2. 2024-592 State and Federal Legislative Agendas**  
*Sponsors: Michelle Wolfe, City Manager*

City Manager Wolfe stated the City of Blaine has contracts in place with one state lobbying firm and two federal lobbying firms. It is important to establish the city's legislative agenda as a means to set goals for our lobbyists. For several years, through the 2023 legislative session, funding for T.H. 65 was the city's clear number one priority. With the successful 2023 efforts to obtain funding for the Phase 2 segment of the project, our legislative priorities need to be re-established on an annual basis. Staff commented on the draft state lobbying priorities document. It also includes goals for lobbyists. In addition, there is some verbiage included regarding how staff will approach requests for city positions on proposed legislation. During the workshop discussion, staff would like feedback from council regarding priorities and other topics.

Ms. Wolfe reported in terms of federal lobbying, our recent focus has been on congressional directed funding/"earmarks". For 2024, staff reviewed the capital projects/equipment plans and worked with our lobbying team to identify potential options for funding. Another focus for our federal lobbying has been grants. Staff's suggestion for 2024 is to continue with these efforts for funding sources. Staff met with the team from The Ferguson Group to review our capital plans and other city priorities. TFG prepared a plan that identifies

potential federal grant programs, including congressional directed spending ("earmarks"), which could be pursued during the year. The Ferguson Group will be our primary resource for grant programs, and they assist staff with identifying top prospects for earmark funding as well as grants. The Jacobson Law Group will focus on supporting our 2025 federal earmark requests. Staff proposes working with our federal lobbying team to determine which of our projects have the best opportunities for successful earmark funding and begin preparations for submission. We will report back to council with the top options. During the workshop discussion council can provide feedback on the projects listed prepared by TFG.

Mayor Sanders supported a special taxing district and social district being pursued. He commented on the transportation issues that need to be addressed by the City surrounding TH65. He discussed how important it was for Blaine to maintain local control and to oppose unfunded mandates. He reported he received an email from the Red Pine Group noting they were seeking legislation regarding municipal cannabis. He commented on how Blaine was now the ninth largest city in Minnesota and he wanted Blaine to be recognized as a player with issues before the State legislature.

Councilmember Newland questioned when the moratorium on special taxing districts would expire. Mr. Thorvig reported this would expire in May of 2025.

Councilmember Robertson commented on how agency mandates were impacting local governments. She suggested the lobbyists keep monitoring these types of mandates because they adversely impact Blaine.

Councilmember Massoglia recommended the special taxing district be further discussed by the City Council at a future workshop meeting in order to create clarity on what properties were included in the district.

Councilmember Larson supported the special taxing district assisting with the cost of additional police officers that will be needed to patrol this area. Mr. Thorvig indicated it may take several legislative sessions in order for the district to be approved by the State, but noted additional police expenditures could be covered by the taxes that were raised.

Councilmember Massoglia suggested the City offer local support for day cares.

#### **4. Other Business**

None.

#### **5. Adjournment**

The workshop was adjourned at 6:58PM.



# City of Blaine

## City Council

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December 16, 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 7:05PM 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, and Jess Robertson.

**ABSENT:** Councilmember 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; Finance Analyst Nikki Beckers; Senior Parks and Recreation Manager Jerome Krieger; City Attorney Tom Loonan; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

#### 4. Awards - Presentations - Organizational Business

None.

#### 5. Communications

Mayor Sanders provided a summary of the city manager's performance review.

#### 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 7:06PM.

Dale Sprouse, 12880 Lexington Avenue, shared concerns regarding the proposed Lexington Crossings project and did not want to see the City providing \$2.775 million for infrastructure to help facilitate a grocery store. He was of the opinion these funds belonged to the residents and should not be used to attract a potential high end grocery store.

Dereck Lefford, Head of Government Affairs for Gateway Fiber, provided the Council with an update that they have completed over 6,000 passings of installation in 2024, with the intent to double that figure in 2025. He said they had 22 neighborhoods planned and explained he appreciated the great working relationship he had with city staff and the public.

There being no further input, Mayor Sanders closed the Open Forum at 7:10PM.

## **7. Adoption of Agenda**

The agenda was adopted as amended, removing Item 11.3.

## **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.

**8.1.**    2024-585        Schedule of Bills Paid  
                                 *Sponsors: Jason Zimmerman, Finance Director*

**8.2.**    2024-586        Approval of Minutes  
                                 *Sponsors: Cathy Sorensen, City Clerk*

**8.3.**    2024-523        Adopt the 2025 Fee Schedule  
                                 *Sponsors: Cathy Sorensen, City Clerk*

- 8.4. 2024-576 Approve 2025 Annual Business Licenses  
*Sponsors: Cathy Sorensen, City Clerk*
- 8.5. RES 24-235 Resolution Authorizing the Mayor and City Manager to Enter into a Cooperative Construction Agreement with the State of Minnesota Department of Transportation (MnDOT) and Anoka County  
*Sponsors: Daniel Schluender, Director of Engineering*
- 8.6. 2024-603 Ratification of Local 392 (Police Captains) Labor Agreement for 2025-2027  
*Sponsors: Scott Johnson, Director of Administrative Services*
- 8.7. 2024-604 Approve Amendment to City Manager's Employment Contract  
*Sponsors: City Council*

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

- 9.1. RES 24-229 2025 Truth in Taxation Meeting: Adopting the 2025 Property Tax Levy and City Budgets  
*Sponsors: Jason Zimmerman, Finance Director*

Finance Director Zimmerman stated council is asked to adopt the 2025 Property Tax Levy and City Budgets. He explained the proposed 2025 property tax levy for the City was certified in September to be \$50,248,907, which represents a 17.10 percent, or \$7,339,307 increase over 2024. As a reminder, this amount can only be reduced at the time the final levy is set per Minnesota State Statute 275.065. He reported the final 2025 property tax levy for the City of Blaine is presented to be \$49,336,000, an increase of 14.98 percent or \$6,426,400 over 2024. Revised valuations provided by the County indicate City-wide assessed property values are up 2.66 percent from 2024. At this final levy amount, the median value of a single family property in Blaine valued at \$339,900, which experienced an increase in valuation of 3.82 percent, is estimated to have the City's share of their property tax bill increase by approximately \$174.49 or 14.84 percent for 2025. As a reminder, assessed values are still subject to change. The proposed levy is anticipated to result in an approximate tax capacity rate of 38.264 percent. He explained how taxes were split between the City, County and school district and discussed how the City's levy compared to peer communities. He described how the median value homeowner would be impacted by the proposed tax levy. He commented on the property tax relief programs that were available to residents. Staff commented further on the final tax levy and requested the Council hold the Truth in Taxation Hearing and approve the final tax levy and budgets for 2025.

Mayor Sanders thanked staff for the detailed presentation on the budget and tax levy

then opened the Truth in Taxation public hearing at 7:43PM.

Barb Bailey, resident of Blaine, said she is dissatisfied with the proposed increase of 19%. She explained residents were paying a lot for gas, groceries, and other items and asked that the Council look at what the City really needs to spend funds on.

Brian Pattock, 3890 99th Avenue NE, asked how the increased amount could be at 15% when inflation is only 3%. He felt the City needed to live within its means and believed the increase should be right around 3%. He asked how the 105th Avenue project area tax abatement affected the levy and asked that the budget information be presented sooner next year to garner more input and felt the proposed increase was not fiscally responsible or sustainable.

Mr. Zimmerman indicated the abatement was only 1.2% of the levy.

Ann Somerfield, 4061 97th Lane NE, shared concerns with the amount of development in the city. She encouraged the city to balance residential with commercial and that the city should work to keep property taxes low. She was of the opinion the proposed tax levy increase was too high and too much. She believed the City needed to stop the construction and be more strategic in with development going forward.

Curt Lund, 2927 Edison Street, discussed how his property value went down, but his property taxes went up. He didn't understand how that could occur. He said he loved living in the community due to the quality of life Blaine offered. He encouraged the City Council to work to protect this quality of life through integrity.

Jim Thalhuber, 2242 129th Court NE, shared concerns with the proposed increase and commented on how this will not be sustainable year after year, especially for retired individuals living in the community. He encouraged the City Council to review to find fair and reasonable property tax increases for Blaine residents.

Karen Nelson, 2201 Arnold Palmer Drive, commented that 42.4% of the budget was capital and debt service, which was a lot and felt this could be brought down. She commented on the increases residents were feeling with auto and homeowners insurance and felt the proposed tax levy was too much and asked the Council to reconsider.

John Chamberlain, 3952 87th Lane NE, explained he was a 30-year resident of Blaine. He explained Coon Rapids had a population of 63,000 and Blaine had a population of 73,000. He questioned how Coon Rapids came in with a 7.8% tax levy increase while Blaine had a 15% increase. He encouraged the City to reconsider its priorities in order to bring forward a fair tax levy for the residents of Blaine.

There being no additional public input, Mayor Sanders closed the Truth in Taxation public hearing at 8:04PM.

Moved by Councilmember Fleming, seconded by Councilmember Larson, to adopt the 2025 Property Tax Levy and City Budgets.

Councilmember Robertson stated she shared in some of the frustrations that were voiced

and explained she went through this budget line by line, noting she recommended items be removed. She commented the difference between Blaine and neighboring communities was that these other cities have other revenue streams that offset the tax levy. She reported she paid property taxes as well and noted her taxes went up \$1,500 last year. She reported she scrutinized this budget and indicated this was always a very difficult decision for the City Council. She discussed how much plow trucks cost and how residents wanted their streets plowed in a timely manner which required numerous plow trucks and drivers. She commented on how she valued the public safety department, which made up 50% of the budget and adding in public works brought this percentage to 70%. She explained the budget does not have any extra programs or waste. She indicated the City Council has had numerous conversations on this budget and tax levy and she could not justify cutting another \$500,000 from the budget that was allotted for park improvements. She discussed how years ago the City Council bonded for capital infrastructure that the City was still paying on. She reported this Council was working to prefund projects going forward.

A member from the public asked why the City does not have franchise fees. Mayor Sanders explained this would be another tax passed along to residents. He stated it was more transparent for the City to have only a tax levy for residents without additional taxes and fees but reported the Council was having discussions on how to increase revenue streams.

Councilmember Newland stated he looked forward to the Council discussing new revenue streams in 2025. He commented on how budget discussions for the Council were always difficult and noted the Council has been discussing this budget since May and that it was his hope the City would have new revenue streams to consider in the coming year. He discussed how the police department was falling behind in its hiring given how calls for service were on the rise. He stated he was proud of the fact the crime rate in the community has dropped and stated this was the result of an intentional investment this Council has made in public safety for the entire community. He further discussed how much it cost to maintain the City's streets, trails and parks. He understood budget talks were never fun but he thanked the finance department for doing an extraordinary job. He stated he would be offering his support to the 2025 budget and property tax levy.

Councilmember Fleming explained this was her second budget cycle. She reported this was a very difficult process for the Council to follow noting this City Council was full of integrity. She discussed how lengthy discussions have been held and cuts have been made. She thanked Finance Director Zimmerman for all of his efforts on behalf of the community. She reported she fully supported the City beginning to prefund its debt to ensure the City is not upside down in the future. She indicated she would be offering her support for the budget and tax levy.

Councilmember Massoglia thanked the residents in attendance and indicated he would not be able to support the proposed budget and tax levy. He discussed the tax increase the City approved last year and stated he could not support another 15% increase this year. He thanked Councilmember Robertson for her proposed cuts that brought the levy increase to just below 15%. He thanked the finance team for all of their efforts on the budget and tax levy. He reported his no vote was in no way a reflection on the work that has been done by staff. He stated he was hopeful for next year, in that spending would level out, and the City would be pursuing new revenue sources.

Councilmember Larson thanked the Council for their comments and thanked staff for all of their efforts on the budget. She explained last year was her first year on the City Council. She indicated she has held meetings with staff in order to learn more about the budget and the budgeting process. She understood people were in a hard position and she feared the City was close to crossing a line. She supported the City working to live within its means while working to pay down its debt.

Mr. Zimmerman stated the City issued \$12 million in street reconstruction bonds in November. He reported the City will pay over \$4 million in interest for this bond issuance. He explained the Council and staff has been discussing how it would be beneficial to prefund capital projects in order to eliminate the need to pay back bonds with interest.

Councilmember Robertson asked what happens if the budget does not pass. Mr. Zimmerman reported if the property tax levy does not move forward it would revert back to the amount that was approved in September.

Councilmember Robertson indicated she has only supported one budget in her time on the City Council. She reported she has a lot of frustrations, but explained the City Council had a charter responsibility to approve a budget and tax levy each year. She stated the City Council does not create a budget but rather this was presented by staff and was reviewed and considered by the Council. She explained the Council would be making policy driven decisions with respect to the budget and would be pursuing new revenue streams in the coming year.

Councilmember Massoglia stated if this budget did not pass he would be happy to amend the proposed levy reducing it down to 10%.

Councilmember Robertson requested a roll call vote.

A roll call vote was taken. Motion adopted 4-2 (Councilmembers Larson and Massoglia opposed).

## **10. Development Business**

None.

## **11. Administration**

- 11.1. RES 24-230** Resolution Adopting the 2025-2029 Capital Improvement Program and Authorizing 2025 Purchases and Projects  
*Sponsors: Jason Zimmerman, Finance Director*

Mr. Zimmerman stated the Council is asked to approve the 2025-2029 Capital Improvement Program (CIP) and 2025 Purchases and Projects. He explained the CIP sets a blueprint for a community's five year needs while setting aside financing for these projects. He commented further on the components of the CIP process, highlighted the notable projects that would

be completed in 2025, and recommended approval of the five year CIP.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt a Resolution approving the 2025-2029 Capital Improvement Program and Authorizing 2025 Purchases and Projects.

Councilmember Robertson asked if this was a five year spending plan. Mr. Zimmerman reported this was the case.

Councilmember Robertson questioned if the City could pull back on the amount of roads that were improved each year given how the cost for these projects has significantly increased. Mr. Zimmerman reported each element of the CIP was provided to the City Council and revisions were made based on Council feedback. He explained the 2024 projects were the high water marks and noted there was a cautious effort to use other dollars to assist with street improvement projects so as not to overburden taxpayers going forward.

Councilmember Massoglia supported reducing spending going forward. He explained capital equipment expenditures were too high at this time. He supported the Council taking an in depth look at streets, parks, and equipment expenditures.

Councilmember Robertson requested a roll call vote.

A roll call vote was taken. Motion adopted 4-2 (Councilmembers Massoglia and Robertson opposed).

**11.2. RES 24-242** Resolution to Approve a Purchase Agreement for 10500 Nassau Street NE.  
*Sponsors: Erik Thorvig, Community Development Director*

Community Development Director Thorvig stated the City of Blaine has identified the 105th Redevelopment Area as a priority redevelopment area in the 2030 and 2040 comprehensive plans. The comprehensive plan states that the "EDA/City should continue to explore land assembly options with willing sellers as they come up". The EDA/City has been active in acquiring property within the 105th Redevelopment District since 2016. A master developer was selected for the project in 2022 and significant work has occurred over the last 18 months to advance the redevelopment project. Property acquisition has continued to occur after the master developer was selected to secure property to complete the overall redevelopment project. The EDA has been the purchaser of other properties within the redevelopment area. However, due to the funding source for the purchase, the City will act as the buyer.

Mr. Thorvig reported agreements with the master developer require the city/EDA to be under contract with the three remaining to-be-acquired properties by December 31, 2024. As such, there is urgency to approve necessary purchase agreements to be in compliance with existing agreements. The city sold tax increment financing bonds on November 14, 2024, and \$3,000,000 in proceeds from those bonds have been set aside to complete acquisitions. City staff and attorney have been in communication with the property owner

of 10500 Nassau Street for several years attempting to negotiate a purchase. Several closed sessions have been held to discuss acquisition strategy. At a closed session on November 18, 2024, direction was provided by the City Council regarding the purchase price. Over the last month, the City Attorney has been working directly with the property owner and their attorney to finalize a purchase price, agreement and closing date for the property. The purchase price is \$980,000 + \$50,000 in relocation costs for the existing tenant. A closing date is still being negotiated and will be finalized when a purchase agreement is drafted. At this time, a purchase agreement hasn't been prepared. However, if this action is approved, the purchase agreement would reflect the approved purchase price and include other typical language related to a property closing. Depending on closing, a lease agreement would be considered with the existing tenant allowing them to lease the property for \$1 for a period of time.

Moved by Councilmember Robertson, seconded by Councilmember Massoglia, to adopt a Resolution approving a Purchase Agreement for 10500 Nassau Street NE.

Councilmember Larson asked what the appraised value per square foot was for this property. Mr. Thorvig stated he did not have this information in front of him. He reported the appraised value per square foot was lower than the proposed purchase price.

Councilmember Larson indicated she did not support the proposed purchase price or the \$50,000 that was being offered in relocation costs.

Motion adopted 5-1 (Councilmember Larson opposed).

**11.3. ORD 24-2572 First Reading**

Ordinance to Repeal Sec. 82-6. Traffic Commission, Amend Sec. 54-31. Park Board, and Amend 27.02 Planning Commission/Board of Appeals and Adjustments

*Sponsors: City Council*

City Clerk Sorensen requested the Council hold first reading of an ordinance amendment to dissolve the Blaine Traffic Commission and amend portions of code for the Park Board and Planning Commission to reflect changes made in council policy.

Declared by Mayor Sanders that Ordinance No. 24-2572, "Ordinance to Repeal Sec. 82-6. Traffic Commission, Amend Sec. 54-31. Park Board, and Amend 27.02 Planning Commission/Board of Appeals and Adjustments," be introduced and placed on file for second reading at the January 6, 2025 Council meeting.

**12. Other Business**

Moved by Councilmember Robertson, seconded by Councilmember Fleming to suspend the rules.

Motion adopted unanimously.



Councilmember Robertson stated in appreciation of City staff for their hard work and dedicated service to the community she would like to recommend City offices be closed on Tuesday, December 24.

Moved by Councilmember Robertson, seconded by Councilmember Newland, to recommend City offices be closed on Tuesday, December 24, 2024.

Motion adopted unanimously.

### **13. Adjournment**

Moved by Councilmember Robertson, seconded by Councilmember Massoglia, to adjourn the meeting at 8:55PM.

Motion adopted unanimously.



# City of Blaine Staff Report

File Number: 2025-010

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

**Approval of Consent Agenda:** - Cathy Sorensen, City Clerk

## Agenda Item # 9.3

Designate Official Newspaper for 2025

## Executive Summary

State law and city code require that council designate a single newspaper as its official newspaper. Due to publication deadlines that have impacted scheduling agenda items before the planning commission or city council, decreased reach and subscription requirements to the *Blaine/Spring Lake Park Life*, staff is recommending that council designate the *Star Tribune* as the official newspaper for 2025.

## Background

Chapter 12. - Miscellaneous and Transitory Provisions

Sec. 12.01. - Official publications.

The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by law to be so published as well as such other matters as the council may deem it in the public interest to have published in this manner.

## Strategic Plan Relationship

This item relates to the organizational health strategic priority by ensuring governance and decision making processes work and provide the public with information.

## Board/Commission Review

N/A

## Financial Impact

Minnesota Statute 331A.02, Subd. 1 defines the qualifications for a publication to be designated as an official newspaper. Below is a summary of the two bids received which meets statute:

*Blaine/Spring Lake Park Life*

Publication cost \$11.00/column inch (increase of \$0.25 from 2024)  
No per line per day rate  
Manual typeset \$20/notice (if needed)  
Frequency 1 day/week on Fridays  
Deadline Tuesdays @ 10AM  
Primary distribution home delivery  
Average circulation 1,763 homes/businesses (down from 3,835 in 2024)  
Blaine/ Spring Lake Park Life content is front of paywall and requires no subscription to view  
Monthly pageviews over 62,000/month, not including MN Newspaper Association

*Star Tribune*

Publication cost \$17.90/column inch (unchanged from 2024)  
\$1.58 per line per day which is the rate structure used for public notices  
Manual typeset N/A  
Frequency 7 days per week  
Deadline 2 days prior by 4PM  
Primary distribution home delivery  
Average circulation 103,808 (216,788 Sundays)  
Content is front of paywall and requires no subscription to view  
Desktop rolling average  
- Pageviews 82M/yr  
- Unique monthly visitors 8M/yr

### Public Outreach/Input

Public notices are also posted at city hall, on the city's website and distributed through the CivicPlus NotifyMe communication tool.

### Staff Recommendation

By motion, staff recommends council designate *Star Tribune* as the official newspaper for 2025.

### Attachment List

None



# City of Blaine Staff Report

File Number: 2025-011

## Agenda Date

January 6, 2025

## Status

## In Control

City Council

## File Type

Motion

**Approval of Consent Agenda:** - Cathy Sorensen, City Clerk

## Agenda Item # 9.4

Recording Secretary Service Agreement for 2025

## Executive Summary

By motion, authorize the mayor and city manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2025.

## Background

Minute Maker Secretarial transcribes meeting minutes for all council, economic development authority, boards and commissions. The agreement reflects their fees for all recording services and extends the expiration date to December 31, 2025.

## Strategic Plan Relationship

This item relates to the organizational health strategic priority by providing an accurate, permanent record of board, commission, and council proceedings as required by Statute and for transparency for the public.

## Board/Commission Review

N/A

## Financial Impact

The agreement reflects a base rate increase of 3% for 2025 and includes a clause that allows either party to cancel this agreement with or without cause upon thirty (30) days written notice.

## Public Outreach/Input

N/A

## Staff Recommendation

By motion, authorize the mayor and city manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2025.

## Attachment List

1. 2025 Addendum

# ADDENDUM TO RECORDING SECRETARY SERVICE AGREEMENT

**Dated: December 31, 2024**

By and between Minute Maker Secretarial, Inc. (MMS) and the City of Blaine, 10801 Town Square Drive, Blaine, MN 55449.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2023 shall be extended under the same terms and conditions to December 31, 2025.
2. MMS CHARGES: MMS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
  - a. Base Rate: One Hundred Seventy-Two and 00/100 dollars (\$172.00) for any meeting up to one (1) hour (billable time) plus Forty and 50/100 dollars (\$40.50) for each thirty (30) minutes following the first one (1) hour; or
  - b. Unit Rate: Fifty-Three and 25/00 dollars (\$53.25) for the first hour of meeting time and Thirty-Five and 50/100 dollars (\$35.50) for every hour after the first hour plus Sixteen and 00/100 dollars (\$16.00) for each page of draft minutes for submission to the City of Blaine for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

Date: \_\_\_\_\_

CITY OF BLAINE

By \_\_\_\_\_

Tim Sanders

Its \_\_\_\_\_

Mayor

By \_\_\_\_\_

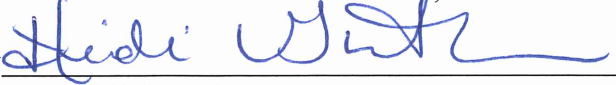
Michelle Wolfe

Its \_\_\_\_\_

City Manager

October 21, 2024

MINUTE MAKER SECRETARIAL, INC.

By  \_\_\_\_\_

Heidi Guenther

Its \_\_\_\_\_

President & CEO



# City of Blaine Staff Report

File Number: RES 25-2

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

**Approval of Consent Agenda:** - Jason Zimmerman, Finance Director

## Agenda Item # 9.5

Designate Official City Depositories for 2025

## Executive Summary

Pursuant to Minnesota statutes, Council is required to annually designate depositories of City funds.

## Background

Annually, the City Council designates depositories and investment brokerages utilized by the City in accordance with Minnesota State Statute 118A.02. All deposits and investments must meet strict criteria established in Minnesota law for the safekeeping of public funds along with following the City's Investments and Cash Management policy. A financial institution not already designated may be designated as a depository and/or investment brokerage by City Council at any council meeting during the year.

The Minnesota State Auditor offered a Statement of Position in 2013 that most government entities designate a depository on either an annual or biennial basis and thus the State Auditor recommends such. In Blaine, the City prefers to make this designation annually as part of our stewardship of public funds and responsibility to ensure competition among our depositories to receive public funds. This effort enhances our duty to periodically evaluate the soundness of our selected financial institutions.

## Strategic Plan Relationship

Compliance with statutes governing the deposit and investment of City funds contributes to the financial stability of the City.

## Board/Commission Review

N/A



### Financial Impact

The City incurs approximately \$85,000 in banking and investment advisory fees annually.

### Public Outreach/Input

N/A

### Staff Recommendation

Adopt the resolution herein designating the official depositories for City funds in 2025.

### Attachment List

1. Statement of Position - Deposits of Public Funds (Depositories and Collateral)



# City of Blaine

## Signature Copy

Resolution: RES 25-2

### Designate Official City Depositories for 2025

**WHEREAS**, Annually, the City Council is required to designate depositories of City funds in accordance with Minnesota State Statute 118A.02.

**WHEREAS**, depositories shall maintain the legally required collateral assets pledged to support such funds and assets that may be placed in the depository by the City of Blaine in calendar year 2025; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Blaine hereby designates the following depositories for calendar year 2025:

21st Century Bank

US Bank

PFM Asset Management

Minnesota Municipal Money Market Fund (4M)

Moreton Capital Markets

**PASSED** by the City Council of the City of Blaine this 6th day of January 2025



REBECCA OTTO  
STATE AUDITOR

# STATE OF MINNESOTA

## OFFICE OF THE STATE AUDITOR

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525 PARK STREET  
SAINT PAUL, MN 55103-2139

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1-800-627-3529 (Relay Service)

### **Statement of Position Deposits of Public Funds (Depositories and Collateral)**

State law limits where and how public funds may be deposited. Compliance with state and federal laws is a basic component of protecting the public funds that have been entrusted to government entities.

#### **Designation of Depository**

Minnesota law requires the governing body of each government entity to designate one or more financial institutions as a depository for its public funds.<sup>1</sup> The governing body is responsible for deciding where public funds will be deposited. Most government entities designate a depository on either an annual or biennial basis. The designation of a depository occurs at a public meeting.

Minnesota law also permits a governing body to authorize its treasurer or chief financial officer to designate depositories of funds. For public entities that delegate this authority, we recommend that the designation take place on an annual or biennial basis. Further, we recommend that designation of individual depositories be documented. The document can be in the form of a report to the governing board, a letter to the depository or simply a dated memorandum in the government entity's depository file.

Financial institutions eligible to receive public deposits include savings associations, commercial banks, trust companies, credit unions and industrial loan and thrift companies.<sup>2</sup> Not included in this list are securities broker-dealers or their affiliates.

As part of their stewardship of public funds, we recommend that government entities periodically (annually or biennially) re-examine and re-evaluate the banks and credit unions into which they place public funds. By leaving money in the same depository year after year and failing to designate a depository on a periodic basis, public entities may lose out on the competition many depositories are willing to undertake for the opportunity to receive public funds. They also neglect their duty to periodically evaluate the soundness of their selected financial institutions.

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<sup>1</sup> See Minn. Stat. § 118A.02, subd. 1.

<sup>2</sup> Minn. Stat. § 118A.01, subd. 3.

Reviewed: December 2013  
Revised: December 2013

2007-1012

This Statement of Position is not legal advice and is subject to revision.

An Equal Opportunity Employer

## **Collateral**

Collateral represents protection for public funds in the event of a bank failure. All public funds on deposit in a bank or credit union must be protected by deposit insurance, a corporate surety bond or pledged collateral. Most institutions choose to pledge collateral for amounts not covered by the deposit insurance. The process involves the depository placing securities it owns within an account in the trust department of a commercial bank or a restricted account at the Federal Reserve, and pledging these securities to the government entity. If the depository fails, the government entity can take the securities pledged to make up for any loss to its deposited funds.<sup>3</sup>

Most compliance problems occur when the public entity fails to:

- Obtain a proper assignment,
- Obtain the proper kind of collateral,
- Obtain the proper amount of collateral, or to otherwise comply with the Federal Financial Institutions Reform, Recovery and Enforcement Act (FIRREA).<sup>4</sup>

## **Permissible Collateral**

State law defines the types of collateral that a financial institution may pledge for public deposits.<sup>5</sup> These types of collateral include:

- United States Government Treasury issues;
- Issues of United States Government Agencies and Instrumentalities;
- Obligations of state and local governments;
- Time Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency; and
- Irrevocable standby letters of credit issued by federal home loan banks.

These very safe forms of collateral are necessary because, in the event of a failure of the depository, the government entity may need to obtain funds quickly to cover operating expenses.

All of these allowable forms of collateral must meet certain additional requirements. The public depositor should review Minn. Stat. § 118A.03, subd. 2, to determine whether the collateral being pledged meets the statutory requirements for “collateral.”

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<sup>3</sup> See Minn. Stat. § 118A.03, subd. 4.

<sup>4</sup> See *North Arkansas Medical Center v. Barrett*, 962 F.2d 780 (1992).

<sup>5</sup> Minn. Stat. § 118A.03, subd. 2.

## **Amount of Collateral**

The FDIC provides \$250,000 of deposit insurance for all accounts held by a single depositor to protect the amount on deposit.<sup>6</sup> For depositories located in the same state, public entities have an additional \$250,000 of deposit insurance available: There is \$250,000 of coverage available for all demand accounts and a second \$250,000 available for time/savings accounts. Depositories located outside the state have a single \$250,000 coverage for all demand and time/savings accounts combined.

State law requires that the amount of collateral pledged equal 110% of the uninsured amount on deposit.<sup>7</sup> For example, if the government entity has on deposit \$1,000 over and above the deposit insurance amount, the financial institution needs to pledge collateral with a market value of \$1,100 to protect the deposit.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times. Public entities should develop procedures to monitor the amount of collateral pledged throughout the year. The public entity's chief financial officer or treasurer needs to monitor deposit amounts against the amount of collateral pledged.

If a government entity maintains a large bank account balance throughout the year, the excess funds could be used for direct investment in securities, but the securities must be authorized under Minn. Stat. §§ 118A.04 and 118A.05. Options include investment in the joint powers government investment pools through the 4M Fund (for cities), the Liquid Asset Fund (for school districts), the MAGIC Fund (for counties), and MNTrust (for school districts). The allocation of public funds available for deposit and direct investment should be addressed by the governing body through resolution or in an adopted investment policy.

## **Compliance with FIRREA**

State law requires that the pledge of collateral be done through a written assignment from the bank to the government entity. To perfect the security interest in the pledged collateral, the FIRREA requires that either the bank's loan committee or the bank's board of directors approve the assignment.<sup>8</sup> To document compliance, public entities should insist that the depository provide to the public entity a copy of the minutes or the resolution adopted either by the loan committee or the board of directors approving the pledge of collateral.

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<sup>6</sup> 12 CFR § 330.15.

<sup>7</sup> Minn. Stat. § 118A.03, subd. 3. When the collateral consists of standby letters of credit issued by the Federal Home Loan Bank, the amount of the letters of credit need only equal the insured amount on deposit.

<sup>8</sup> 12 U.S.C. § 1823 (e).

If the financial institution fails to approve the assignment at the loan committee or board of directors' level, the written collateral assignment will be worthless. Should the financial institution be liquidated, the public entity would not be permitted to take the collateral and sell it; rather, the public entity would become one of the financial institution's general creditors, and the public entity might receive only a portion of the actual money it had on deposit. It is imperative that public entities obtain enforceable assignments of collateral from their depositories.

Given relatively recent bank failures in the State of Minnesota, compliance with State depository law is more important than ever. Even though the risk of loss remains relatively low, the consequences of a bank failure on local government depositors can be devastating. This type of loss of public funds can be avoided by vigilant compliance with state and federal law.



# City of Blaine Staff Report

File Number: RES 25-3

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

**Approval of Consent Agenda:** - Jason Zimmerman, Finance Director

## Agenda Item # 9.6

Designate the Finance Director to Make Electronic Funds Transfers

## Executive Summary

Council is requested to delegate to the Finance Director the authority to make electronic funds transfers (EFT) on behalf of the City.

## Background

In 2019, the City adopted its Electronic Funds Transfer (EFT) Policy. Minnesota Statue 471.383 requires the City to enact the following policy controls to pay expenditures electronically: the Council annually delegate the authority to make electronic funds transfers to designated staff, the disbursing bank to keep on file a copy of the delegation of authority, the initiator of the electronic payment be identified, the initiator shall document the electronic payment request and obtain approval for authorization, receive confirmation of the electronic transaction from the bank in lieu of a check, and submit a list of all the transactions made electronically to the council at its next meeting after the transaction.

## Strategic Plan Relationship

Delegating authority to make electronic funds transfers to the Finance Director maintains compliance with statutes governing City funds and contributes to the financial stability of the City.

## Board/Commission Review

N/A

## Financial Impact

N/A

### Public Outreach/Input

N/A

### Staff Recommendation

Adopt the resolution herein delegating the authority to make EFT's to the City's Finance Director.

### Attachment List

1. Electronic Funds Transfer Policy





# City of Blaine

## Signature Copy

Resolution: RES 25-3

### **Designate the Finance Director to Make Electronic Funds Transfers**

**WHEREAS**, Minnesota State Statute 471.38 provides legal requirements for the payment of claims or demands against a local government for any property or services; and

**WHEREAS**, electronic fund transfers are an allowable method of payment; and

**WHEREAS**, a local government may make electronic fund transfers for claims for payroll, anticipation certificates, contributions to pension or retirement funds, vendor payments, and for payment of bond principal, interest, and fiscal agent fees; and

**WHEREAS**, eligibility to make electronic fund transfers requires an annual delegation of authority by the City Council to the Finance Director; and

**WHEREAS**, the City's Finance Director is charged with making payments on claims for goods and services.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Blaine hereby designates the Finance Director, with the authority to make electronic fund transfers for payment of claims, including, but not limited to, payroll, anticipation certificates, contributions to pension or retirement funds, vendor payments, and for payment of bond principal, interest, and fiscal agent fees.

**PASSED** by the City Council of the City of Blaine this 6th day of January 2025.

Date: 12/02/2019

**ADMINISTRATIVE POLICY**

**ELECTRONIC FUNDS TRANSFER POLICY**

- 1.0 **PURPOSE:** To state the policy and procedures to be followed for processing an electronic funds transfer (EFT) in accordance with Minnesota Statute 471.38.
- 2.0 **POLICY:** The city will process electronic funds transfers following the same purchasing procedures as stipulated in Administrative Policy No. 2.03 PURCHASING PROCEDURE and in accordance with Minnesota Statute 471.38.
  - 2.1 The City Council delegates authority to the City's Finance Director to make electronic funds transfers.
  - 2.2 The disbursing bank will receive a copy of the annual delegation of authority.
  - 2.3 All electronic transfer transactions shall be included in council packets provided to the City Council via the schedule of bills paid.
- 3.0 **PROCEDURES:**
  - 3.1 Comply with Administrative Policy No. 2.03 PURCHASING PROCEDURE.
  - 3.2 EFT payments shall be processed through the accounts payable procedures.
  - 3.3 The documentation of each EFT will include the identification of the initiator, evidence of approval by an authorized party, electronic or written confirmation of each transaction within one business day.



# City of Blaine Staff Report

File Number: 2025-012

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

**Approval of Consent Agenda:** - Jason Zimmerman, Finance Director

## Agenda Item # 9.7

Acknowledgment of Financial Contributions of Organizations Conducting Lawful Gambling

## Executive Summary

The Council annually acknowledges those organizations that contribute charitable gambling proceeds to the city.

## Background

Pursuant to Minnesota State Statute 349.213, the city is required to acknowledge the financial contributions of organizations conducting lawful gambling to the community. With regard to the statute, the city council acknowledges the following organizations for their contributions to the city's charitable gambling program:

Blaine Backcourt Club dba Blaine Youth Basketball  
Blaine Festival/Blazin 4th Inc.  
Blaine Youth Hockey  
Centennial HS Football Boosters  
Sgt. John Rice VFW  
Blaine Youth Football  
Spring Lake Park Lions  
Spring Lake Park District #16 Hockey Association

In total, the groups listed above contributed over \$192,000 in charitable contributions to Blaine in 2023, helping to fund numerous charitable organizations including local food shelves and shelter services.

## Strategic Plan Relationship

While there are no direct links to specific Strategic Plan initiatives, contributions to charitable organizations help to support and strengthen the community.

### **Board/Commission Review**

N/A

### **Financial Impact**

While no funding is retained to fund city services, lawful gambling contributions will be provided to numerous organizations benefiting Blaine community members.

### **Public Outreach/Input**

N/A

### **Staff Recommendation**

By motion, acknowledge the aforementioned organizations.

### **Attachment List**

None



# City of Blaine Staff Report

File Number: 2025-013

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

**Approval of Consent Agenda:** - Jason Zimmerman, Finance Director

## Agenda Item # 9.8

Approve Payment to Insight Public Sector for Microsoft Enterprise Agreement Annual License Renewal.

## Executive Summary

Staff requests Council approval of the 2025 payment of \$113,436.17 for the above-referenced contract pursuant to Blaine City Charter section 6.05, which requires City Council approval of all purchases or contracts worth more than \$50,000.

## Background

The City is renewing a three-year Enterprise Licensing Agreement with Microsoft based upon contracts negotiated by the State of Minnesota for 2025-2027. The licensing includes PC operating systems, Microsoft Office 365, SQL database licenses, network server licenses, and other specific licensed products. Staff estimated the renewal at \$100,000 but will accommodate the variance to the actual price through negotiations on the renewal of other enterprise software products.

## Strategic Plan Relationship

This item aligns with the strategic initiatives of well-maintained infrastructure and enhanced customer service.

## Board/Commission Review

N/A

## Financial Impact

Funds were appropriated to cover this expenditure in the 2025 General Fund budget.

### Public Outreach/Input

N/A

### Staff Recommendation

By motion, approve the payment.

### Attachment List

None



# City of Blaine Staff Report

File Number: RES 25-4

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

**Approval of Consent Agenda:** - Nick Fleischhacker, Public Works Director

## Agenda Item # 9.9

Resolution Accepting a Bid From Hawkins Inc. in the amount of \$676,830.30 for Water Treatment Chemicals for January 1, 2025 to December 31, 2025.

## Executive Summary

Staff recommends authorizing the purchase of water treatment chemicals from Hawkins, Inc. in the amount of \$676,830.30 for January 1, 2025 to December 31, 2025.

## Background

Staff conducted the bid opening for water treatment chemicals on December 4, 2024. A single bid was received from Hawkins, Inc. in the amount of \$676,830.30.

City Council has approved a \$1,092,500 budget for 2025 for water treatment chemicals.

## Strategic Plan Relationship

This directly relates to strategic priority number three, infrastructure management.

## Board/Commission Review

N/A

## Financial Impact

City Council appropriated \$1,092,500 within the 2025 budget for water treatment chemicals.

## Public Outreach/Input

N/A

### Staff Recommendation

Staff recommends authorizing the purchase of water treatment chemicals from Hawkins, Inc. in the amount of \$676,830.30 for 2025.

### Attachment List

1. Blaine MN Chemical Bid January 1st to December 31st 2025



2025 Water Treatment Chemicals (Jan 1, 2025 thru Dec 31,  
2025) (#9420020)

Owner: City of Blaine

Public Works

Solicitor: City of Blaine Public Works

12/04/2024 10:00 AM

CST

| Section Title | Line Item | Item Code | Item Description                 | UofM            | Quantity | Hawkins, Inc. |              |
|---------------|-----------|-----------|----------------------------------|-----------------|----------|---------------|--------------|
|               |           |           |                                  |                 |          | Unit Price    | Extension    |
| BASE BID      |           |           |                                  |                 |          |               | \$676,830.30 |
|               | 1         | 1         | Hydrofluosilicic Acid            | Gallons         | 7000     | \$5.31        | \$37,158.80  |
|               | 2         | 2-1       | Chlorine - 1 Ton Cylinder        | EA              | 40       | \$2,293.00    | \$91,720.00  |
|               | 3         | 2-2       | Chorine - 150 LB Cylinder        | EA              | 40       | \$216.00      | \$8,640.00   |
|               | 4         | 3         | Polyphosphate                    | Gallons         | 3500     | \$11.41       | \$39,935.00  |
|               | 5         | 4         | Zinc Orthophosphate              | Gallons         | 10000    | \$10.78       | \$107,800.00 |
|               | 6         | 5-1       | Sulfur Dioxide - 1 Ton Cylinder  | EA              | 5        | \$1,612.00    | \$8,060.00   |
|               | 7         | 5-2       | Sulfur Dioxide - 150 LB Cylinder | EA              | 5        | \$208.00      | \$1,040.00   |
|               | 8         | 6         | Sulfuric Acid 40%                | Gallons         | 10000    | \$5.87        | \$58,700.00  |
|               | 9         | 7         | Sodium Hypochlorite 12.5% NaOCl  | Gallons         | 46000    | \$2.13        | \$97,980.00  |
|               | 10        | 8         | Sodium Permanganate (20%)        | Gallons         | 9500     | \$16.37       | \$155,515.00 |
|               | 11        | 9         | Aqua Hawk 301                    | Gallons         | 375      | \$5.70        | \$2,137.50   |
|               | 12        | 10        | Aqua Hawk 375                    | Gallons         | 70       | \$21.00       | \$1,470.00   |
|               | 13        | 11        | LPC - 31                         | Gallons         | 5300     | \$12.58       | \$66,674.00  |
|               |           |           |                                  | Base Bid Total: |          |               | \$676,830.30 |



# City of Blaine Staff Report

File Number: 2025-014

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

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

## Agenda Item # 9.10

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

## Executive Summary

Temporary Removal of Parking Restrictions on 91st Avenue, between Eldorado Street and Isanti Street to accommodate Ferguson Waterworks Training Academy on February 18, 2025 through February 20, 2025.

## Background

The City has received an e-mail from Ferguson Waterworks, requesting temporary removal of parking restrictions on 91st Avenue between Eldorado Street and Isanti Street in order to allow parking on this street February 18-20, 2025. Ferguson Waterworks is hosting a Training Academy to educate their customers on new water equipment and technology and are expecting to host 60 to 70 persons at their facility.

Staff recommends authorization of temporary parking on both sides of 91st Avenue between Eldorado Street and Isanti Street as indicated on the attached map.

City Council authorization is required for the temporary lifting of parking restrictions. City Council has previously authorized similar temporary lifting of parking restrictions for this specific event and other business events in the area.

## Strategic Plan Relationship

Not applicable.

## Board/Commission Review

Not applicable.

#### Financial Impact

Not applicable.

#### Public Outreach/Input

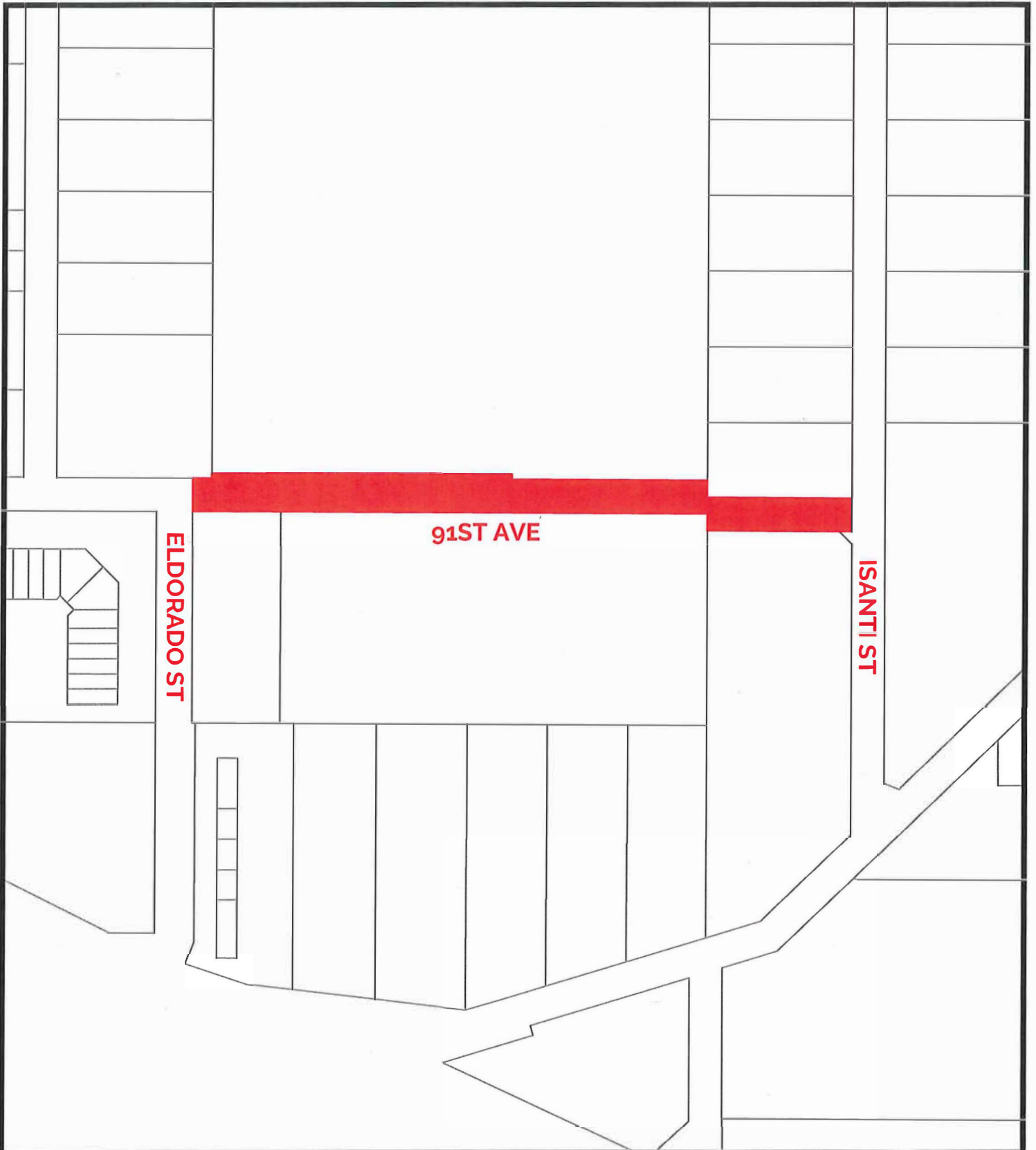
Not applicable.

#### Staff Recommendation

By motion, authorize the temporary removal of parking restrictions on both sides of 91st Avenue between Eldorado and Isanti Streets, beginning at 2:00PM, February 18, 2025, and ending at 7:00PM, February 20, 2025.

#### Attachment List

1. Ferguson Waterworks Location Map



**TEMPORARY PARKING**  
**91ST AVE FROM ELDORADO ST TO ISANTI ST**  
**BOTH SIDES OF 91ST AVE**

City of Blaine Engineering Department / 10801 Town Square Dr NE/ Blaine, MN 55449/ 763-785-6172





# City of Blaine Staff Report

File Number: 2025-015

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

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

## Agenda Item # 9.11

Authorizing the Acquisition of Permanent Easement consistent with State Law for the 2024 Southwest Area Street Reconstruction Project, Improvement Project Number 24-07

## 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. Nine (9) 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 #6: \$42,475.00 was negotiated with property at 170 89th Avenue NE for public sidewalk and utility 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                                 |

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 170 89th Avenue NE from 89 Northtown, LLC in the amount of \$42,475 for the 2024 Southwest Area Street Reconstruction project.

### **Attachment List**

1. Sidewalk and Utility Easement Agreement - 170 89th Avenue
2. MOU - 170 89th Avenue - signed
3. Payment Request - 170 89th Avenue
4. 24-07 Project Area Map

## SIDEWALK AND UTILITY EASEMENT AGREEMENT

THIS SIDEWALK AND UTILITY EASEMENT AGREEMENT is dated and effective as of December 12, 2024, by and between 89 Northtown, LLC, a Minnesota limited liability company ("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 and utility 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 itself, its 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 and utility 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 and City utility easement areas. 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. Indemnification. The City will indemnify, defend and hold harmless Grantor and its successors and assigns from and against any and all claims, demands, losses, damages, costs and expenses (including but not limited to court costs, penalties and reasonable attorneys' fees), judgments, liabilities and causes of action of any nature whatsoever resulting from or relating to the use or occupancy of the Easement Area by the City or arising in any manner out of the acts or omissions of the City or its agents or employees or any other persons acting under the City's direction or control in connection with the Easement Area or with the use or occupancy of the Easement Area.

5. 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.

6. 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.

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

8. 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.

9. 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.

10. 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.

11. 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.]

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first above written.

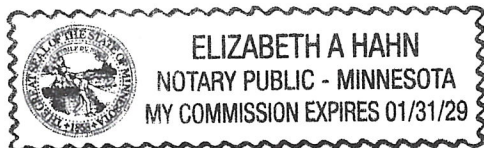
GRANTOR:

89 Northtown, LLC  
a Minnesota limited liability company

By: [Signature]  
Name: Sean Hanning  
Its: Authorized Signer

STATE OF Minnesota )  
COUNTY OF Hennepin ) ss.

Personally came before me on December 12, 2024, 2024, the above-named Sean Hanning, the Authorized signer of 89 Northtown, LLC, a Minnesota limited liability company, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf of said company.



[Signature]  
Notary Public

[Signature Page to Easement Agreement]

**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 2, Block 3, Muir's Northtown 3rd Addition, according to the recorded plat thereof, Anoka County, Minnesota.

Together with an easement for ingress and egress purposes over that part of Lot 1, Block 3, Muir's Northtown 3<sup>rd</sup> Addition described as follows: Within a line beginning at a point on the northwest property line of said Lot 1, Block 3, located 120 feet Southwesterly of the northwest corner of said Lot 1; thence Northeasterly along said northwest property line to said northwest corner; thence Southeasterly along the southwest right of way line of 87th Lane Northeast, a distance of 25 feet; thence Southwesterly to the point of beginning.

PID 31-31-23-32-0008

## EXHIBIT B-1

### EASEMENT DESCRIPTION

A 33.00 foot wide permanent public utility easement over, under and across Lot 2, Block 3, MUIR'S NORTHTOWN 3<sup>RD</sup> ADDITION, according to said plat on file and of record in the office of the County Recorder, in and for, Anoka County, Minnesota, which lies 18.00 feet North of and 15.00 feet South of the following described line; commencing at the Northeast corner of said Lot 2; thence on an assumed bearing of South 89 degrees 50 minutes 30 seconds West, along the North line of said Lot 2, 70.65 feet; thence South 40 degrees 20 minutes 30 seconds West 23.67 feet to the point of beginning of the line to be described; thence North 89 degrees 50 minutes 30 seconds East 86.02 feet to the East line of said Lot 2 and said line there terminating.

Said easement is to extend by its full width from a line projected northerly and southerly at right angles to said easement and which passes through the point of beginning to the East line of said Lot 2.

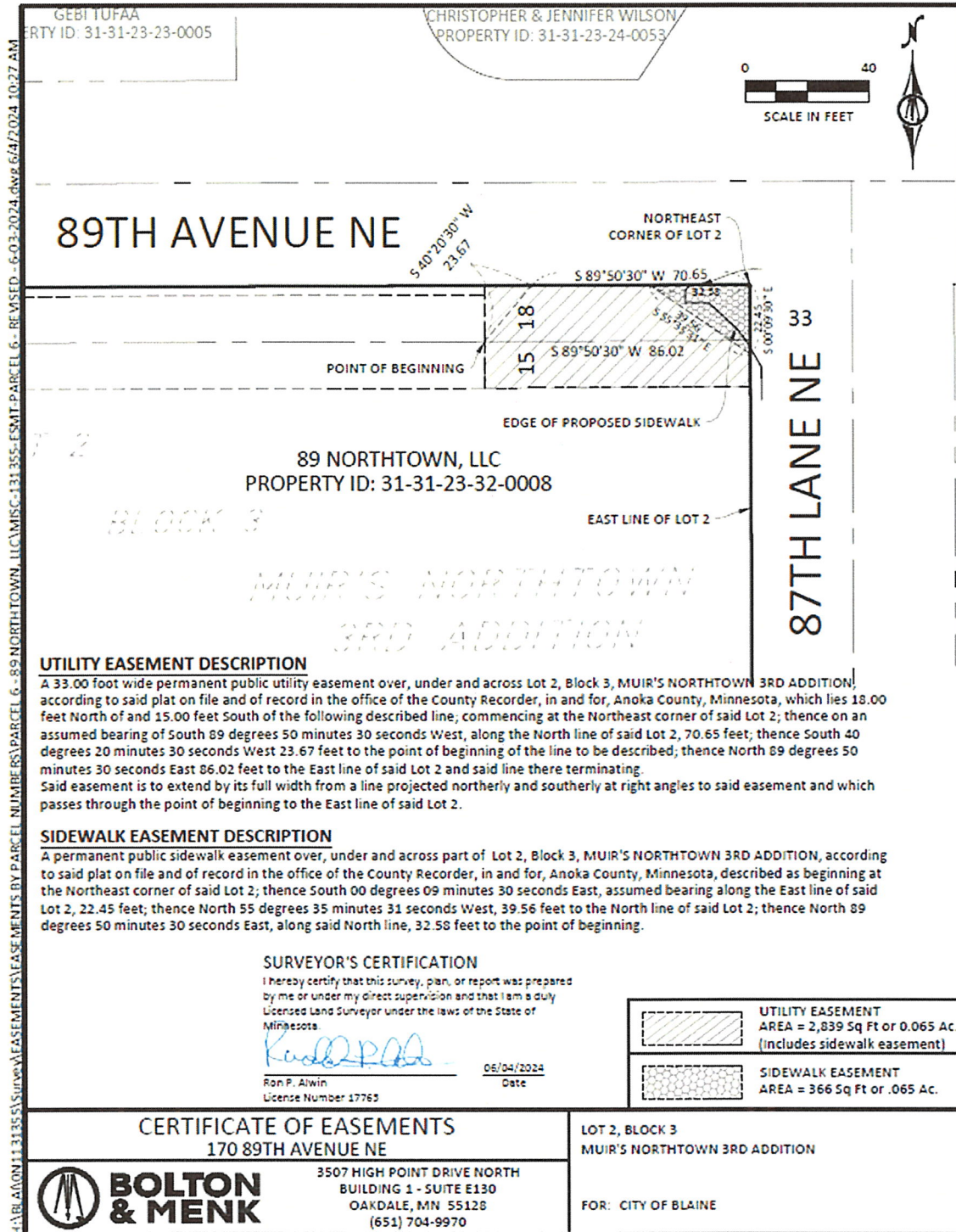
And

A permanent public sidewalk easement over, under and across part of Lot 2, Block 3, MUIR'S NORTHTOWN 3RD ADDITION, according to said plat on file and of record in the office of the County Recorder, in and for, Anoka County, Minnesota, described as beginning at the Northeast corner of said Lot 2; thence South 00 degrees 09 minutes 30 seconds East, assumed bearing along the East line of said Lot 2, 22.45 feet; thence North 55 degrees 35 minutes 31 seconds West, 39.56 feet to the North line of said Lot 2; thence North 89 degrees 50 minutes 30 seconds East, along said North line, 32.58 feet to the point of beginning.



# EXHIBIT B-2

## EASEMENT DEPICTION



**CONSENT OF MORTGAGEE**

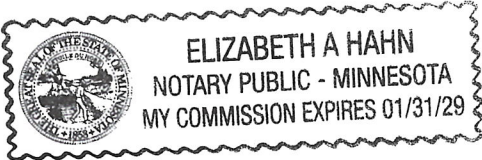
The undersigned, being the Mortgagee under a Mortgage, Assignment of Leases and Rents, Security Agreement and Financing Statement dated February 29, 2024, granted by 89 Northtown, LLC, a Minnesota limited liability company, in favor of the undersigned, and recorded February 29, 2024, with the County Recorder, Anoka County, Minnesota as Document No. 2409118.002 does hereby consent to the Sidewalk and Utility Easement Agreement between 89 Northtown, LLC and the City of Blaine dated \_\_\_\_\_, \_\_\_\_\_, recorded \_\_\_\_\_, as Document No. \_\_\_\_\_.

EntreBank,  
a Minnesota banking corporation

By: Todd R. Houland  
Name: Todd R. Houland  
Title: President

STATE OF MINNESOTA )  
COUNTY OF Hennepin ) ss.

The foregoing instrument was acknowledged before me this 12<sup>th</sup> day of December 2024, by Todd Houland, the President of EntreBank, a Minnesota banking corporation, on behalf of said corporation.



Elizabeth A. Hahn  
Notary Public

This Instrument Drafted By:  
Eckberg Lammers, P.C. (THRL)  
1809 Northwestern Ave  
Stillwater, MN 55082

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

Fee Owner(s): 89 Northtown, LLC  
PID: 31-31-23-32-0008  
Property Address: 170 89th Ave. NE, Blaine, MN 55434

On this 12<sup>th</sup> day of December, 2024, 89 Northtown, LLC, a Minnesota limited liability company, 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 **Forty-Two Thousand, Four Hundred Seventy-Five and no/100 Dollars (\$42,475.00)** 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: n/a

It is understood and agreed that the entire agreement of the parties is contained in this Memorandum of Understanding and Easement Document(s) dated December 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: \_\_\_\_\_

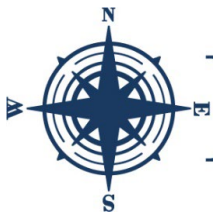
By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



89 Northtown, LLC

Date: 12/12/24

By: SL  
Printed Name: Sean Hawng  
Title: Authorized Signer



Date: December 13, 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: 6  
PID #(s): 31-31-23-32-0008  
Property Address: 170 89th Ave. NE, Blaine, MN

Make check payable to: 89 Northtown, LLC  
766 Englewood Avenue  
St. Paul, MN 55104

Payment Amount: **\$42,475**

Notes/Enclosed: Original Easement with Consent for execution and recording  
Original MOU for execution  
W9  
Administrative Settlement Approval

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](mailto:CLandon@HenningProfessionalServices.com).

| PAYMENT SUMMARY |  |
|-----------------|--|
|-----------------|--|

|                                                                        |                 |
|------------------------------------------------------------------------|-----------------|
| Public Sidewalk and Utility Easement<br>2,839 sq.ft. or 0.065 acres    | \$36,200        |
| Affected Site Improvements<br>(Permanent Loss of Parking of One Stall) | \$4,125         |
| Lender Consent and Attorney Fees                                       | \$2,150         |
| <b>Total Rounded Compensation</b>                                      | <b>\$42,475</b> |

## SIDEWALK AND UTILITY EASEMENT AGREEMENT

THIS SIDEWALK AND UTILITY EASEMENT AGREEMENT is dated and effective as of December 12, 2024, by and between 89 Northtown, LLC, a Minnesota limited liability company ("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 and utility 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 itself, its 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 and utility 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 and City utility easement areas. 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. Indemnification. The City will indemnify, defend and hold harmless Grantor and its successors and assigns from and against any and all claims, demands, losses, damages, costs and expenses (including but not limited to court costs, penalties and reasonable attorneys' fees), judgments, liabilities and causes of action of any nature whatsoever resulting from or relating to the use or occupancy of the Easement Area by the City or arising in any manner out of the acts or omissions of the City or its agents or employees or any other persons acting under the City's direction or control in connection with the Easement Area or with the use or occupancy of the Easement Area.

5. 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.

6. 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.

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

8. 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.

9. 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.

10. 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.

11. 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.]

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first above written.

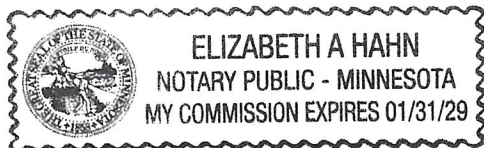
GRANTOR:

89 Northtown, LLC  
a Minnesota limited liability company

By: [Signature]  
Name: Sean Hanning  
Its: Authorized Signer

STATE OF Minnesota )  
COUNTY OF Hennepin ) ss.

Personally came before me on December 12, 2024, 2024, the above-named Sean Hanning, the Authorized signer of 89 Northtown, LLC, a Minnesota limited liability company, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf of said company.



[Signature: Elizabeth A. Hahn]  
Notary Public

[Signature Page to Easement Agreement]

**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 2, Block 3, Muir's Northtown 3rd Addition, according to the recorded plat thereof, Anoka County, Minnesota.

Together with an easement for ingress and egress purposes over that part of Lot 1, Block 3, Muir's Northtown 3<sup>rd</sup> Addition described as follows: Within a line beginning at a point on the northwest property line of said Lot 1, Block 3, located 120 feet Southwesterly of the northwest corner of said Lot 1; thence Northeasterly along said northwest property line to said northwest corner; thence Southeasterly along the southwest right of way line of 87th Lane Northeast, a distance of 25 feet; thence Southwesterly to the point of beginning.

PID 31-31-23-32-0008

## EXHIBIT B-1

### EASEMENT DESCRIPTION

A 33.00 foot wide permanent public utility easement over, under and across Lot 2, Block 3, MUIR'S NORTHTOWN 3<sup>RD</sup> ADDITION, according to said plat on file and of record in the office of the County Recorder, in and for, Anoka County, Minnesota, which lies 18.00 feet North of and 15.00 feet South of the following described line; commencing at the Northeast corner of said Lot 2; thence on an assumed bearing of South 89 degrees 50 minutes 30 seconds West, along the North line of said Lot 2, 70.65 feet; thence South 40 degrees 20 minutes 30 seconds West 23.67 feet to the point of beginning of the line to be described; thence North 89 degrees 50 minutes 30 seconds East 86.02 feet to the East line of said Lot 2 and said line there terminating.

Said easement is to extend by its full width from a line projected northerly and southerly at right angles to said easement and which passes through the point of beginning to the East line of said Lot 2.

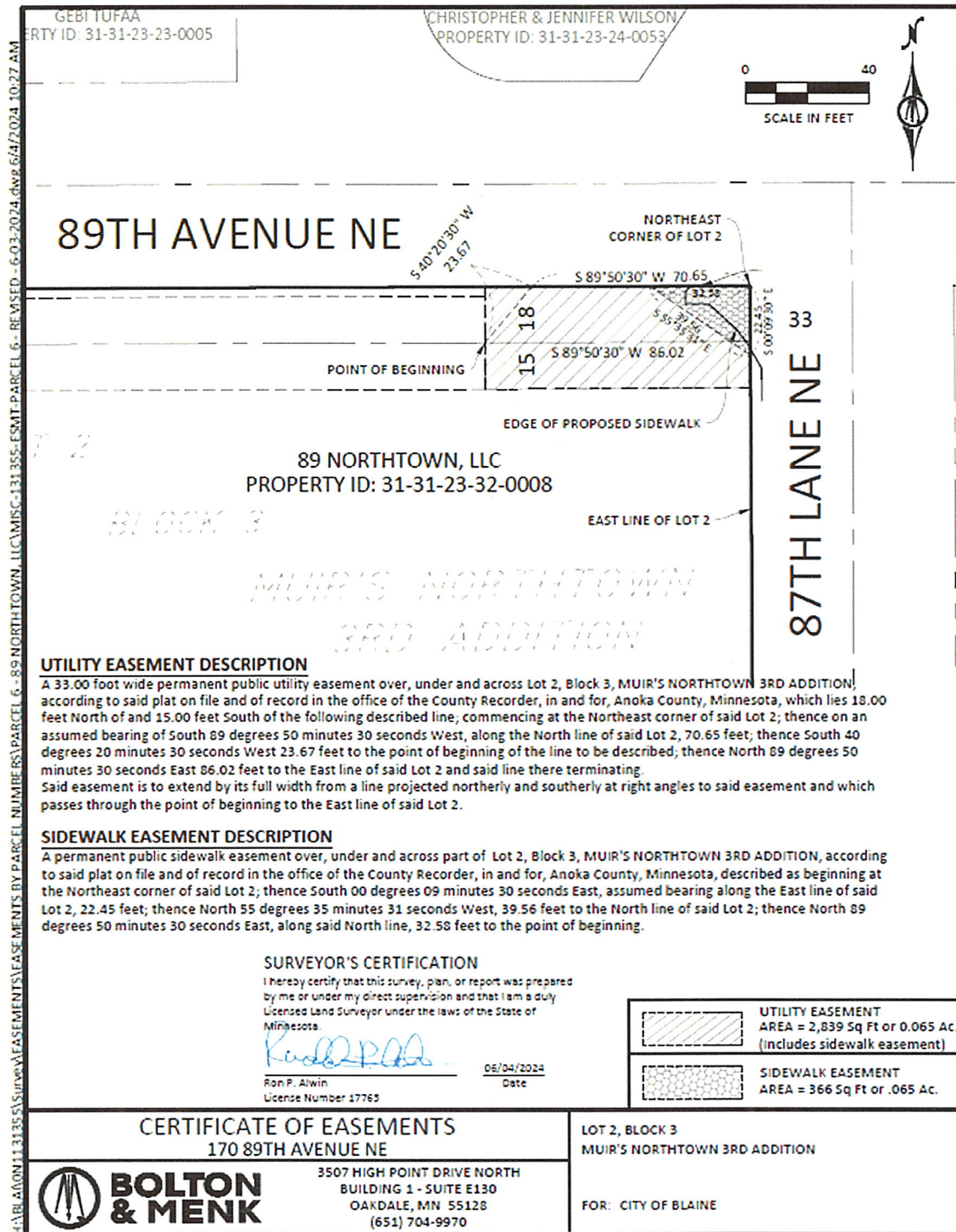
And

A permanent public sidewalk easement over, under and across part of Lot 2, Block 3, MUIR'S NORTHTOWN 3RD ADDITION, according to said plat on file and of record in the office of the County Recorder, in and for, Anoka County, Minnesota, described as beginning at the Northeast corner of said Lot 2; thence South 00 degrees 09 minutes 30 seconds East, assumed bearing along the East line of said Lot 2, 22.45 feet; thence North 55 degrees 35 minutes 31 seconds West, 39.56 feet to the North line of said Lot 2; thence North 89 degrees 50 minutes 30 seconds East, along said North line, 32.58 feet to the point of beginning.



# EXHIBIT B-2

## EASEMENT DEPICTION



## CONSENT OF MORTGAGEE

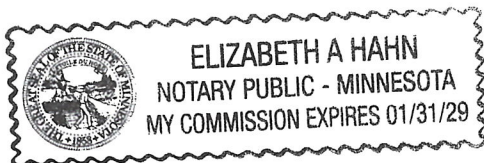
The undersigned, being the Mortgagee under a Mortgage, Assignment of Leases and Rents, Security Agreement and Financing Statement dated February 29, 2024, granted by 89 Northtown, LLC, a Minnesota limited liability company, in favor of the undersigned, and recorded February 29, 2024, with the County Recorder, Anoka County, Minnesota as Document No. 2409118.002 does hereby consent to the Sidewalk and Utility Easement Agreement between 89 Northtown, LLC and the City of Blaine dated \_\_\_\_\_, \_\_\_\_\_, recorded \_\_\_\_\_, as Document No. \_\_\_\_\_.

EntreBank,  
a Minnesota banking corporation

By: Todd R. Houland  
Name: Todd R. Houland  
Title: President

STATE OF MINNESOTA )  
COUNTY OF Hennepin ) ss.

The foregoing instrument was acknowledged before me this 12<sup>th</sup> day of December 2024, by Todd Houland, the President of EntreBank, a Minnesota banking corporation, on behalf of said corporation.



Elizabeth A. Hahn  
Notary Public

This Instrument Drafted By:  
Eckberg Lammers, P.C. (THRL)  
1809 Northwestern Ave  
Stillwater, MN 55082

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

Fee Owner(s): 89 Northtown, LLC  
PID: 31-31-23-32-0008  
Property Address: 170 89th Ave. NE, Blaine, MN 55434

On this 12<sup>th</sup> day of December, 2024, 89 Northtown, LLC, a Minnesota limited liability company, 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 **Forty-Two Thousand, Four Hundred Seventy-Five and no/100 Dollars (\$42,475.00)** 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: n/a

It is understood and agreed that the entire agreement of the parties is contained in this Memorandum of Understanding and Easement Document(s) dated December 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: \_\_\_\_\_

89 Northtown, LLC

Date: 12/12/24

By: SL  
Printed Name: Sean Hawng  
Title: Authorized Signer



# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3.                                              | <b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)<br>89 Northtown LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                     | <b>2</b> Business name/disregarded entity name, if different from above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                     | <b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .<br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) |
|                                                                                                     | <b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                     | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br>Exempt payee code (if any) _____<br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br>(Applies to accounts maintained outside the United States.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>5</b> Address (number, street, and apt. or suite no.). See instructions.<br>766 Englewood Avenue | Requester's name and address (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>6</b> City, state, and ZIP code<br>Saint Paul, Minnesota, 55104                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>7</b> List account number(s) here (optional)                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

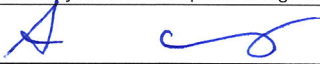
|                                       |   |   |   |   |   |   |   |   |   |  |
|---------------------------------------|---|---|---|---|---|---|---|---|---|--|
| <b>Social security number</b>         |   |   |   |   |   |   |   |   |   |  |
|                                       |   |   | - |   |   |   | - |   |   |  |
| or                                    |   |   |   |   |   |   |   |   |   |  |
| <b>Employer identification number</b> |   |   |   |   |   |   |   |   |   |  |
| 9                                     | 9 | - | 0 | 6 | 7 | 5 | 1 | 9 | 4 |  |

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                                                                                                                        |                         |
|------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Sign Here</b> | <b>Signature of U.S. person</b><br> | <b>Date</b><br>12/12/24 |
|------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**From:** [Cody Sylvester](#)  
**To:** [Sonya Henning](#)  
**Cc:** [Gregg Larson](#); [Cindy Landon](#)  
**Subject:** RE: City of Blaine 89th Avenue Project - Parcel 6  
**Date:** Monday, December 9, 2024 2:21:48 PM

---

Thanks for confirming. The city is OK with the additional language. We include something similar in our right-of-entry agreements.

[Cody Sylvester](#)  
Project Engineer  
Engineering Department  
[City of Blaine](#)  
10801 Town Square Drive NE, Blaine MN 55449  
o: 763-785-6186  
[BlaineMN.gov](#)

---

**From:** Sonya Henning <[shenning@HENNINGPROFESSIONALSERVICES.COM](mailto:shenning@HENNINGPROFESSIONALSERVICES.COM)>  
**Sent:** Monday, December 9, 2024 1:15 PM  
**To:** Cody Sylvester <[csylvester@blainemn.gov](mailto:csylvester@blainemn.gov)>  
**Cc:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>; Cindy Landon <[clandon@HENNINGPROFESSIONALSERVICES.COM](mailto:clandon@HENNINGPROFESSIONALSERVICES.COM)>  
**Subject:** RE: City of Blaine 89th Avenue Project - Parcel 6

Hi Cody,  
I'd like to confirm that you are also approving the changes they are requesting on the easement document.  
Please let me know if you are approving those too.  
Thanks,  
Sonya

**Sonya Henning, PE**  
651.955.5594

---

**From:** Sonya Henning  
**Sent:** Monday, December 9, 2024 1:07 PM  
**To:** Cody Sylvester <[csylvester@blainemn.gov](mailto:csylvester@blainemn.gov)>  
**Cc:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>; Cindy Landon <[clandon@HENNINGPROFESSIONALSERVICES.COM](mailto:clandon@HENNINGPROFESSIONALSERVICES.COM)>  
**Subject:** RE: City of Blaine 89th Avenue Project - Parcel 6

Hi Cody,  
Thank you.  
Will do.  
Have a great day,  
Sonya

**Sonya Henning, PE**  
651.955.5594

---

**From:** Cody Sylvester <[csylvester@blainemn.gov](mailto:csylvester@blainemn.gov)>  
**Sent:** Monday, December 9, 2024 11:08 AM  
**To:** Sonya Henning <[shenning@HENNINGPROFESSIONALSERVICES.COM](mailto:shenning@HENNINGPROFESSIONALSERVICES.COM)>  
**Cc:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>; Cindy Landon <[clandon@HENNINGPROFESSIONALSERVICES.COM](mailto:clandon@HENNINGPROFESSIONALSERVICES.COM)>  
**Subject:** RE: City of Blaine 89th Avenue Project - Parcel 6

Sonya,

The city agrees with the below request. Please move this forward and keep me in the loop with when we expect to receive the final documents.

Thank you,

**Cody Sylvester**  
Project Engineer  
Engineering Department  
**City of Blaine**  
10801 Town Square Drive NE, Blaine MN 55449  
o: 763-785-6186  
BlaineMN.gov

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**From:** Sonya Henning <[shenning@HENNINGPROFESSIONALSERVICES.COM](mailto:shenning@HENNINGPROFESSIONALSERVICES.COM)>  
**Sent:** Thursday, December 5, 2024 11:25 AM  
**To:** Cody Sylvester <[csylvester@blainemn.gov](mailto:csylvester@blainemn.gov)>  
**Cc:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>; Cindy Landon <[clandon@HENNINGPROFESSIONALSERVICES.COM](mailto:clandon@HENNINGPROFESSIONALSERVICES.COM)>  
**Subject:** FW: City of Blaine 89th Avenue Project - Parcel 6

Hi Cody,

The owner's attorney for parcel 6 has sent the attached requested changes to the language of the easement document.

Will these changes be acceptable to the city? Do you want us to send it to the attorney to review?

They are also requesting an additional \$2,150 to cover the cost to obtain the lender consent and attorney's fees (invoice attached).

The owners indicated that they have already contacted the mortgagee and will obtain the consent and provide it with the finalized settlement documents.

The original offer was \$22,800.00. You have already approved \$40,325.00 on 10/7.

This additional \$2,150 would bring us up to \$42,475.00.

I recommend this settlement.

Please let me know if you agree.

Thanks,  
Sonya and Gregg

**Sonya A. Henning, PE | Right of Way Specialist/President | Henning Professional Services, Inc.**  
651.955.5594 (direct) | PO Box 25376 | Woodbury, MN 55125  
[shenning@henningprofessionalservices.com](mailto:shenning@henningprofessionalservices.com)

---

**From:** Sean Haung <[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)>  
**Sent:** Wednesday, November 20, 2024 12:32 PM  
**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>  
**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>  
**Subject:** Re: FW: 170 89th, Blaine

Gregg,

Please see redlines and invoice.

Thanks,

Sean

**Sean Haung, CCIM**  
Director  
Caspian Group

 612-501-4261  
[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)  
<https://caspianrealty.com/>  
7401 Bush Lake Road, Edina, MN 55439

On Tue, Nov 19, 2024 at 9:42 AM Sean Haung <[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)> wrote:

Gregg,

I wanted to confirm that the city will also be paying for our attorney fees on this.

Sean

**Sean Haung, CCIM**  
Director  
Caspian Group

 612-501-4261  
[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)  
<https://caspianrealty.com/>  
7401 Bush Lake Road, Edina, MN 55439



---

On Mon, Nov 18, 2024 at 10:20 AM Sean Haung <[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)> wrote:

Hi Gregg,

I wanted to follow up on getting that word document from you.

Thanks,

Sean

**Sean Haung, CCIM**  
Director  
Caspian Group



612-501-4261  
[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)  
<https://caspianrealty.com/>  
7401 Bush Lake Road, Edina, MN 55439

---

On Thu, Nov 14, 2024 at 11:09 AM Sean Haung <[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)> wrote:

Gregg,

Do you have a word document of the easement agreement we can get?

Sean

**Sean Haung, CCIM**  
Director  
Caspian Group



612-501-4261  
[seanhaung@caspianrealty.com](mailto:seanhaung@caspianrealty.com)  
<https://caspianrealty.com/>  
7401 Bush Lake Road, Edina, MN 55439

---

On Mon, Nov 11, 2024 at 2:57 PM Gregg Larson

<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Hello Sean,

I thought these documents were forwarded to you a few weeks ago. Attached are the settlement documents for your review and signature.

Included:

- Easement Document conveying the easement right to the city
- Memorandum of Understanding outlining the terms of the agreement including the compensation
- W-9 Form – This is needed before the city can make payment
- Lender consent document – This is needed before the city to finalize the settlement
- Third Party Authorization – If you would like us to work directly with your lender, this form will be needed

Please note that the easement document needs to be notarized. I am a notary and would be happy to meet and notarize if needed.

Let me know if you have any question or need additional information.

Thanks,

Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**

651.295.9660 | PO Box 25376 | Woodbury, MN 55125

[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

---

**From:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>

**Sent:** Tuesday, October 8, 2024 1:18 PM

**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>

**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>

**Subject:** Re: FW: 170 89th, Blaine

Hi Gregg,

That's fine. Please get that all drafted.

Sean

**Sean Haung, CCIM**

Director

Caspian Group



612-501-4261

[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)

<https://caspiarealty.com/>

7401 Bush Lake Road, Edina, MN 55439

On Mon, Oct 7, 2024 at 4:16 PM Gregg Larson

<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Hi Sean,

I need to verify that the invoice has been paid unless you want the city to send the payment directly to Valbridge.

Also, the City will be agreeable to the additional compensation for the land value and loss of parking. They do not agree with the additional compensation for the turf and paving. In short, they have countered in the amount of \$40,325 vs. your counter of \$41,175. If that is acceptable to you and your team, I will have the documents drafted to finalize the settlement. If you would like to discuss this in more detail, let me know.

Thanks,

Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**

651.295.9660 | PO Box 25376 | Woodbury, MN 55125

[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

---

**From:** Sean Haug <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>

**Sent:** Monday, October 7, 2024 1:46 PM

**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>

**Cc:** lenny haug <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>

**Subject:** Re: FW: 170 89th, Blaine

Gregg,

Please see attached.

Thanks,

Sean

**Sean Haug, CCIM**

Director

Caspian Group



612-501-4261

[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)

<https://caspiarealty.com/>

7401 Bush Lake Road, Edina, MN 55439

On Fri, Oct 4, 2024 at 2:37 PM Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)> wrote:

I'll get that for you.

Thanks,

Sean

**Sean Haung, CCIM**

Director

Caspian Group



612-501-4261

[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)

<https://caspiarealty.com/>

7401 Bush Lake Road, Edina, MN 55439

On Fri, Oct 4, 2024 at 2:37 PM Gregg Larson  
<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Great!

I neglected to ask; do you have a receipt showing your appraisal has been paid? I will need that to get the appraisal reimbursement request completed.

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**

651.295.9660 | PO Box 25376 | Woodbury, MN 55125

[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

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**From:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>

**Sent:** Friday, October 4, 2024 2:35 PM

**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>

**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>

**Subject:** Re: FW: 170 89th, Blaine

Gregg,

That matches what I have. Go ahead.

Thanks,

Sean

**Sean Haung, CCIM**

Director

Caspian Group



612-501-4261

[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)

<https://caspiarealty.com/>

7401 Bush Lake Road, Edina, MN 55439

On Fri, Oct 4, 2024 at 2:22 PM Gregg Larson

<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Hello Sean,

Below are the numbers I have in my notes.

\$41,175 total

Compensation breaks down as follows:

\$36,200 for the permanent easement area (Your appraisers value)

\$850 for loss turf and pavement

\$4,125 for permanent loss of parking for one stall

Let me if this is acceptable to you and I will forward it onto the City.

Thanks,

Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**

651.295.9660 | PO Box 25376 | Woodbury, MN 55125

[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

**From:** Gregg Larson

**Sent:** Friday, August 30, 2024 9:54 AM

**To:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>

**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>

**Subject:** RE: FW: 170 89th, Blaine

Yes that works. I will call you then.

Thanks and have a great weekend!

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**  
651.295.9660 | PO Box 25376 | Woodbury, MN 55125  
[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

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**From:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>  
**Sent:** Friday, August 30, 2024 9:30 AM  
**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>  
**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>  
**Subject:** Re: FW: 170 89th, Blaine

Hi Gregg,

How does next Tuesday at 10:15 work for you?

Sean

**Sean Haung, CCIM**  
Director  
Caspian Group



612-501-4261  
[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)  
<https://caspiarealty.com/>  
7401 Bush Lake Road, Edina, MN 55439

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On Fri, Aug 30, 2024 at 6:33 AM Gregg Larson  
<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Hi Sean,  
Thanks for getting back to me. My schedule has been a little crazy this week.  
Do you have any availability this morning before 10:00 or next week?  
Thanks,  
Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**  
651.295.9660 | PO Box 25376 | Woodbury, MN 55125  
[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

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**From:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>  
**Sent:** Wednesday, August 28, 2024 11:13 AM  
**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>  
**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>  
**Subject:** Re: FW: 170 89th, Blaine

Hi Gregg,

Just tried giving you a call. It it helps, happy to schedule a time to talk.

Thanks,

Sean

**Sean Haung, CCIM**

Director

Caspian Group



612-501-4261

[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)

<https://caspiarealty.com/>

7401 Bush Lake Road, Edina, MN 55439

On Mon, Aug 26, 2024 at 6:51 PM Gregg Larson

<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Hi Sean,

Thank you for sharing the appraisal. Your appraiser used the original easement description and not the revised easement which reduced the impacts to the property at your request. I would like to talk to you about you the report and your counteroffer before I present it to the city. Please give me a call when you have a few minutes to go over the information.

Thanks,

Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**

651.295.9660 | PO Box 25376 | Woodbury, MN 55125

[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

**From:** Gregg Larson

**Sent:** Friday, July 26, 2024 11:59 AM

**To:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>

**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>

**Subject:** RE: 170 89th, Blaine

Hello Sean,

Thank you for taking my call today. Attached is the revised parcel sketch and legal description as discussed. Per the Cody Sylvester at the city, as



long as you plan to stripe the lot and have a tenant agreement in place by spring of 2025 (when this phase of the project is anticipated to occur), the city has no concern regarding the loss of one parking spot caused by the city project. If you or your attorney would like to discuss this with Cody directly, please feel free to contact him @ 763-785-6186.

The easement areas have been marked for viewing, if you would like to meet to review next week, let me know.

Have a great weekend,

Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**  
651.295.9660 | PO Box 25376 | Woodbury, MN 55125  
[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

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**From:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>

**Sent:** Thursday, May 30, 2024 4:20 PM

**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>

**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>

**Subject:** Re: 170 89th, Blaine

Thank you.

Sean

**Sean Haung, CCIM**

Director

Caspian Group



612-501-4261

[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)

<https://caspiarealty.com/>

7401 Bush Lake Road, Edina, MN 55439

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[Redacted signature]

On Thu, May 30, 2024 at 4:05 PM Gregg Larson

<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Hi Sean,

Yes, there will be a new sketch and legal description. I will forward it as soon as I receive it.

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**  
651.295.9660 | PO Box 25376 | Woodbury, MN 55125  
[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

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**From:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>  
**Sent:** Thursday, May 30, 2024 4:03 PM  
**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>  
**Cc:** lenny haung <[lennyhaung@gmail.com](mailto:lennyhaung@gmail.com)>  
**Subject:** Re: 170 89th, Blaine

Hi Gregg,

We'd like a drawing of that so we can be sure as well.

Thanks,

Sean

**Sean Haung, CCIM**  
Director  
Caspian Group



612-501-4261  
[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)  
<https://caspiarealty.com/>  
7401 Bush Lake Road, Edina, MN 55439

On Thu, May 30, 2024 at 3:46 PM Gregg Larson  
<[Glarson@henningprofessionalservices.com](mailto:Glarson@henningprofessionalservices.com)> wrote:

Hi Sean,  
There will be a need for a small area of sidewalk easement near the intersection for the pedestrian ramp. The project manager is in the process of redrawing the easement and creating a new legal description. It is my understanding that the sidewalk easement will be outside of the parking lot after it is redrawn. I am waiting for feedback from the City regarding the question about the added parking area within the proposed and existing easements. When I hear back, I will let you know.  
The City would prefer to finish work this construction season, however it may be pushed to next year.  
Let me know if you have additional questions.  
Have a great day,  
Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**

651.295.9660 | PO Box 25376 | Woodbury, MN 55125

[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)

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**From:** Sean Haung <[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)>

**Sent:** Wednesday, May 29, 2024 1:53 PM

**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>

**Subject:** 170 89th, Blaine

Hi Greg,

Great meeting you a few days ago.

Was hoping to see if you got clarity from the city regarding the sidewalk easement and their need for it. Additionally, please remind me what the timeline was for getting work done on the space.

Thanks,

Sean

**Sean Haung, CCIM**

Director

Caspian Group



612-501-4261

[seanhaung@caspiarealty.com](mailto:seanhaung@caspiarealty.com)

<https://caspiarealty.com/>

7401 Bush Lake Road, Edina, MN 55439

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**From:** [Cody Sylvester](#)  
**To:** [Gregg Larson](#)  
**Cc:** [Sonya Henning](#)  
**Subject:** RE: Blaine - Parcel 6 Counteroffer  
**Date:** Monday, October 7, 2024 9:27:39 AM

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Thanks for the clarification. I ran this by the city engineer and the only disagreement we have is with the requested \$850 for loss of turf and pavement.

The City of Blaine counter would be \$40,325.

[Cody Sylvester](#)

Project Engineer

Engineering Department

[City of Blaine](#)

10801 Town Square Drive NE, Blaine MN 55449

o: 763-785-6186

BlaineMN.gov

---

**From:** Gregg Larson <Glarson@HENNINGPROFESSIONALSERVICES.COM>  
**Sent:** Monday, October 7, 2024 7:49 AM  
**To:** Cody Sylvester <csylvester@blainemn.gov>  
**Cc:** Sonya Henning <shenning@HENNINGPROFESSIONALSERVICES.COM>  
**Subject:** Re: Blaine - Parcel 6 Counteroffer

Hi Cody,

They originally countered at \$72,600. After I talked with them and discussed it, they reduced it to \$41,175.

Gregg

Sent from my phone. Typos are likely.

---

**From:** Cody Sylvester <[csylvester@blainemn.gov](mailto:csylvester@blainemn.gov)>  
**Sent:** Monday, October 7, 2024 7:26:06 AM  
**To:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>  
**Cc:** Sonya Henning <[shenning@HENNINGPROFESSIONALSERVICES.COM](mailto:shenning@HENNINGPROFESSIONALSERVICES.COM)>  
**Subject:** RE: Blaine - Parcel 6 Counteroffer

Thanks Gregg. So is the P6 counteroffer \$41,175 as you stated or \$72,600 as shown in the recent easement update from Sonya?

[Cody Sylvester](#)

Project Engineer

Engineering Department

City of Blaine

10801 Town Square Drive NE, Blaine MN 55449

o: 763-785-6186

BlaineMN.gov

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**From:** Gregg Larson <[Glarson@HENNINGPROFESSIONALSERVICES.COM](mailto:Glarson@HENNINGPROFESSIONALSERVICES.COM)>

**Sent:** Friday, October 4, 2024 4:38 PM

**To:** Cody Sylvester <[csylvester@blainemn.gov](mailto:csylvester@blainemn.gov)>

**Cc:** Sonya Henning <[shenning@HENNINGPROFESSIONALSERVICES.COM](mailto:shenning@HENNINGPROFESSIONALSERVICES.COM)>

**Subject:** Blaine - Parcel 6 Counteroffer

Hello Cody,

The owners of parcel 6 received an appraisal from Valbridge Property Advisors in the amount of \$72,500. See attached. After meeting with the owners to review their appraisal and the City's offer in detail, they submitted a counteroffer in the amount of \$41,175 partially based on the appraisal they received. This is \$18,375 more than the original offer of \$22,800.

Below is a summary of the differences between the city's offer and the owners counteroffer

\$36,200 for the permanent easement acquisition vs. the city's offer of \$22,800.

- The city's appraiser valued the land at \$16/sf and opined that the permanent easement diminished the value by 50%
- The owner's appraiser valued land at \$17/sf and opined that the permanent easement diminished the value by 75%

\$4,125 for Permanent loss of parking on one stall vs. no compensation included in the city's appraisal.

- The owner's appraisal addressed this on page 38 of their report.

\$850 for loss of turf and pavement over the area that will be encumbered by the proposed sidewalk/pedestrian ramp vs. no compensation included in the city's appraisal.

- The owner's appraisal addressed this on page 36 of their report.

The main difference in valuation is with the additional 25% the owner's appraiser is diminishing the permanent easement area. While this is a significant difference, it is common for these types of easements to be valued at 75%.

The project will reduce the parking by one spot and a small area of existing turf and pavement currently owned by the owners will be covered by the proposed sidewalk/pedestrian ramp.

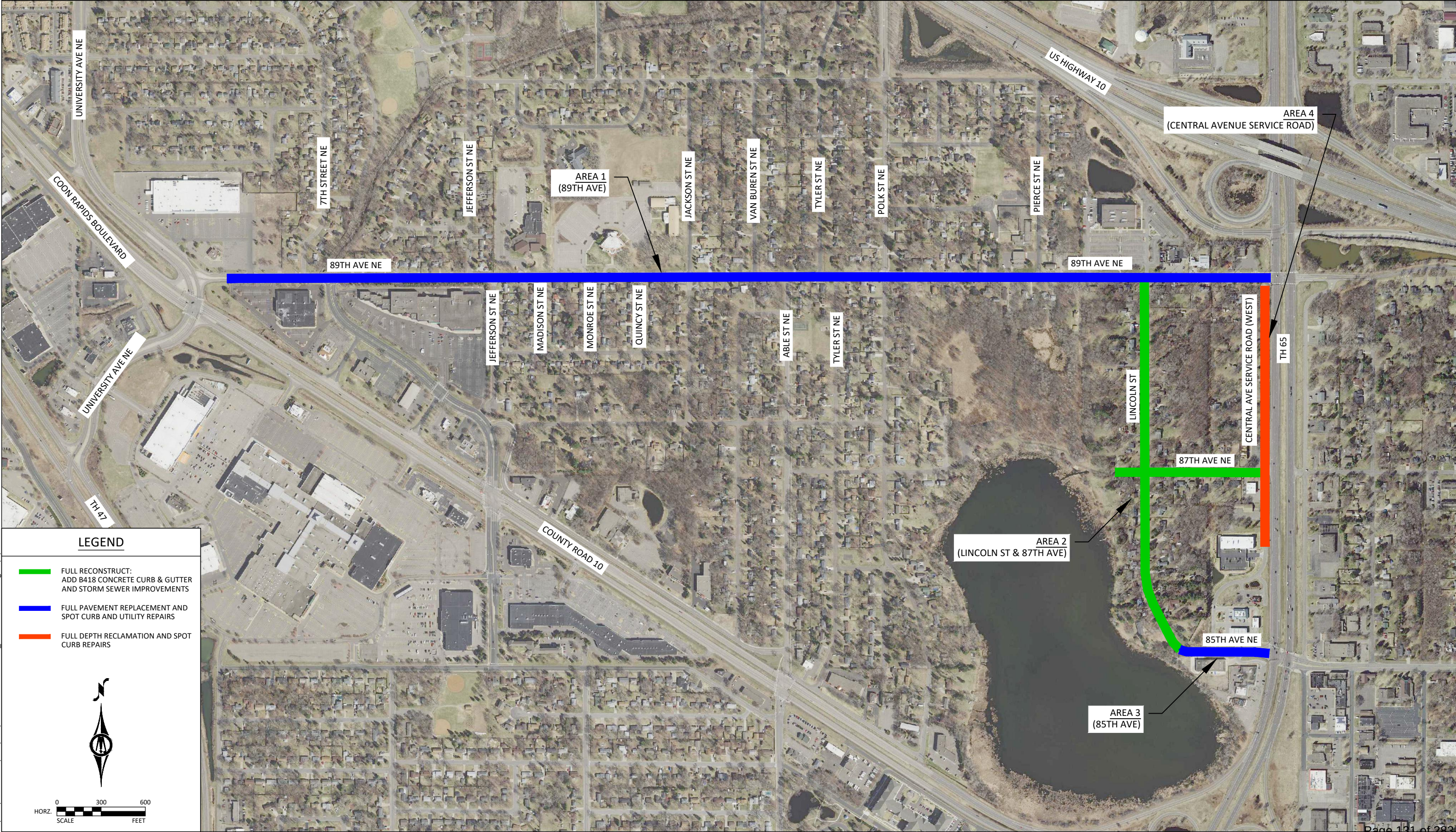
Given the above information I do not believe this counteroffer is unreasonable. Is this acceptable to the city or do you want to give the owners a counter?

Thanks,

Gregg

**Gregg Larson | Right of Way Specialist | Henning Professional Services, Inc.**  
651.295.9660 | PO Box 25376 | Woodbury, MN 55125  
[glarson@henningprofessionalservices.com](mailto:glarson@henningprofessionalservices.com)









# City of Blaine Staff Report

File Number: RES 25-5

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

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

## Agenda Item # 9.12

Support Anoka County Submittal of a FY25 RAISE Funding Application for the Trunk Highway 65 and CSAH 116 (Bunker Lake Boulevard) Improvement Project

## Executive Summary

U. S. Department of Transportation (DOT) announced its latest discretionary funding opportunity through the FY25 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program allocating \$3 billion to fund projects that improve safety, economic strength and global competitiveness, equity, and climate and sustainability consistent with DOT's strategic goals.

Anoka County is proposing to submit an application requesting \$25 million in capital funds from the FY25 RAISE program, to reconstruct the TH 65 and CSAH 116 (Bunker Lake Boulevard) intersection and supporting segments and necessary local system improvements.

## Background

Anoka County is proposing to submit an application requesting \$25 million in capital funds from the FY25 RAISE program, to reconstruct the TH 65 and CSAH 116 (Bunker Lake Boulevard) intersection and supporting segments and necessary local system improvements.

The City of Blaine is a partner in the TH 65 and CSAH 116 (Bunker Lake Road) Improvement Project as there are proposed improvements to the city's east and west TH 65 frontage road network from 131st Avenue to 133rd Avenue.

## Strategic Plan Relationship

The project aligns with the City's strategic priority TH65 Improvement, as well as initiatives for Growth Management and providing a well-maintained infrastructure by providing high-quality street surfaces.



#### **Board/Commission Review**

N/A

#### **Financial Impact**

N/A

#### **Public Outreach/Input**

N/A

#### **Staff Recommendation**

By Motion, Adopt the Resolution.

#### **Attachment List**

None



# City of Blaine

## Signature Copy

Resolution: RES 25-5

### **Support Anoka County Submittal of a FY25 RAISE Funding Application for the Trunk Highway 65 and CSAH 116 (Bunker Lake Boulevard) Improvement Project**

**WHEREAS**, the U. S. Department of Transportation (DOT) announced its latest discretionary funding opportunity through the FY25 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program allocating \$3 billion to fund projects that improve safety, economic strength and global competitiveness, equity, and climate and sustainability consistent with DOT's strategic goals; and,

**WHEREAS**, Trunk Highway 65 (TH 65) is a State Highway that provides an important north south transportation connection in and through the city of Blaine, Ham Lake, and Anoka County; and,

**WHEREAS**, traffic volumes on TH 65 have been increasing and are expected to continue to increase in the future as the area continues to grow such that congestion is and will continue to negatively impact the ability of the corridor to move traffic; and,

**WHEREAS**, with traffic volumes, serious and fatal crashes are expected to rise if improvements are not made at TH 65 intersections and along the adjacent supporting local transportation system; and,

**WHEREAS**, the Minnesota Department of Transportation (MnDOT), the Cities of Ham Lake and Blaine, and Anoka County have continued to work together since 2018 to plan for mobility and safety improvements along the corridor; and,

**WHEREAS**, Anoka County is leading this phase two investment along the TH 65 corridor within the Cities of Ham Lake and Blaine of which proposed improvements resulted in response to a 2018-2021 study lead by MnDOT; and,

**WHEREAS**, Anoka County is proposing to submit an application requesting \$25 million in capital funds from the FY25 RAISE program, to reconstruct the TH 65 and CSAH 116 (Bunker Lake Boulevard) intersection and supporting segments and necessary local system improvements; and,

**WHEREAS**, the City of Blaine is a financial partner in the TH 65 and CSAH 116 (Bunker Lake Boulevard) Improvement Project: and,

**NOW, THEREFORE, BE IT RESOLVED** that the Blaine City Council supports Anoka County's, FY25 RAISE program, to reconstruct the TH 65 and CSAH 116 (Bunker Lake Boulevard) intersection and supporting segments and necessary local system improvements.



# City of Blaine

## Staff Report

File Number: ORD 25-2569

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Ordinance |

**Approval of Consent Agenda:** - Cathy Sorensen, City Clerk

### Agenda Item # 9.13

Second Reading

Ordinance to Repeal Sec. 82-6. Traffic Commission, Amend Sec. 54-31. Park Board, and Amend 27.02 Planning Commission/Board of Appeals and Adjustments

### Executive Summary

Hold second reading of an ordinance amendment to dissolve the Blaine Traffic Commission and amend portions of code for the Park Board and Planning Commission to reflect changes made in council policy.

### Background

First reading was held on December 16 with no comments received. The Blaine Traffic Commission was established in 2019 to address neighborhood traffic concerns following a pedestrian fatality. At the November 18 workshop, Council directed staff to bring forward an ordinance amendment to dissolve the Traffic Commission. The decision was based on the lack of actionable agenda items for the Commission since methods and procedures the Police and Engineering Departments implemented over the last few years now directly address neighborhood traffic concerns have proven to be very effective, resulting in only two Traffic Commission meetings in the past three years with actual traffic issues on the agenda. The City Council would rather see dedicated residents who want to volunteer their time and serve their community on a board or commission where there is a steady diet of work or items to discuss versus on a commission where the majority of meetings are canceled due to lack of actionable items for the agenda and greatly appreciates the Commissioners time and work over the years. Staff will continue to communicate the current processes for residents to submit neighborhood traffic concerns.

Other minor amendments are being recommended for deletion to the portions of code regarding the Park Board and Planning Commission as they are now reflected in the adopted council policy regarding appointment process and structure and are no longer needed in city code and to reference potential criteria changes as amended from time to time.

Staff is working on creating a plaque for council chambers that will include and recognize all who served on this important commission.

#### **Strategic Plan Relationship**

N/A

#### **Board/Commission Review**

N/A

#### **Financial Impact**

N/A

#### **Public Outreach/Input**

N/A

#### **Staff Recommendation**

Hold second reading and adopt an ordinance amendment to amend the sections of ordinance as recommended.

#### **Attachment List**

1. Board and Commission Appointment Policy - Proposed Amendments December 2024



# City of Blaine

## Signature Copy

Ordinance: ORD 25-2569

### Second Reading

### Ordinance to Repeal Sec. 82-6. Traffic Commission, Amend Sec. 54-31. Park Board, and Amend 27.02 Planning Commission/Board of Appeals and Adjustments

**THE CITY OF BLAINE DOES ORDAIN:** (Added portions are underscored and deleted portions are shown with overstrike.)

Chapter 82 - Traffic and Vehicles.

Article I. - In General

~~Sec. 82-6. Traffic commission—Establishment, membership, organization.~~

(a) ~~—~~ *Establishment.* There is hereby established for the city a traffic commission. The traffic commission is an advisory board to the city council. The traffic commission shall review neighborhood traffic concerns on local streets, define issues, review alternatives, look at costs, hold public hearings, and make recommendations to the city council.

(b) ~~—~~ *Organization.* The traffic commission shall adopt rules for the transaction of its business and such rules may include provisions for the giving of oaths to witnesses and the filing of written briefs by the parties. The commission shall provide a public record of its proceedings which include the minutes of its meetings, its findings, and action taken on each matter heard by it, including the final recommendation. The meetings of the traffic commission shall be held at the call of the chair and at such other times as the commission in its rules of procedure may specify.

(Ord. No. 19-2433, 8-19-2019 Ord. No. 19-2442, 1-6-2020)

Chapter 54 - Parks and Recreation

Article II. - Park Board

Sec. 54-31. Established; members; organization.

(a) *Established.* There is hereby established for the city a park board.

(b) *Compensation of members; expenses.* The members of the park board shall receive as compensation such remuneration as set by council action, and the board may, with the consent of the council, incur expenses that are deemed necessary.

(c) *Removal of members.* Any park board member may be removed from office at any time by a four-fifths vote of the council. Any member absent from three consecutive regular meetings without the consent of the board shall be deemed to have vacated such member's office, and such vacancy shall be filled by the council as stated in this section.

(d) *Chairperson.* The chairperson of the board shall be designated by the mayor from among the members of the board. The chairperson shall be responsible for calling and presiding at meetings and shall be entitled to an equal vote with other members of the board.

(e) *Rules of procedures.* The board shall elect its own officers (except for the chairperson), establish meeting times and adopt its own rules of procedures.

Chapter 27 - Administration

27.02 Planning commission/board of appeals and adjustments.

(b) The Planning Commission is an advisory board to the City Council. The Planning Commission shall review, hold public hearings, and make recommendations to the City Council on all applications for zoning amendments, conditional use permits, and variances, using the criteria in Sections 27.03(a), 27.04(a) and 27.05(a), as amended from time to time. The Planning Commission shall also prepare and recommend a comprehensive plan for the development of the City, study and make recommendations to the City Council as regards means to carry out and maintain the comprehensive plan and regulations thereto. The Commission shall prepare and recommend to the proper officials of the municipality, needed capital improvements consistent with the comprehensive plan for the City. The Commission shall conduct hearings, study, and recommend to the City Council, a zoning code and such amendments thereto as may, from time to time, be proposed.

(g) Compensation of members; expenses. The members of the planning commission/board shall receive as compensation such remuneration as set by council action, and the board may, with the consent of the council, incur expenses that are deemed necessary.

**INTRODUCED** and read in full this 16th day of December 2024.

**PASSED** by the City Council of the City of Blaine this 6th day of January 2025.

## **City of Blaine Council Policy**

### **Board/Commission Appointment Process and Structure**

**Purpose:** Boardmembers and commissioners are vital to the community and provide input and guidance on the many opportunities and issues Blaine faces as a growing community. Requirements for these volunteer positions include being a resident of Blaine, attending meetings, and having a community interest. In order to be most responsive to residents interested in serving on boards and commissions and to be able to be flexible during the recruitment, the appointment process previously outlined by ordinance was moved and included instead as a Council policy.

**Boards/Commissions:** The City's advisory boards and commissions include the Natural Resources Conversation Board, Park Advisory Board, and Planning Commission ~~and Traffic Commission~~. There are other ad hoc boards and commissions whose members are appointed but do not directly report to the City Council including the Charter Commission, Fire Board, and Senior Advisory Board, as well as community boards such as the Blaine Historical Society. Boards and commissions meet quarterly or as needed, based on a calendar and work plan created and approved by Council and implemented by staff. The exception to quarterly meetings is the Planning Commission who meets more frequently to act on land use applications and hold public hearings as required by Statute.

**Appointments:** Board/commission appointments are made annually by City Council based on each term's ending, typically March of each year. Appointments are made based on balanced ward representation where possible for up to two 3-year terms per member. The Council can by consensus deviate from these criteria and allow for differing ward representation and/or additional term(s). Council will determine the candidate review and interview process each appointment cycle based on the number of vacancies, reappointments, and applications received.

**Member Removal:** Members may be removed by the mayor if the removal is confirmed by a majority vote of the City Council. Current members who move from the council election ward they were appointed to will be allowed to complete their term with the approval of the mayor and the two councilmembers from the council election ward they moved from. Terms of current members who move outside the City shall end immediately.

**Board/Commission Structure:** Most boards/commissions are comprised of 7



members. Each board/commission will appoint their chair/vice chair and adopt rules for the transaction of its business which may include provisions for conducting public hearings and the filing of written testimony by the public if needed. With the assistance of staff, each board/commission will provide a public record of its proceedings which include the minutes of its meetings, its findings, and action taken on each matter heard by it, including the final recommendation.

**Stipend:** Board and commission members will be compensated at the rate of \$60 per meeting attended and \$75 per meeting attend for chairpersons, not to exceed two meetings per month.



# City of Blaine

## Staff Report

File Number: 2025-016

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

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

#### Agenda Item # 10.1

Consider On-Sale Intoxicating and Sunday Liquor License Revocation for Unson, Inc. dba Umi Sushi & Hibachi, 10340 Baltimore Street NE, Suite 100.

#### Executive Summary

Council is asked to consider revocation of the on-sale intoxicating and Sunday liquor licenses due to the license suspension that occurred on December 23 and per Statute the requirement in statute as outlined by the Department of Revenue.

#### Background

Staff received notice from the Minnesota Department of Revenue on October 31, 2024, regarding Umi Sushi's outstanding tax delinquencies since March 2024. Notice was sent to the license holder stating that council would have to revoke their liquor licenses as required by statute following a hearing at an upcoming council meeting. On December 23, staff received a notice of cancellation of Umi Sushi's liquor liability insurance effective December 16. Per city code, staff immediately suspended their liquor licenses pending a hearing if requested by the license holder, which occurred in writing later that day. While the liquor liability has been since reinstated, staff continued the suspension pending this hearing and the direction from the Department of Revenue. The license holder also has outstanding liquor license violation penalties from MN Alcohol and Gambling Enforcement as a result of selling liquor purchased from an off-sale license holder for resale at their restaurant. Staff will provide council any updates with regard to possible clearance certification from the Department of Revenue prior to the hearing.

6.52(c) Lapse of required proof of financial responsibility shall effect an immediate suspension of any license issued pursuant to this article or state law without further action of the council. Notice of cancellation or lapse of a current liquor liability policy shall also constitute notice to the licensee of the impending suspension of the license. The holder of a license who has received notice of lapse of required insurance or of suspension or revocation of a license may request a hearing thereon and, if a request is made in writing to the city clerk, a hearing before the council shall be granted within ten

days. Any suspension under this paragraph shall continue until the council determines that the financial responsibility requirements of state law and this article have again been met.

**Strategic Plan Relationship**

N/A

**Board/Commission Review**

N/A

**Financial Impact**

N/A

**Public Outreach/Input**

N/A

**Staff Recommendation**

Pending receipt of clearance certification from the Department of Revenue, as required by statute staff recommends that council revoke the on-sale intoxicating and Sunday liquor licenses for Unson, Inc. dba Umi Sushi & Hibachi, 10340 Baltimore Street NE, Suite 100.

**Attachment List**

- 1. MN Department of Revenue Revocation Letter
- 2. Certificate of Liquor Liability Insurance Cancellation



October 31, 2024

ID: XX-XXX8148  
Letter ID: L1618809440

#BWBBMRR  
#0000 0161 8809 4409#  
BLAINE, CITY OF  
DEPUTY CITY CLERK  
10801 TOWN SQUARE DR  
BLAINE MN 55449-8101

## Notice of License Revocation

Please revoke the following license for the Minnesota Department of Revenue.

Debtor name: UNGSON INC  
Debtor ID: XX-XXX8148  
License holder: Ungson Inc  
License number: 73372  
License expiration: June 30, 2025  
License type: On Sale including Sunday - City

### What do I need to do?

**Within 10 days**, notify the license holder by certified mail that their license may be revoked. Include a copy of this notice. On page 2, we state what the license holder must do to receive clearance.

**Within 30 days**, you must revoke the license unless you receive a clearance certificate from us.

### Contact information

Collection Division  
Phone: 651-556-3003 or 1-800-657-3909 (toll-free)  
Email: [mdor.collection@state.mn.us](mailto:mdor.collection@state.mn.us)  
Fax: 651-556-5116

STATE OF MINNESOTA  
Commissioner of Revenue

by:

This is sent according to Minnesota Statute 270C.72, subdivision 1(b).

**The following information is for the license holder**

**What must I do to get my license back?**

Pay the amount due with secure funds. Contact the Minnesota Department of Revenue to get an updated amount.

**How do I make a payment?**

The following are considered secured funds: certified checks, cashier's checks, bank wires, money orders, cash, and credit card payments initiated through a collection officer.

**Note:** If you pay by certified check, cashier's check, money order, or cash, you must bring the payment to the Minnesota Department of Revenue, located at 600 North Robert Street, St. Paul, MN 55101. For bank wire transfers or credit card payments, call the Collection Division for assistance.

**Contact information**

Collection Division  
Phone: 651-556-3003 or 1-800-657-3909 (toll-free)  
Email: [mdor.collection@state.mn.us](mailto:mdor.collection@state.mn.us)  
Fax: 651-556-5116

## CANCELLATION NOTICE

### ADDITIONAL INSURED AND MAILING ADDRESS

City of Blaine  
Attn Liquor Licensing Division, 10801 Town Square Dr NE  
Blaine, MN 55449-7500

### NAMED INSURED AND MAILING ADDRESS

Ungson Inc  
DBA: Umi Sushi and Hibachi  
10340 Baltimore St NE, Ste 100  
Blaine, MN 55449-5153

| Account Number | Policy Number | Policy Type      | Policy Effective Date | Cancellation Effective Date |
|----------------|---------------|------------------|-----------------------|-----------------------------|
| 2000010185     | LL10019103    | Liquor Liability | 01/14/2024            | 12/16/2024 12:00 AM         |

(Specific Information concerning the Cancellation has been given to the insured.)

#### Cancellation

You are hereby notified that the agreement which contains your interest as part of the above policy, issued to the above insured, is hereby cancelled (or terminated) in accordance with the conditions of the policy. Cancellation (or termination) will be effective on and after the hour and date mentioned above.

## CANCELLATION NOTICE

### ADDITIONAL INSURED AND MAILING ADDRESS

City of Blaine  
Attn Liquor Licensing Division, 10801 Town Square Dr NE  
Blaine, MN 55449-7500

### NAMED INSURED AND MAILING ADDRESS

Ungson Inc  
DBA: Umi Sushi and Hibachi  
10340 Baltimore St NE, Ste 100  
Blaine, MN 55449-5153

| Account Number | Policy Number | Policy Type    | Policy Effective Date | Cancellation Effective Date |
|----------------|---------------|----------------|-----------------------|-----------------------------|
| 2000010185     | BP10019102    | Businessowners | 01/14/2024            | 12/16/2024 12:00 AM         |

(Specific Information concerning the Cancellation has been given to the insured.)

#### Cancellation

You are hereby notified that the agreement which contains your interest as part of the above policy, issued to the above insured, is hereby cancelled (or terminated) in accordance with the conditions of the policy. Cancellation (or termination) will be effective on and after the hour and date mentioned above.





# City of Blaine Staff Report

File Number: RES 25-6

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

**Development Business** - Sheila Sellman, City Planner

## Agenda Item # 11.1

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

The applicant is requesting a conditional use permit to allow continued operations of an existing mosque (place of worship).

## Background

|                                           |                   |
|-------------------------------------------|-------------------|
| Planning Commission Public Hearing        | 11/12/24          |
| City Council (Conditional Use Permit)     | 12/02/24 (Tabled) |
| City Council (Conditional Use Permit)     | 01/06/25          |
| 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

The conditional use permit request was tabled at the December 2, 2024 City Council meeting. The applicant was directed to work with staff on a traffic mitigation plan. Staff from Planning, Engineering, Fire and Police met with the applicant to review their proposed mitigation plan and find it acceptable. They will continue to work with staff on any necessary tweaks.

Original staff report.

## 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.
  - o 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.
  - o 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.
  - o 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.
  - o 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. Mitigation\_Plan
3. Public Comments
4. Unapproved PC Minutes 111224



# City of Blaine

## Signature Copy

Resolution: RES 25-6

**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 January 6, 2025; and

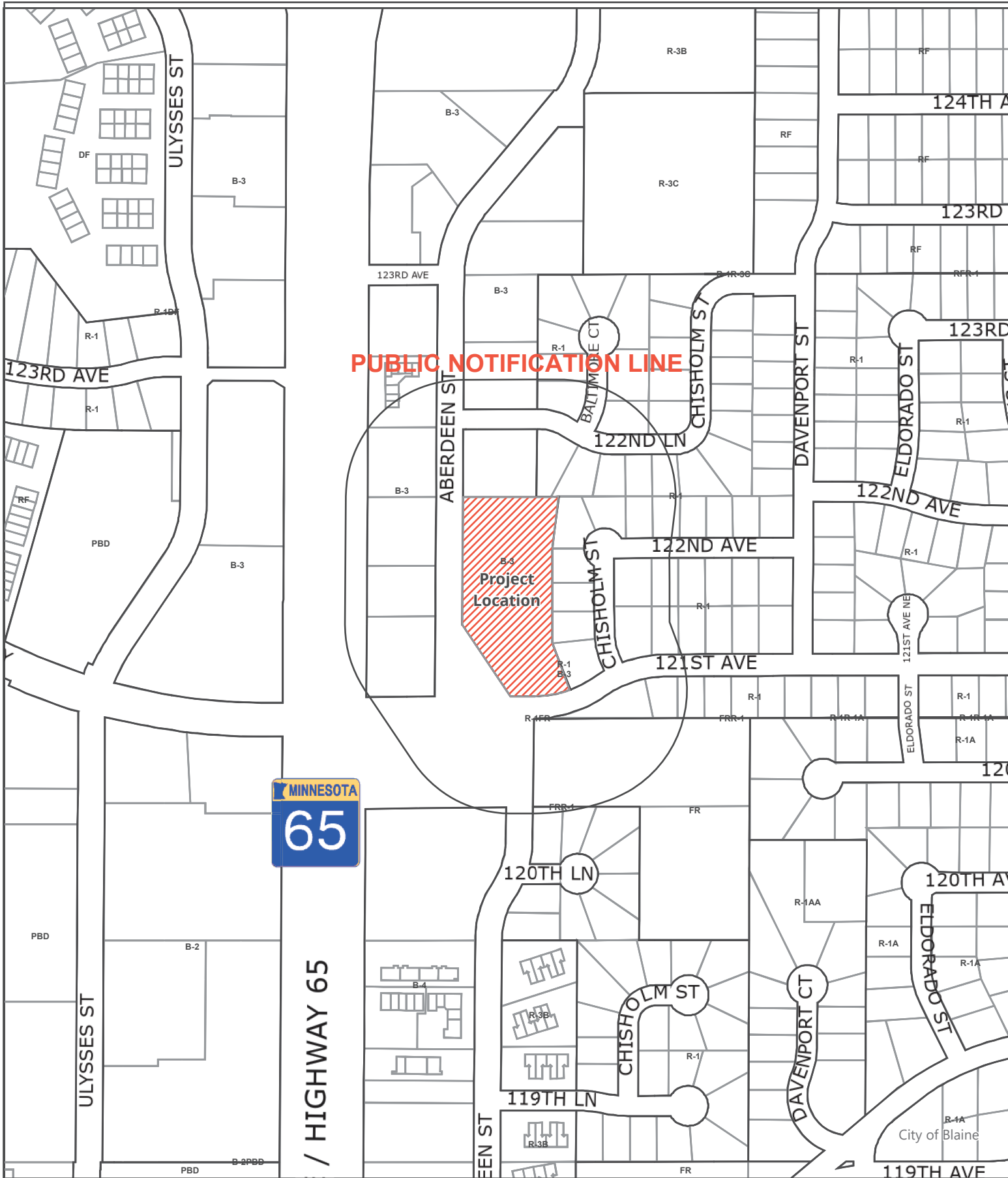
**WHEREAS**, the criteria identified in Section 27.04 for granting a conditional use permit has been met.

**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. One-way parking lot traffic flow shall be reviewed. If safely achieved, directional signage shall be installed. In addition direction signage shall be painted on the parking lot no later than June 1, 2025.
2. Any off-site parking requires a parking agreement that must be submitted to the City no later than February 28, 2025.
3. Any off-site parking shall require a shuttle service provided by the applicant.
4. Occupancy is capped at 700 and shall be posted.
5. The attached traffic mitigation plan shall be administratively reassessed within 6 months of approval. Any necessary modifications may be approved administratively.
6. 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 6th day of January, 2025.





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](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:

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

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

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

o **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

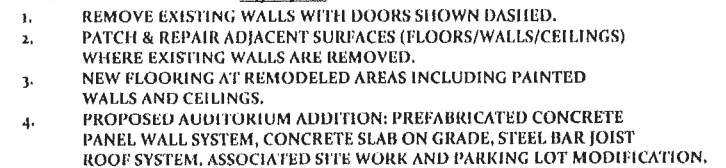
Walid Shadi

Imam of Blaine Mosque

612-518-6923



11/30/2021



## **\*Traffic Mitigation Plan for Blaine Mosque**

### **\*Objective\***

To ensure smooth and efficient management of vehicular and pedestrian traffic during Friday prayer time while minimizing disruptions to surrounding neighborhoods.

### **\*Key Considerations\***

1. **\*Peak Traffic Times\***: Friday prayer 1pm-2pm
2. **\*Safety\***: Prioritize pedestrian safety and smooth vehicle flow.

### **\*Mitigation Strategies\***

**\*1. Traffic Flow Management\*** By hiring police officers to help with the traffic.

- **\*Entry and Exit Points\***: We will mark and separate entry and exit points for vehicles to avoid bottlenecks.
- **\*Directional Signage\***: We will place visible signs to guide drivers to parking areas and turns.
- **\*One-Way Traffic Flow\***: We will implement a one-way traffic patterns around the mosque premises where possible. People will be allowed to enter only from the southside and exit only from the northside. We will put some signs and paint the parking lot to guide the people.

**\*2. Parking Management\***

- **\*Dedicated Parking\***: Use designated parking areas efficiently by marking spaces and providing attendants to guide vehicles.
- **\*Overflow Parking\***: We are arranging for additional parking spaces at nearby church (Oak Park church), with shuttle services.
- Guide our attendees not to park in nearby businesses.

**\*3. Traffic Volunteers/Staff\***

- **\*Volunteer Teams\***: We have trained volunteers and staff to manage traffic flow during peak hours.
- **\*Hi-Visibility Gear\***: We will equip volunteers with reflective vests for visibility and safety.
- **\*Training\***: We plan to provide training on traffic management and emergency response.

#### . Communication and Coordination\*

- **\*Community Notifications\***: We will inform attendees about traffic plans via mosque announcements, newsletters, and social media.
- **\*Neighbor Coordination\***: We are engaging with local residents to address concerns and provide regular updates.
- **\*Local Authorities\***: Also we collaborate with local law enforcement for additional support during major events.

#### **\*6. Scheduling and Staggering\***

- **\*Staggered Prayer Times\***: We consider scheduling multiple prayer sessions to reduce peak traffic.
- **\*Early and Late Entry Incentives\***: We encourage attendees to arrive early or stay later to avoid peak times.

#### **\*7. Monitoring and Feedback\***

- **\*Traffic Monitoring\***: We will use on-ground observations to monitor traffic patterns.
- **\*Feedback Mechanism\***: We will set up a system for community members to provide feedback on traffic issues.
- **\*Review and Adjust\***: We regularly review the effectiveness of traffic measures and adjust as needed.

#### **\*Implementation Timeline\***

- **\*Short-Term\***: (1-3 weeks) Focus on signage, volunteer recruitment, and communication.
- **\*Mid-Term\***: (1-3 months) Implement structural changes like crosswalks or barriers.

#### **\*Conclusion\***

By implementing these measures, Blaine Mosque can efficiently manage traffic, enhance safety, and maintain positive relationships with the surrounding community. Regular evaluations and adjustments will ensure continuous improvement.



**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: RES 25-7

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

**Development Business** - Sheila Sellman, City Planner

## Agenda Item # 11.2

Resolution Granting Preliminary Plat Approval to Develop 12.45 Acres (an Outlot) into Two Lots to be Known as CSM Lexington Fifth Addition at 3705 and 3745 Pheasant Ridge Drive NE. CSM Corp (Case File No. 24-0065/SLK)

## Executive Summary

The applicant is requesting a preliminary plat to develop two outlots into two lots in the Lexington Preserve Business Park.

## Background

|                                    |          |
|------------------------------------|----------|
| Planning Commission Public Hearing | 12/10/24 |
| City Council (Preliminary Plat)    | 01/06/25 |
| City Council (Final Plat)          | 01/22/25 |
| Action Deadline                    | 01/12/25 |

Staff report prepared by Shawn Kaye, Planner, and Teresa Barnes, Project Engineer

## Preliminary Plat Standards of Review

1. The Planning Commission and the Council, in their review of the preliminary plat, will consider the requirements of the community, the best use of the land being subdivided, the size and arrangement of the proposed lots, open space requirements, and necessary fire protection.
2. The subdivision shall conform to the adopted comprehensive plan, official maps, and the zoning ordinance.
3. The arrangement, character, extent, width and location of all streets shall be considered in their relation to existing and planned streets, to reasonable circulation of traffic, to topographic conditions, to water supply, and sewage disposal, to drainage of stormwater, to public convenience and safety, and in their appropriate relation to the proposed use of the land to be

served by such streets. Wherever possible and necessary, the arrangement of streets in new subdivisions shall provide for the continuation of existing streets in adjoining areas. Where adjoining unsubdivided areas may be subdivided, the arrangement of streets in a new subdivision shall make provision for the proper projection of streets into adjoining areas by carrying the new streets to the boundaries of the new subdivision at appropriate locations.

## **Evaluation of Request**

### **Planning Analysis**

#### Current Zoning

The property is zoned PBD. It is the intent of the Planned Business District to accomplish the following:

1. To promote a planned environment for integrated industrial, office, commercial and multi-floor residential uses which feature design continuity. A development shall reflect a common theme using compatible architectural design and consistency in signage, landscaping, and lighting.
2. To encourage orderly development of property through conditional uses, since proposed uses may be traditionally considered incompatible or may present special problems in an environment of mixed uses.
3. To provide opportunity for greater flexibility in arranging land uses according to relative compatibility, convenience, and community needs.
4. To encourage patterns of development in harmony with the objectives of the City's Comprehensive Plan.
5. To encourage more attractive and enduring business neighborhoods.
6. To encourage development compatible with the environmental values of the area and to preserve natural vegetation, wetlands, natural topography, and other such features of the District.
7. To accommodate uses requiring access to major highways.
8. To provide a uniform set of standards to be applied equally to all owners and developers in this District.

#### Land Use Designation

The property has a land use of Planned Industrial (PI).

Land use description: Industrial, office and related services that utilize an overall master development plan with special attention paid to aesthetics and design in a corporate campus style of development. Planned industrial areas are concentrated in areas with convenient access to the airport and interstate highway system.

#### Existing Conditions

The site is a vacant parcel.

#### History

The parcel was platted as an Outlot in 2009 with CSM Lexington Third Addition.

#### Plat

The proposed preliminary plat consists of two lots. The preliminary plat has lots labeled with A and B

because the property is Torrens, and it must be platted as such with Anoka County.

The lot sizes are the following:

- Lot 1: 5.84 acres
- Lot 2: 6.61 acres

#### Architecture

Building elevations have been included in the report and meet the zoning ordinance requirements.

The building elevations include the following materials:

- precast panel
- glass
- architectural metal wall panel

#### Setbacks

##### Building

- Front: 50 feet
- Side: 15 feet
- Rear: 20 feet

##### Parking

- Front: 30 feet
- Side: 15 feet
- Rear: 20 feet

All setbacks have been met on site, except for the south parking setback lot line of Lot 1 and the north parking setback lot line of Lot 2. These have a zero-lot line for a shared parking area, which is allowed with a Conditional Use Permit (CUP).

#### Parking

There are 141 parking stalls (each lot) required for the type of uses proposed on Lot 1 and Lot 2. One hundred and forty-six parking stalls are provided on Lot 1 and 139 parking stalls are provided on Lot 2. The two lots have a zero-lot line and shared parking; therefore, adequate parking is provided on the sites.

#### Landscaping

The landscape plan that is provided meets the zoning ordinance requirements.

#### Park Dedication

The property was previously platted as an outlot and park dedication has not been paid for the property. Outlots are subject to park dedication fees at the time they are developed. Park dedication is



due for the platted lots, which is a total of 12.45 acres, at the PBD rate in effect at the time of final plat approval. Payment is required prior to release of final plat mylars for recording. The proposed PBD rate for park dedication in 2025 is \$7,825 per acre for a total of \$97,421 if platted in 2025.

## **Engineering Analysis**

### Grading/Storm Drainage

While the site has been previously rough graded for development, the developer will perform some additional minor grading across the entire site as shown on the Rice Creek Watershed District (RCWD) and city submitted grading, drainage, erosion protection and sediment control plans prepared by the developer's engineer.

The plans shall include existing drainage patterns (contours) with flow arrows, soil boring locations, perimeter site protection, tree preservation, tree clearing limits, custom grading, proposed grading contours, proposed drainage patterns with flow arrows, storm water management, SWPPP information, temporary erosion protection Best Management Practices (BMPs), and temporary sediment control BMPs information for the site. The SWPPP may be included in the construction plan sheet(s) or prepared as a separate document and included in the development construction contract specifications.

### Utilities

The developer will be responsible for Trunk Sanitary Sewer area charges. These charges become due with platting for upland acreage. The 2024 rate for Sanitary Sewer Trunk is \$4,628.00 per upland acre and will be applied to the acreage platted. This phase is proposing to develop 10 acres of upland for a total sewer area charge of \$46,280.00.

Standard water and sanitary sewer access charges (WAC & SAC) become due with each building permit at the rate established at the time the building permit is issued.

Hydrant locations must be reviewed and approved by the Fire Department.

### Wetlands/Watershed/FEMA

The plat will need to provide for a protective buffer strip of natural vegetation at least 15 feet in width and shall surround all wetlands. This buffer strip shall be placed in easement.

The developer will need to submit the project to RCWD. Review, approval and permits are required prior to city plan approval and start of site work.

The development shall ensure that all structures are at least 1.5 feet above the documented 100-year flood elevation.

### Access/Street Design/Sidewalks/Trails

The development is proposing to gain/provide access from a connection to Pheasant Ridge Drive NE. No additional street design, sidewalk or trail design will be required.

### Easements/Right-of-way/Permits

The developer will need to obtain all required permits to construct the proposed project. A copy of all permits will need to be submitted to the City prior to any site work.

Standard drainage and utility easements shall be dedicated along all lot lines and over areas of delineated wetlands, wetland mitigation, infiltration trenches, drainage swales, and storm water management ponds.

**Attachment List:**

Zoning and Location Map

Preliminary Plat

Site Plan

Grading Plan

Landscape Plan

Building Elevations

Narrative

Unapproved Planning Commission Minutes 12/10/24

**Strategic Plan Relationship**

Not applicable.

**Board/Commission Review**

The Planning Commission voted unanimously to approve the preliminary plat.

No one attended the public hearing. The meeting minutes are attached for reference.

**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. Unapproved PC Minutes 121024



# City of Blaine

## Signature Copy

Resolution: RES 25-7

### **Resolution Granting Preliminary Plat Approval to Develop 12.45 Acres (an Outlot) into Two Lots to be Known as CSM Lexington Fifth Addition at 3705 and 3745 Pheasant Ridge Drive NE. CSM Corp (Case File No. 24-0065/SLK)**

**WHEREAS**, an application has been filed by CSM EQUITIES LLC, Case File No. 24-0065 for a preliminary plat known as CSM Lexington Fifth Addition; and

**WHEREAS**, said case involves the division of land described as follows:

Outlot A, CSM LEXINGTON THIRD ADDITION, Anoka County, Minnesota  
(Torrens)

AND

Outlot B, CSM LEXINGTON FOURTH ADDITION, Anoka County, Minnesota  
(Abstract)

**WHEREAS**, the Blaine Planning Commission has reviewed said case file on December 10, 2024; and

**WHEREAS**, the preliminary plat meets the general requirements of section 75-32 of the Blaine Zoning Code; and

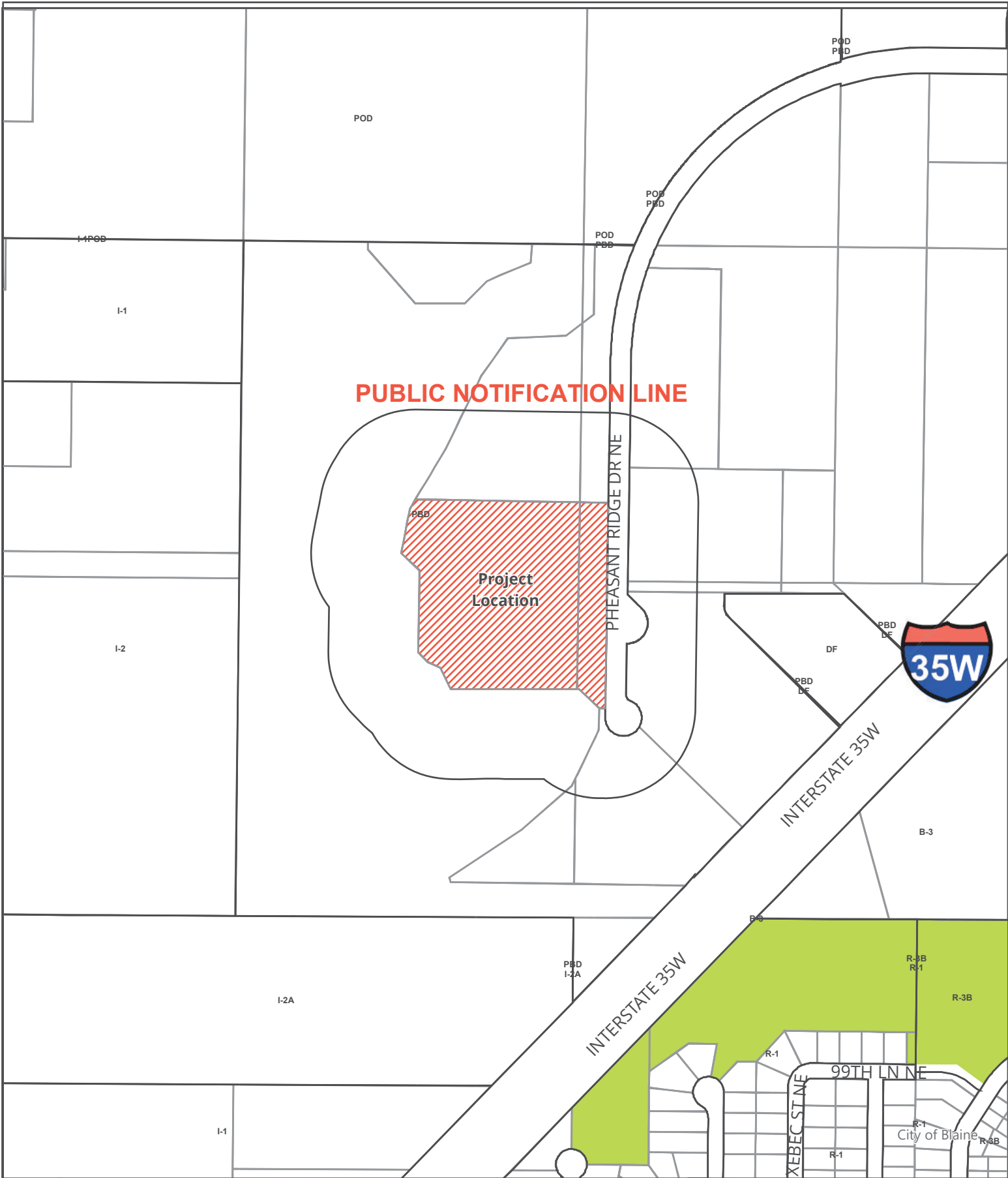
**WHEREAS**, the Blaine Planning Commission held a public hearing on December 10, 2024, and recommend approval regarding said plat with conditions; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Blaine that preliminary plat approval per Section 75-32 of the subdivision regulations is hereby granted for CSM Lexington Fifth Addition permitting preparation of a final plat for approval per Section 75-33 subject to the listed conditions.

1. The applicant is responsible for recording the plat mylars with Anoka County. Proof of recording must be provided to the City prior to issuance of building permits.
2. Park dedication is required for 2 new lots being developed at the proposed 2025 rate of \$7,825 per acre, for a total park dedication fee of \$97,421 if paid in 2025. Park Dedication is due prior to issuance of a building permit at the rate in effect at the time the payment is received by the City.
3. The developer will be responsible for Trunk Sanitary Sewer area charges. These charges become due with platting for upland acreage. The 2024 rate for Sanitary Sewer Trunk is \$4,628.00 per upland acre and will be applied to the acreage platted. This phase is proposing to develop 10 acres of upland for a total sewer area charge of \$46,280.00.

4. All development signage by separate review.

**PASSED** by City Council of the City of Blaine this 6th day of January, 2025.

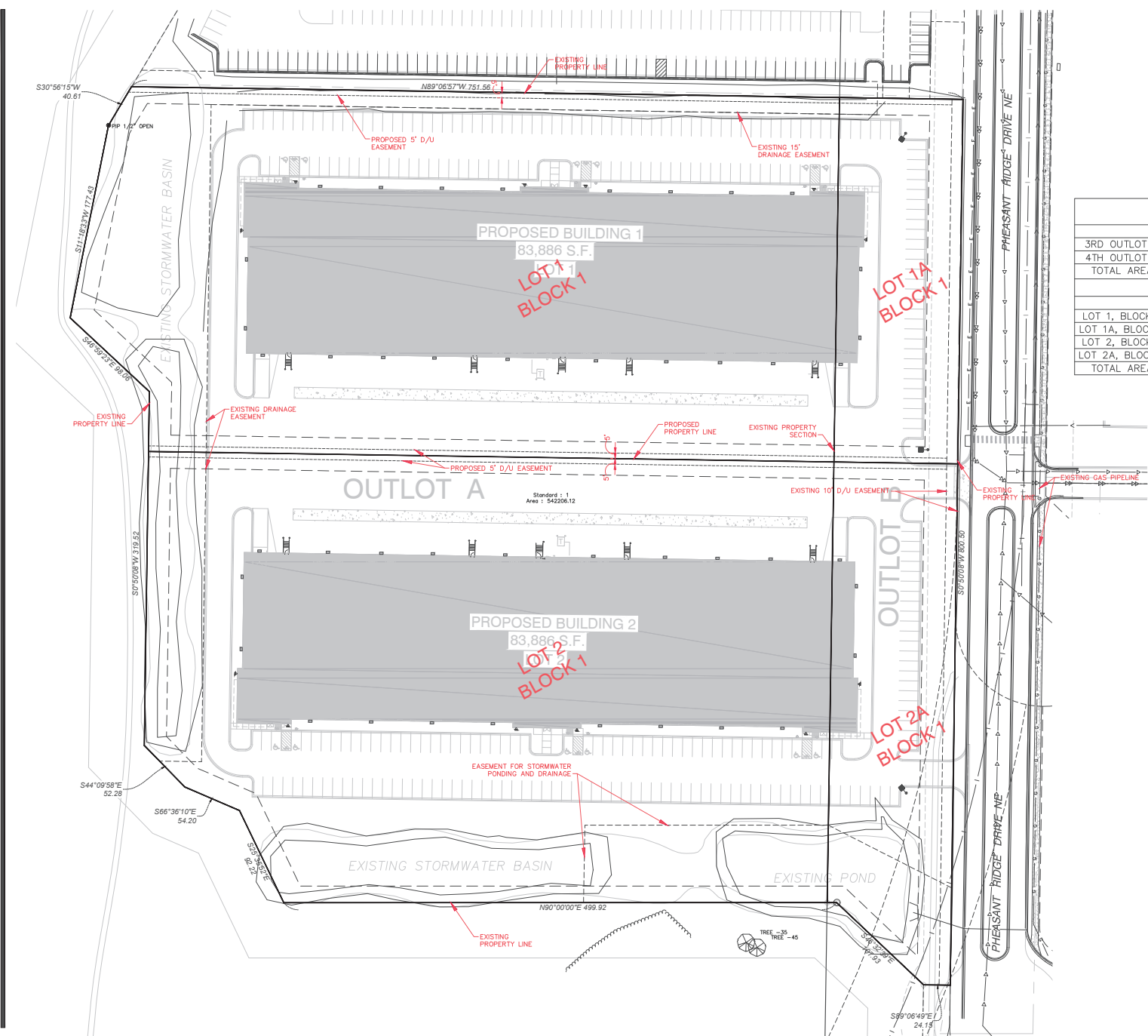


BlaineMN.gov

## Case File No. 24-0065 CSM Lexington Fifth Addition

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

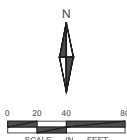




| LOT AREA TABLE  |              |           |
|-----------------|--------------|-----------|
| EXISTING        |              |           |
| 3RD OUTLOT A    | 456,081 S.F. | 10.470 AC |
| 4TH OUTLOT B    | 86,125 S.F.  | 1.977 AC  |
| TOTAL AREA      | 542,206 S.F. | 12.447 AC |
| PROPOSED        |              |           |
| LOT 1, BLOCK 1  | 217,409 S.F. | 4.991 AC  |
| LOT 1A, BLOCK 1 | 36,822 S.F.  | 0.845 AC  |
| LOT 2, BLOCK 1  | 238,670 S.F. | 5.479 AC  |
| LOT 2A, BLOCK 1 | 49,305 S.F.  | 1.132 AC  |
| TOTAL AREA      | 542,206 S.F. | 12.447 AC |



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**LEXINGTON PRESERVE BUSINESS PARK V**  
 PHEASANT RIDGE DR. NE.  
 BLAINE, MINNESOTA

**PRELIMINARY PLAT**

| DATE     | DESCRIPTION            | BY |
|----------|------------------------|----|
| 11/15/24 | PRELIMINARY SUBMISSION |    |
|          | WATER SHED SUBMITTAL   |    |

**CERTIFICATION**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

**PRELIMINARY**  
 NOT FOR CONSTRUCTION

49322  
 License No.

**QA/QC CHECK**

By \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT TEAM DATA**

Designed By: UK

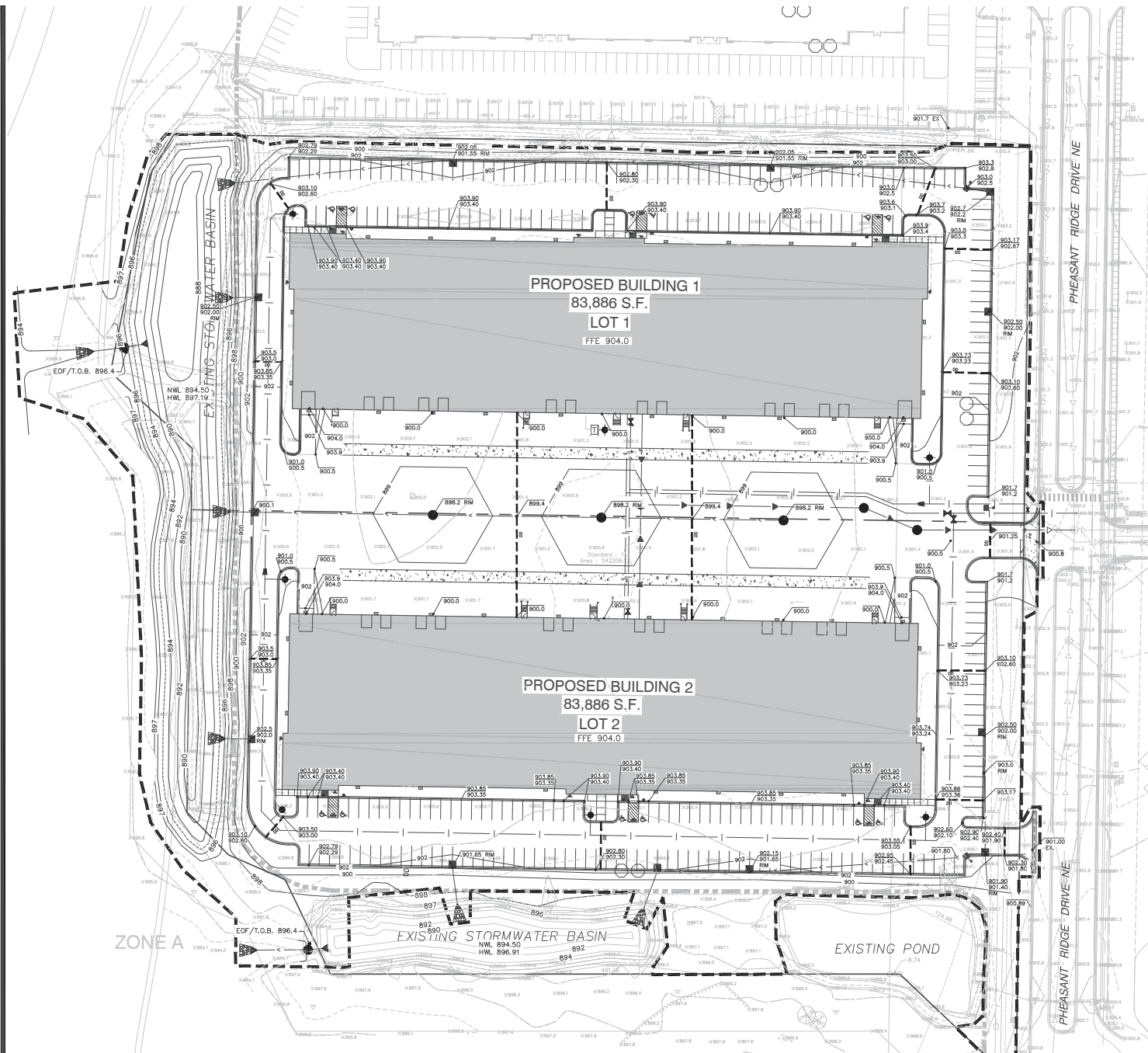
Drafted By: UK

Project No.: 4930413.00

**C-1.1**







### GRADING NOTES:

1. ALL FINISHED GRADES SHALL SLOPE AWAY FROM PROPOSED BUILDINGS.
2. THE CONTRACTOR SHALL KEEP THE ADJACENT ROADWAYS FREE OF DEBRIS AND PREVENT THE OFF-SITE TRACKING OF SOIL IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY AND WATERSHED.
3. NOTIFY Gopher State One Call AT (800)252-1166, 48 HOURS PRIOR TO START OF CONSTRUCTION.
4. ALL IMPROVEMENTS TO CONFORM WITH CITY OF EDEN PRAIRIE CONSTRUCTION STANDARDS SPECIFICATION, LATEST EDITION.
5. ROCK CONSTRUCTION ENTRANCES SHALL BE PROVIDED AT ALL CONSTRUCTION ACCESS POINTS.
6. REFER TO GEOLOGICAL REPORT AND PROJECT MANUAL, FOR SOIL CORRECTION REQUIREMENTS AND TESTING REQUIREMENTS.
7. STRIP TOPSOIL PRIOR TO ANY CONSTRUCTION. REUSE STOCKPILE ON SITE. STOCKPILE PERIMETERS MUST BE PROTECTED WITH SILT FENCE.
8. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
9. IMMEDIATELY FOLLOWING GRADING OF (3:1 OR GREATER) SIDE SLOPES AND DRAINAGE SWALES, WOOD FIBER BLANKET OR OTHER APPROVED SOIL STABILIZATION METHOD (APPROVED BY ENGINEER) SHALL BE APPLIED OVER APPROVED SEED MIXTURE AND A MINIMUM OF 4" TOPSOIL.
10. THE GENERAL CONTRACTOR MUST DISCUSS DRAINAGE PLANS WITH ALL SUBCONTRACTORS TO VERIFY NPDES REQUIREMENTS. IF DRAINAGE IS REQUIRED DURING CONSTRUCTION, CONTRACTOR SHOULD CONSULT WITH EROSION CONTROL INSPECTOR AND ENGINEER TO DETERMINE APPROPRIATE METHODS. REFER TO DRAINAGE NOTES.
11. REFER TO STORMWATER POLLUTION PREVENTION PLAN (SWPPP) FOR ALL EROSION AND SEDIMENT CONTROL DEVICE LOCATION, DESCRIPTIONS, NOTES AND DETAILS INCLUDING CONCRETE WASHOUT STATION INSTRUCTIONS.
12. BUILDING PERMITS ARE REQUIRED FOR ALL RETAINING WALLS 4 FEET IN HEIGHT OR GREATER AND THE WALLS SHALL BE DESIGNED BY A STRUCTURAL ENGINEER WITH DESIGN REVIEWED AND APPROVED BY THE CITY PRIOR TO INSTALLATION.
13. A 4 FOOT SAFETY RAILING IS REQUIRED ATOP ALL WALLS 37" IN HEIGHT OR GREATER.
14. CONTACT CITY OF BLAINE WATER RESOURCES STAFF MINIMUM OF 24-HOURS PRIOR TO EXCAVATION OF STORMWATER BASINS TO ARRANGE INSPECTIONS AT CRITICAL STEPS DURING CONSTRUCTION ACTIVITIES OF STORMWATER TREATMENT FEATURES.

### LEGEND:

- 886 — PROPOSED CONTOUR
- - - 886 - - - EXISTING CONTOUR
- - - DD - - - DRAINAGE DIVIDE
- TOP OF CURB
- FLOW LINE
- TOP OF WALL ELEVATION
- BOTTOM OF WALL ELEVATION
- 2.00% DRAINAGE DIRECTION ARROW
- FFE FINISHED FLOOR ELEVATION
- SILT FENCE
- INLET PROTECTION
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATER
- FREE PROTECTION FENCE
- CONSTRUCTION LIMITS



LEXINGTON PRESERVE BUSINESS PARK V  
PHEASANT RIDGE DR. NE.  
BLAINE, MINNESOTA

PRELIMINARY  
GRADING PLAN

DATE DESCRIPTION  
PRELIMINARY SUBMISSION  
WATERSHEDS/INITIAL

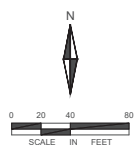
CERTIFICATION  
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.  
FOR REVIEW ONLY  
PRELIMINARY  
NOT FOR CONSTRUCTION

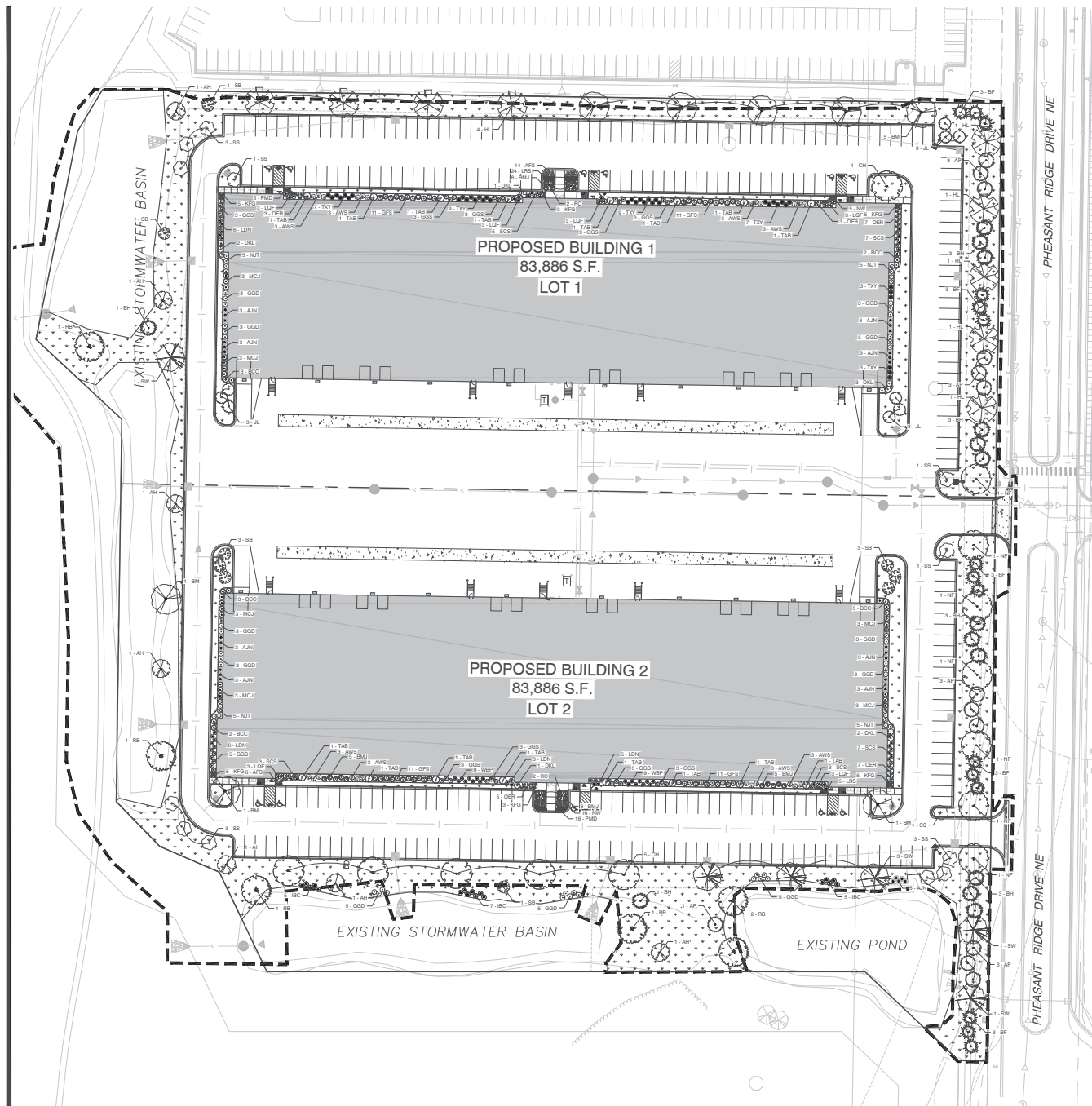
QA/QC CHECK  
By Date  
PROJECT TEAM DATA  
Designed By: MK  
Drafted By: TSM  
Project No.: 400413-00

C-3.0



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LEGEND



OVERSTORY DECIDUOUS TREES



CONIFEROUS TREES



SHRUBS AND PERENNIALS



LOW MAINTENANCE TURF MIX  
MN STATE SEED MIX 25-131

LANDSCAPE REQUIREMENTS

TREES REQUIRED: TOTAL SQ. FT./2,000  
SQUARE FT. = 167,300

OVERSTORY TREES REQUIRED= 84/42 @ 3" TREES  
CONIFER TREES REQUIRED= 84/42 @ 8" TREES  
ORNAMENTAL TREES REQUIRED= 84/42 @ 2" TREES

SHRUBS/PERENNIALS REQUIRED: TOTAL SQ. FT./300  
SHRUBS/PERENNIALS REQUIRED= 508

OVERSTORY TREES PROPOSED: 42  
CONIFER TREES PROPOSED: 42  
ORNAMENTAL TREES PROPOSED: 42  
SHRUBS/PERENNIALS PROPOSED: 508

LANDSCAPE SCHEDULE

| #                                        | KEY | COMMON NAME / SCIENTIFIC NAME                                         | SIZE          | NOTES                       |
|------------------------------------------|-----|-----------------------------------------------------------------------|---------------|-----------------------------|
| <b>OVERSTORY TREES</b>                   |     |                                                                       |               |                             |
| 8                                        | BM  | Burgundy Belle Maple   Acer rubrum 'Magnificent Magenta'              | 3" Cal. B&B   | Straight Trunk, No V-Crotch |
| 6                                        | CH  | Common Highberry   Celtis occidentalis                                | 3" Cal. B&B   | Straight Trunk, No V-Crotch |
| 9                                        | HL  | Skyline Honey Locust   Gleditsia triacanthos inermis 'Skyline'        | 3" Cal. B&B   | Straight Trunk, No V-Crotch |
| 7                                        | NF  | Northern Flare Sugar Maple   Acer saccharum 'Siseton'                 | 3" Cal. B&B   | Straight Trunk, No V-Crotch |
| 6                                        | RB  | River Birch   Betula nigra                                            | 12" Ht. B&B   | Clump Form                  |
| 6                                        | SW  | Swamp White Oak   Quercus bicolor                                     | 3" Cal. B&B   | Straight Trunk, No V-Crotch |
| <b>42 TOTAL OVERSTORY TREES</b>          |     |                                                                       |               |                             |
| <b>CONIFER TREES</b>                     |     |                                                                       |               |                             |
| 13                                       | AP  | Austrian Pine   Pinus nigra                                           | 8" Ht. B&B    | Straight Trunk, No V-Crotch |
| 15                                       | BF  | Balsam Fir   Abies balsamea                                           | 8" Ht. B&B    | Straight Trunk, No V-Crotch |
| 14                                       | BH  | Black Hills Spruce   Picea glauca densata                             | 8" Ht. B&B    | Straight Trunk, No V-Crotch |
| <b>42 TOTAL CONIFER TREES</b>            |     |                                                                       |               |                             |
| <b>ORNAMENTAL TREES</b>                  |     |                                                                       |               |                             |
| 7                                        | AH  | American Hophornbeam   Ostrya virginiana                              | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 9                                        | JL  | Ivory Silk Japanese Tree Lilac   Syringa reticulata 'Ivory Silk'      | 6" Ht. B&B    | Clump Form                  |
| 4                                        | RC  | Red Baron Crabapple   Malus x 'Red Baron'                             | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 9                                        | SR  | Snowflake White Crabapple   Malus x 'Snowflake'                       | 6" Ht. B&B    | Clump Form                  |
| 13                                       | SS  | Spring Snow Crabapple   Malus x 'Spring Snow'                         | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| <b>42 TOTAL ORNAMENTAL TREES</b>         |     |                                                                       |               |                             |
| <b>SHRUBS</b>                            |     |                                                                       |               |                             |
| 29                                       | AJN | Amber Jubilee Ninebark   Physocarpus opulifolius 'Jefam'              | #5 Gal. Cont. | Min. 15" Ht.                |
| 40                                       | AW5 | Anthony Waterer Spirea   Spirea x Bumalda 'Anthony Waterer'           | #5 Gal. Cont. | Min. 15" Ht.                |
| 13                                       | BCC | Bailly's Compact Crabapple   Malus x 'Bailly's Compact'               | #5 Gal. Cont. | Min. 15" Ht.                |
| 26                                       | BMM | Broomrape Juniper   Juniperus sabina 'Broomrape'                      | #5 Gal. Cont. | Min. 15" Ht.                |
| 9                                        | DKL | Dwarf Korean Lilac   Syringa meyeri 'Palibin'                         | #5 Gal. Cont. | Min. 15" Ht.                |
| 44                                       | GFS | Gro-Low Fragrant Sumac   Rhus aromatica 'Gro-Low'                     | #5 Gal. Cont. | Min. 15" Ht.                |
| 39                                       | GGD | Garden Glow Dogwood   Cornus hessei 'UMH910507'                       | #5 Gal. Cont. | Min. 15" Ht.                |
| 14                                       | GGS | Glow Girl Spirea   Spirea betulifolia 'Tor Gold'                      | #5 Gal. Cont. | Min. 15" Ht.                |
| 17                                       | IBC | Inquisit Beauty Chokeberry   Aronia melanocarpa 'Morton'              | #5 Gal. Cont. | Min. 15" Ht.                |
| 20                                       | LDN | Little Devil Ninebark   Physocarpus opulifolius 'Donna May'           | #5 Gal. Cont. | Min. 15" Ht.                |
| 18                                       | LQF | Little Quick Fire Hydrangea   Hydrangea paniculata 'SMHPLQF'          | #5 Gal. Cont. | Min. 15" Ht.                |
| 18                                       | MCO | Money Juniper   Juniperus chinensis 'Money'                           | #5 Gal. Cont. | Min. 15" Ht.                |
| 20                                       | NJT | New Jersey Tea   Ceanothus americanus                                 | #5 Gal. Cont. | Min. 15" Ht.                |
| 25                                       | OER | Oso Easy Peasy Rose   Rosa x 'Phyllis Sherman'                        | #5 Gal. Cont. | Min. 15" Ht.                |
| 25                                       | SCS | Sixteen Candles Summersweet   Clethra alnifolia 'Sixteen Candles'     | #5 Gal. Cont. | Min. 15" Ht.                |
| 16                                       | TAB | Techy Arborvitae   Thuja occidentalis 'Techy'                         | #5 Gal. Cont. | Min. 15" Ht.                |
| 45                                       | TTY | Taunton Yew   Taxus media 'Taunton'                                   | #5 Gal. Cont. | Min. 15" Ht.                |
| 18                                       | WBP | White Bud Mugo Pine   Pinus mugo 'White Bud'                          | #5 Gal. Cont. | Min. 15" Ht.                |
| <b>PERENNIALS</b>                        |     |                                                                       |               |                             |
| 20                                       | APS | Autumn Fire Sedum   Sedum x 'Autumn Fire'                             | #1 Gal. Cont. |                             |
| 29                                       | LRS | Little Spire Russian Sage   Perovskia angustifolia 'Little Spire'     | #1 Gal. Cont. |                             |
| 21                                       | WLC | Walkers Low Catmint   Rudbeckia 'Goldstrum'                           | #1 Gal. Cont. |                             |
| 21                                       | PMD | Pardon Me Daylily   Hemerocallis x 'Pardon Me'                        | #1 Gal. Cont. |                             |
| 21                                       | KFG | Karl Foerster Reed Grass   Calamagrostis x acutiflora 'Karl Foerster' | #1 Gal. Cont. |                             |
| <b>508 TOTAL SHRUBS &amp; PERENNIALS</b> |     |                                                                       |               |                             |

Note: Quantities on plan supersede schedule in event of discrepancy

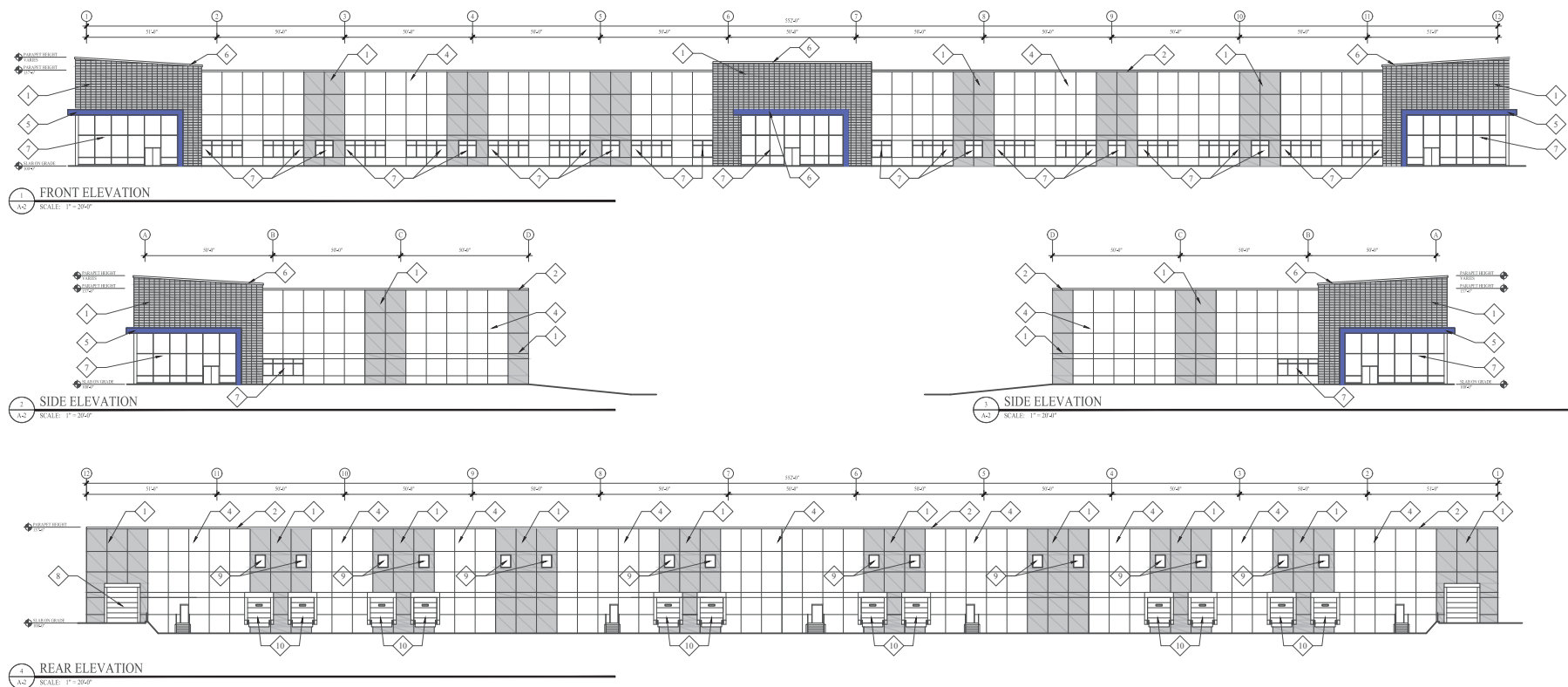
LEXINGTON PRESERVE BUSINESS PARK V  
PHEASANT RIDGE DR. NE.  
BLAINE, MINNESOTA

PRELIMINARY  
LANDSCAPE PLAN

DATE: 05/20/2023  
DESIGN: PRELIMINARY SUBMISSION  
FOR REVIEW ONLY  
NOT FOR CONSTRUCTION

CERTIFICATION  
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.  
FOR REVIEW ONLY  
NOT FOR CONSTRUCTION  
DATE: 05/20/2023  
LICENSE NO.: 0000000000  
GAI/DC CHECK  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
PROJECT TEAM DATA  
Designed By: JAK  
Drawn By: JAK  
Project No.: 4000413.00

L-1.0



#### MATERIAL KEY

- |                                                                                                                             |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1 ARCHITECTURAL PRECAST CONCRETE PANELS - EXPOSED AGGREGATE. PROVIDE SMOOTH BAND AND REVEALS AS SHOWN. COLOR: PREMIUM GRAY  | 7 STOREFRONT WINDOW SYSTEM WITH CLEAR ANODIZED FINISH |
| 2 PREFINISHED METAL COPING TO MATCH CLEAR ANODIZED WINDOWS.                                                                 | 8 12'-0" X 14'-0" OVERHEAD DRIVE-IN DOOR              |
| 3 NOT USED                                                                                                                  | 9 CLERESTORY WINDOWS WITH CLEAR ANODIZED FRAME.       |
| 4 ARCHITECTURAL PRECAST CONCRETE PANELS - EXPOSED AGGREGATE. PROVIDE SMOOTH BAND AND REVEALS AS SHOWN. COLOR: PREMIUM WHITE | 10 8'-0" X 10'-0" DOCK DOOR                           |
| 5 METAL PANEL CANTILEVERED ACCENT EYEBROW. COLOR: BLUE METALLIC                                                             |                                                       |
| 6 PREFINISHED METAL COPING TO MATCH INSULATED METAL PANEL COLOR.                                                            |                                                       |

#### EXTERIOR MATERIAL PERCENTAGES

FRONT ELEVATION (21,590 SF)  
ARCHITECTURAL PRECAST PANELS (FIELD COLOR) = 9,862 SF = 45%  
ARCHITECTURAL PRECAST PANELS (ACCENT COLOR) = 7,098 SF = 33%  
WINDOWS = 4,240 SF = 20%  
METAL PANEL CANOPIES = 390 SF = 2%

SIDE ELEVATIONS (5,970 SF)  
ARCHITECTURAL PRECAST PANELS (FIELD COLOR) = 2,950 SF = 49%  
ARCHITECTURAL PRECAST PANELS (ACCENT COLOR) = 2,006 SF = 34%  
WINDOWS = 884 SF = 15%  
METAL PANEL CANOPIES = 130 SF = 2%

REAR ELEVATION (22,697 SF)  
ARCHITECTURAL PRECAST PANELS (FIELD COLOR) = 12,761 SF = 56%  
ARCHITECTURAL PRECAST PANELS (ACCENT COLOR) = 7,390 SF = 33%  
WINDOWS = 320 SF = 1%  
DOCK DOORS = 2,226 SF = 10%

## LEXINGTON PRESERVE BUSINESS PARK

PHASE V  
PHEASANT RIDGE DRIVE N.E.  
BLAINE, MN

DATE:  
DRAWN BY:

OCTOBER 3, 2024  
JOHN FETTER



**CSM** 500 Washington Avenue South, Suite 3000  
Minneapolis, MN 55415  
Bus: (612) 355-7000 Fax: (612) 355-7002  
DEVELOPING REAL ESTATE FOR PEOPLE,  
BUSINESS & COMMUNITIES

A-2





LEXINGTON PRESERVE BUSINESS PARK

PHASE V  
PHEASANT RIDGE DRIVE N.E.  
BLAINE, MN

DATE: OCTOBER 3, 2024  
DRAWN BY: JOHN FERRIER

 CSM 500 Washington Avenue South, Suite 3000  
Minneapolis, MN 55415  
Bus: (612) 355-7000 Fax: (612) 355-7002  
DEVELOPING REAL ESTATE FOR PEOPLE,  
BUSINESS & COMMUNITIES

A-3



## **Lexington Preserve V Project Narrative**

CSM Corporation seeks approval for (2) 83,886 sf speculative office/production/warehouse buildings at our Lexington Preserve Business Center development on Pheasant Ridge Drive NE in Blaine. The development is zoned Planned Business District (PBD) so the new proposed phase requires a Conditional Use Permit (CUP). We will also be submitting for preliminary and final plat concurrently. As part of the platting process, each building will be on separate lots with zero lot line as required. We are anticipating that each building will have an approximate breakdown of 10% office, 15% production, and 75% warehouse per our market research. This would require 90 stalls per building. However, we are providing parking just in case a higher finish is needed, so the north building has 146 stalls and the south building has 139 stalls for flexibility of uses.

The buildings are designed to be consistent with the look and finishes of the most recently completed adjacent Streamworks building in the development. The front and side façades will be a mixture of precast, glass, and metal panel accent “eyebrows” at the entries. The precast will have a field color (white) and an accent color (dark gray) to break up the façade. We understand that in the PBD zoning district 50% of the exterior needs to be brick, natural/cultured stone, glass, stucco, architectural metal or integrally colored rock faced block. At the Streamworks building, integrally colored exposed aggregate precast panels were approved as an alternate material. Office warehouse buildings across the metro are now exclusively precast panel because of the financial infeasibility of using masonry. Planning staff has indicated that they will accept precast as an alternate material. In addition, Planning Staff has indicated that on the dock side, the precast accent color would be acceptable as a 3<sup>rd</sup> material as is required.

The two 32-foot clear buildings will be identical with a shared loading dock area. The generous loading dock area of over 180 feet wide is ample space for trucks to maneuver at both buildings simultaneously. There will be (12) dock-height doors and (2) drive-in doors at each building for a total of (14) overhead doors. This meets the district standard of one door per 6,000 sf of floor area. The overhead doors will be a compatible color to the building to reduce their visual impact. The dock side of the building will have clerestory windows above the overhead doors to bring natural light into the space.

The landscaping plan will comply with the City’s zoning standards for the district. The plan uses trees, shrubs, and plants that are native to the area. Use of native vegetation conserves water, reduces pesticide use, reduces plant mortality, and lowers maintenance costs. The irrigation system utilizes drip irrigation in the areas close to the building. This system delivers water directly to the roots so less water is wasted and eliminates potential staining of the building which can happen with more typical irrigation systems.

**CSM**500 Washington Avenue South, Suite 3000  
Minneapolis, MN 55415DEVELOPING REAL ESTATE FOR PEOPLE,  
BUSINESS & COMMUNITIES

---

CSM anticipates starting construction in the late winter months of 2025 with the buildings being ready for tenants by Fall of 2025. We believe now is the optimal time to deliver speculative office/warehouse buildings in Blaine. The northcentral market is seeing unprecedented occupancy in industrial buildings, with a 2.5% vacancy rate with no new speculative development planned in the immediate future in the area with the scarcity of land positions available for competitive developers.



# City of Blaine

## Planning Commission

---

December 10, 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, December 10, 2024. Chair Goracke called the meeting to order at 7:00PM.

#### 2. Roll Call

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

Members Absent: None.

Staff Present: Shawn Kaye, Planner  
Alex Koberoski, Intern  
Shelia Sellman, City Planner  
Teresa Barnes, Project Engineer

#### 4. Public Hearing

**4.1.** 2024-541 Case File No. 24-0065 // CSM Corp // Pheasant Ridge Drive  
The applicant is requesting the following:

1. Preliminary plat to develop 12.45 acres (an outlot) into two lots to be known as CSM Lexington Fifth Addition.
2. Conditional use permit to allow the construction of two office/industrial buildings and a zero lot line shared access/parking in the Planned Business District (PBD) zoning district.

*Sponsors: Shawn Kaye, Planner*

---

The report to the planning commission was presented by Shawn Kaye, Planner. The public hearing for Case File 24-0065 was opened at 7:05PM. As no one wished to appear, the public hearing was closed at 7:06PM.



**Motion by Commissioner Olson to recommend approval of Planning Case 24-0065A a preliminary plat to develop 12.45 acres (an outlot) into two lots to be known as CSM Lexington Fifth Addition with the following conditions:**

**Case 24-0065A:**

- 1. The applicant is responsible for recording the plat mylars with Anoka County. Proof of recording must be provided to the City prior to issuance of building permits.**
- 2. Park dedication is required for 2 new lots being developed at the proposed 2025 rate of \$7,825 per acre, for a total park dedication fee of \$97,421 if paid in 2025. Park Dedication is due prior to issuance of a building permit at the rate in effect at the time the payment is received by the City.**
- 3. The developer will be responsible for Trunk Sanitary Sewer area charges. These charges become due with platting for upland acreage. The 2024 rate for Sanitary Sewer Trunk is \$4,628.00 per upland acre and will be applied to the acreage platted. This phase is proposing to develop 10 acres of upland for a total sewer area charge of \$46,280.00.**
- 4. All development signage by separate review.**

**Motion by Commissioner Olson to recommend approval of Planning Case 24-0065B a conditional use permit to allow the construction of two office/industrial buildings and a zero lot line shared access/parking with the following conditions:**

**Case 24-0065B:**

- 1. Site plan approval is required as part of the building permit application. All site improvements to be included in the Site Improvement Performance (SIPA) Agreement and covered by an acceptable financial guarantee.**
- 2. A copy of the shared access/parking agreement between lots must be submitted to the Planning Department prior to any work being allowed on site.**

**Motion seconded by Commissioner Homan. The motion passed 7-0.**

Chair Goracke noted this would be on the agenda of the January 6, 2025 city council meeting.



# City of Blaine

## Staff Report

File Number: RES 25-8

| Agenda Date     | Status     |
|-----------------|------------|
| January 6, 2025 |            |
| In Control      | File Type  |
| City Council    | Resolution |

**Development Business** - Sheila Sellman, City Planner

### Agenda Item # 11.3

Resolution Granting a Conditional Use Permit to Allow the Construction of Two Office/Industrial Buildings and a Zero Lot Line Shared Access/Parking in the Planned Business District (PBD) Zoning District at 3705 and 3745 Pheasant Ridge Drive. CSM Lexington Fifth Addition (CSM Corp) (Case File No. 24-0065/SLK)

### Executive Summary

The applicant is requesting a conditional use permit to allow two office/industrial buildings, shared access/parking, and a zero lot line in the Planned Business District (PBD) zoning district.

### Background

|                                       |          |
|---------------------------------------|----------|
| Planning Commission Public Hearing    | 12/10/24 |
| City Council (Conditional Use Permit) | 01/06/25 |
| Action Deadline                       | 01/12/25 |

Staff report prepared by Shawn Kaye, Planner, and Teresa Barnes, Project Engineer

### Evaluation of Request

#### Planning Analysis

##### Current Zoning

The property is zoned PBD. It is the intent of the Planned Business District to accomplish the following:

1. To promote a planned environment for integrated industrial, office, commercial and multi-floor residential uses which feature design continuity. A development shall reflect a common theme using compatible architectural design and consistency in signage, landscaping, and lighting.
2. To encourage orderly development of property through conditional uses, since proposed uses may be traditionally considered incompatible or may present special problems in an environment of mixed uses.

3. To provide opportunity for greater flexibility in arranging land uses according to relative compatibility, convenience, and community needs.
4. To encourage patterns of development in harmony with the objectives of the City's Comprehensive Plan.
5. To encourage more attractive and enduring business neighborhoods.
6. To encourage development compatible with the environmental values of the area and to preserve natural vegetation, wetlands, natural topography, and other such features of the District.
7. To accommodate uses requiring access to major highways.

To provide a uniform set of standards to be applied equally to all owners and developers in this District.

#### Land Use Designation

The property has a land use of Planned Industrial (PI).

Land use description: Industrial, office and related services that utilize an overall master development plan with special attention paid to aesthetics and design in a corporate campus style of development. Planned industrial areas are concentrated in areas with convenient access to the airport and interstate highway system.

#### Existing Conditions

The site is a vacant parcel.

#### History

The parcel was platted as an Outlot in 2009 with CSM Lexington Third Addition.

#### Plat

The proposed preliminary plat consists of two lots. The preliminary plat has lots labeled with A and B because the property is Torrens, and it must be platted as such with Anoka County.

The lot sizes are the following:

- Lot 1: 5.84 acres
- Lot 2: 6.61 acres

#### Architecture

Building elevations have been included in the report and meet the zoning ordinance requirements.

The building elevations include the following materials:

- precast panel
- glass
- architectural metal wall panel

#### Setbacks

Building

- Front: 50 feet
- Side: 15 feet
- Rear: 20 feet

#### Parking

- Front: 30 feet
- Side: 15 feet
- Rear: 20 feet

All setbacks have been met on site, except for the south parking setback lot line of Lot 1 and the north parking setback lot line of Lot 2. These have a zero-lot line for a shared parking area, which is allowed with a Conditional Use Permit (CUP).

#### Parking

There are 141 parking stalls (each lot) required for the type of uses proposed on Lot 1 and Lot 2. One hundred and forty-six parking stalls are provided on Lot 1 and 139 parking stalls are provided on Lot 2. The two lots have a zero-lot line and shared parking; therefore, adequate parking is provided on the sites.

#### Landscaping

The landscape plan that is provided meets the zoning ordinance requirements.

#### Park Dedication

The property was previously platted as an outlot and park dedication has not been paid for the property. Outlots are subject to park dedication fees at the time they are developed. Park dedication is due for the platted lots, which is a total of 12.45 acres, at the PBD rate in effect at the time of final plat approval. Payment is required prior to release of final plat mylars for recording. The proposed PBD rate for park dedication in 2025 is \$7,825 per acre for a total of \$97,421 if platted in 2025.

### **Engineering Analysis**

#### Grading/Storm Drainage

While the site has been previously rough graded for development, the developer will perform some additional minor grading across the entire site as shown on the Rice Creek Watershed District (RCWD) and city submitted grading, drainage, erosion protection and sediment control plans prepared by the developer's engineer.

The plans shall include existing drainage patterns (contours) with flow arrows, soil boring locations, perimeter site protection, tree preservation, tree clearing limits, custom grading, proposed grading contours, proposed drainage patterns with flow arrows, storm water management, SWPPP information, temporary erosion protection Best Management Practices (BMPs), and temporary sediment control BMPs information for the site. The SWPPP may be included in the construction plan sheet(s) or prepared as a separate document and included in the development construction contract specifications.

### Utilities

The developer will be responsible for Trunk Sanitary Sewer area charges. These charges become due with platting for upland acreage. The 2024 rate for Sanitary Sewer Trunk is \$4,628.00 per upland acre and will be applied to the acreage platted. This phase is proposing to develop 10 acres of upland for a total sewer area charge of \$46,280.00.

Standard water and sanitary sewer access charges (WAC & SAC) become due with each building permit at the rate established at the time the building permit is issued.

Hydrant locations must be reviewed and approved by the Fire Department.

### Wetlands/Watershed/FEMA

The plat will need to provide for a protective buffer strip of natural vegetation at least 15 feet in width and shall surround all wetlands. This buffer strip shall be placed in easement.

The developer will need to submit the project to RCWD. Review, approval and permits are required prior to city plan approval and start of site work.

The development shall ensure that all structures are at least 1.5 feet above the documented 100-year flood elevation.

### Access/Street Design/Sidewalks/Trails

The development is proposing to gain/provide access from a connection to Pheasant Ridge Drive NE. No additional street design, sidewalk or trail design will be required.

### Easements/Right-of-way/Permits

The developer will need to obtain all required permits to construct the proposed project. A copy of all permits will need to be submitted to the City prior to any site work.

Standard drainage and utility easements shall be dedicated along all lot lines and over areas of delineated wetlands, wetland mitigation, infiltration trenches, drainage swales, and storm water management ponds.

### 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.

- The proposed use will not create an excessive burden on parks, schools, streets or other public facilities.
- 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.
  - The adjoining properties have a PBD zoning with similar uses of office, manufacturing, and warehousing, and are consistent with the proposed use.
- 3. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
  - The building is designed to have similar exterior finishes to the existing buildings in the development and the appearance will not 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 purpose of the zoning district is to promote a planned environment for integrated industrial, office, commercial and multi-floor residential uses which feature design continuity. A development shall reflect a common theme using compatible architectural design and consistency in signage, landscaping, and lighting. The use and proposed building is consistent with that purpose.
- 6. The use shall not be in conflict with the comprehensive plan of the City.
  - The property is guided for Planned Industrial (PI) in the 2040 Comprehensive Plan. The proposed use is consistent with that land use.
- 7. The use will not cause traffic hazard or congestion.
  - The proposed use will not generate any additional traffic hazard or congestion.
- 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

Preliminary Plat

Site Plan

Grading Plan

Landscape Plan

Building Elevations

Narrative

Unapproved Planning Commission Minutes 12/10/24

**Strategic Plan Relationship**

Not applicable.

**Board/Commission Review**

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

No one attended the public hearing. The meeting minutes are attached for reference.

### 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. Unapproved PC Minutes 121024





# City of Blaine

## Signature Copy

Resolution: RES 25-8

### **Resolution Granting a Conditional Use Permit to Allow the Construction of Two Office/Industrial Buildings and a Zero Lot Line Shared Access/Parking in the Planned Business District (PBD) Zoning District at 3705 and 3745 Pheasant Ridge Drive. CSM Lexington Fifth Addition (CSM Corp) (Case File No. 24-0065/SLK)**

**WHEREAS**, an application has been filed by CSM EQUITIES LLC as Conditional Use Permit Case File No. 24-0065 for CSM Lexington Fifth Addition; and

**WHEREAS**, said case involves the property described as follows:

Outlot A, CSM LEXINGTON THIRD ADDITION, Anoka County, Minnesota  
(Torrens)

AND

Outlot B, CSM LEXINGTON FOURTH ADDITION, Anoka County, Minnesota  
(Abstract)

**WHEREAS**, the Blaine Planning Commission held a public hearing on December 10, 2024, and recommended approval regarding said Conditional Use Permit; and

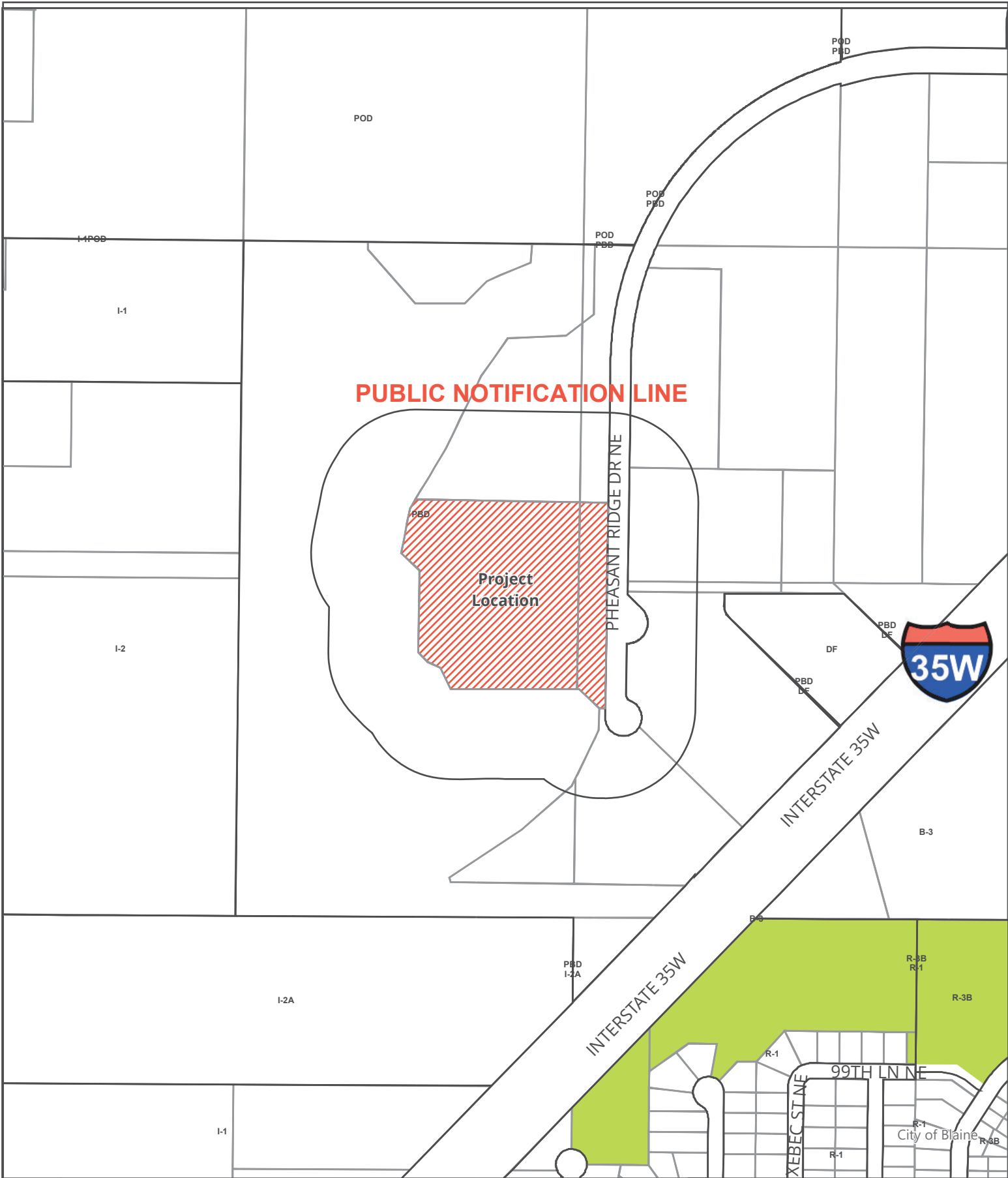
**WHEREAS**, the Blaine City Council has reviewed said case on January 6, 2025; and

**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, 30.50 and 75-32 of the Zoning Ordinance to allow the construction of two office/industrial buildings and a zero lot line shared access/parking with the following conditions:

1. Site plan approval is required as part of the building permit application. All site improvements to be included in the Site Improvement Performance (SIPA) Agreement and covered by an acceptable financial guarantee.
2. A copy of the shared access/parking agreement between lots must be submitted to the Planning Department prior to any work being allowed on site.

**PASSED** by the City Council of the City of Blaine this 6th day of January, 2025.

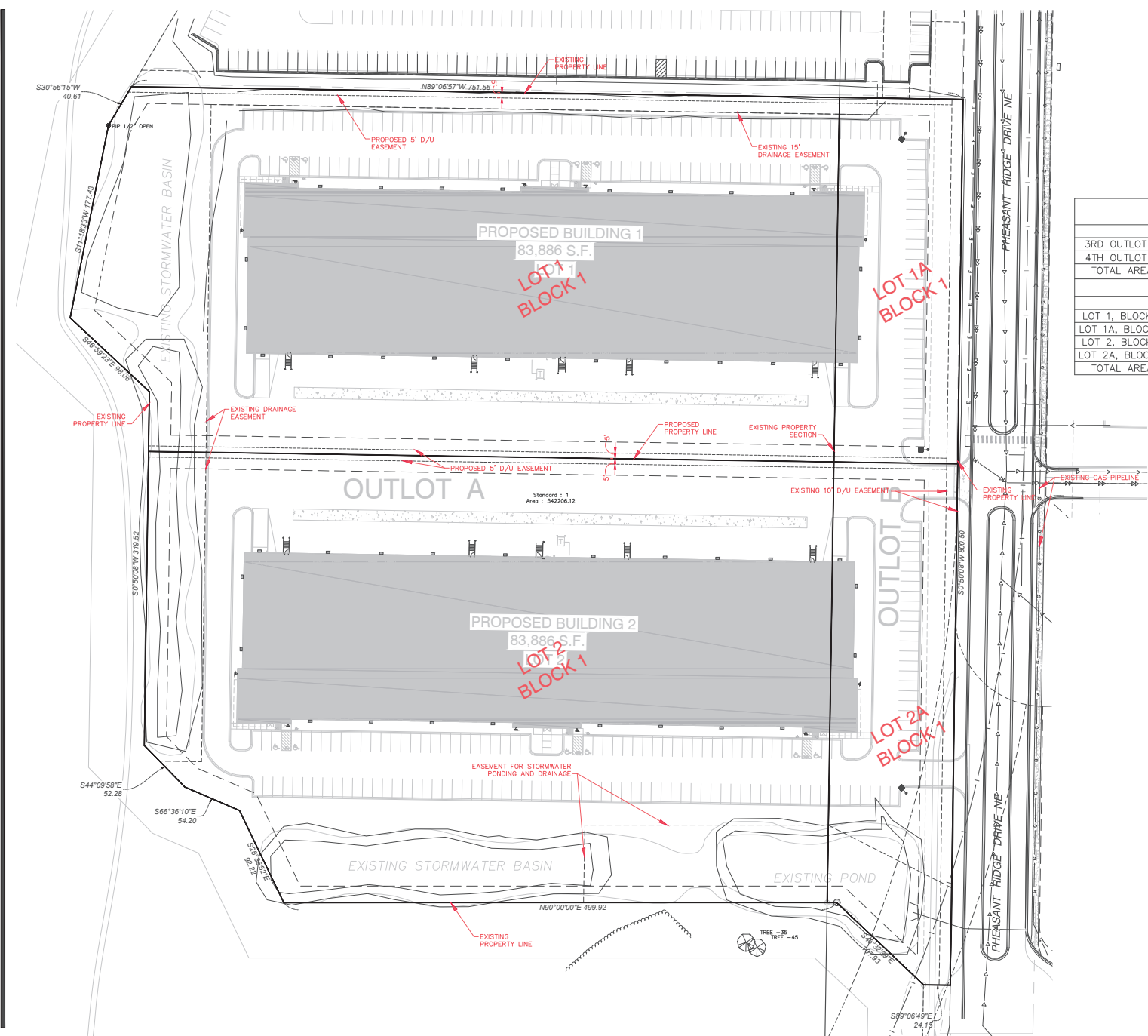


BlaineMN.gov

## Case File No. 24-0065 CSM Lexington Fifth Addition

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





| LOT AREA TABLE  |              |           |
|-----------------|--------------|-----------|
| EXISTING        |              |           |
| 3RD OUTLOT A    | 456,081 S.F. | 10.470 AC |
| 4TH OUTLOT B    | 86,125 S.F.  | 1.977 AC  |
| TOTAL AREA      | 542,206 S.F. | 12.447 AC |
| PROPOSED        |              |           |
| LOT 1, BLOCK 1  | 217,409 S.F. | 4.991 AC  |
| LOT 1A, BLOCK 1 | 36,822 S.F.  | 0.845 AC  |
| LOT 2, BLOCK 1  | 238,670 S.F. | 5.479 AC  |
| LOT 2A, BLOCK 1 | 49,305 S.F.  | 1.132 AC  |
| TOTAL AREA      | 542,206 S.F. | 12.447 AC |

LEXINGTON PRESERVE BUSINESS PARK V

PHEASANT RIDGE DR. NE.

BLAINE, MINNESOTA

PRELIMINARY PLAT

PRELIMINARY PLAT

| DATE     | DESCRIPTION            |
|----------|------------------------|
| 11/15/24 | PRELIMINARY SUBMISSION |
| 11/15/24 | WATER SHED SUBMITTAL   |

**CERTIFICATION**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

**FOR REVIEW ONLY**

**PRELIMINARY**

**NOT FOR CONSTRUCTION**

40022  
License No.

**QA/QC CHECK**

By \_\_\_\_\_ Date \_\_\_\_\_

**PROJECT TEAM DATA**

Designed By: UK

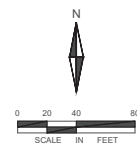
Drafted By: UK

Project No.: 4000413.00

**C-1.1**

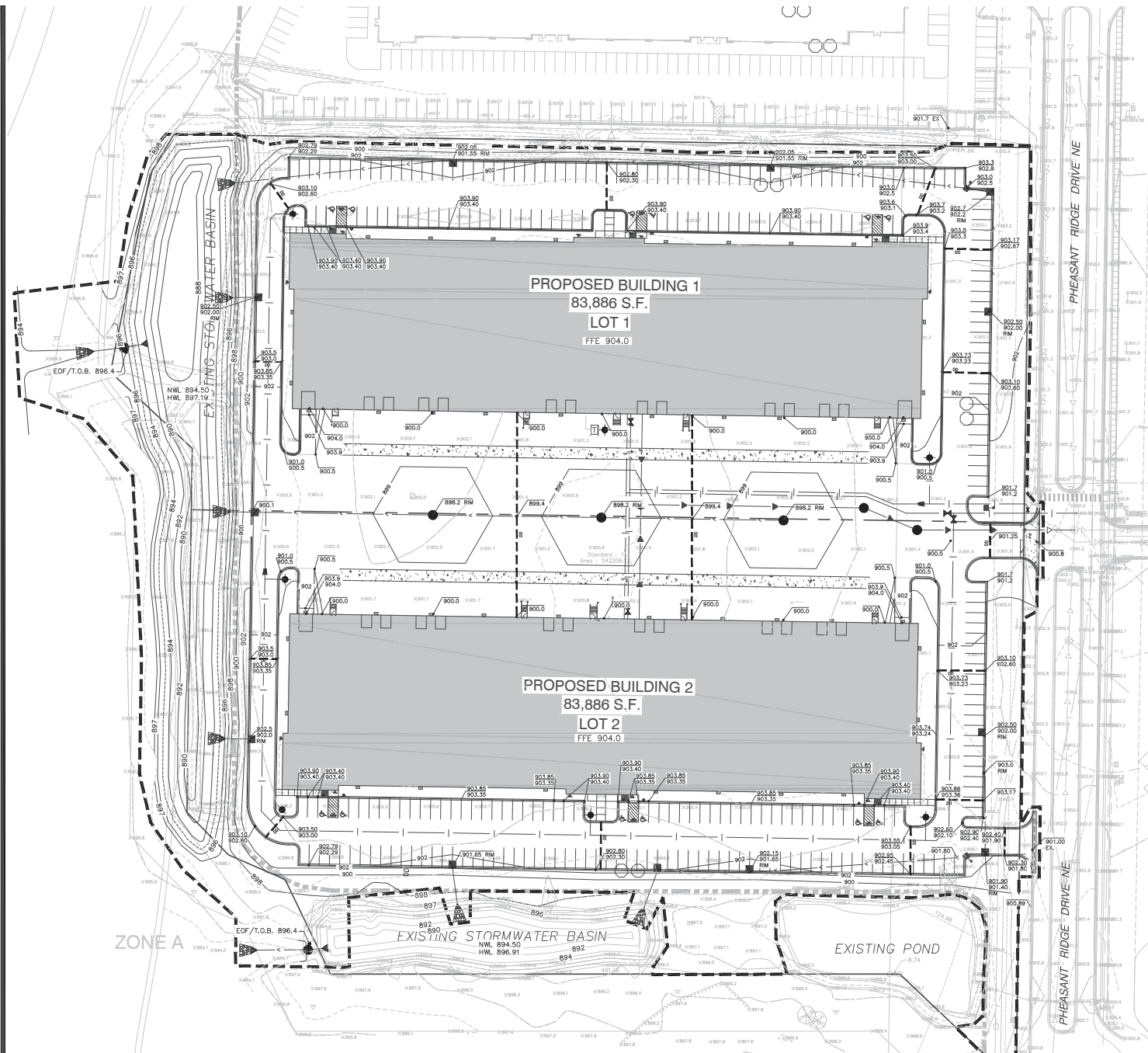


Know what's below.  
Call before you dig.  
Dial 811









## GRADING NOTES:

1. ALL FINISHED GRADES SHALL SLOPE AWAY FROM PROPOSED BUILDINGS.
2. THE CONTRACTOR SHALL KEEP THE ADJACENT ROADWAYS FREE OF DEBRIS AND PREVENT THE OFF-SITE TRACKING OF SOIL IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY AND WATERSHED.
3. NOTIFY Gopher State One Call AT (800)252-1166, 48 HOURS PRIOR TO START OF CONSTRUCTION.
4. ALL IMPROVEMENTS TO CONFORM WITH CITY OF EDEN PRAIRIE CONSTRUCTION STANDARDS SPECIFICATION, LATEST EDITION.
5. ROCK CONSTRUCTION ENTRANCES SHALL BE PROVIDED AT ALL CONSTRUCTION ACCESS POINTS.
6. REFER TO GEOLOGICAL REPORT AND PROJECT MANUAL, FOR SOIL CORRECTION REQUIREMENTS AND TESTING REQUIREMENTS.
7. STRIP TOPSOIL PRIOR TO ANY CONSTRUCTION. REUSE STOCKPILE ON SITE. STOCKPILE PERIMETERS MUST BE PROTECTED WITH SILT FENCE.
8. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
9. IMMEDIATELY FOLLOWING GRADING OF (3:1 OR GREATER) SIDE SLOPES AND DRAINAGE SWALES, WOOD FIBER BLANKET OR OTHER APPROVED SOIL STABILIZATION METHOD (APPROVED BY ENGINEER) SHALL BE APPLIED OVER APPROVED SEED MIXTURE AND A MINIMUM OF 4" TOPSOIL.
10. THE GENERAL CONTRACTOR MUST DISCUSS DRAINAGE PLANS WITH ALL SUBCONTRACTORS TO VERIFY NPDES REQUIREMENTS. IF DRAINAGE IS REQUIRED DURING CONSTRUCTION, CONTRACTOR SHOULD CONSULT WITH EROSION CONTROL INSPECTOR AND ENGINEER TO DETERMINE APPROPRIATE METHODS. REFER TO DRAINAGE NOTES.
11. REFER TO STORMWATER POLLUTION PREVENTION PLAN (SWPPP) FOR ALL EROSION AND SEDIMENT CONTROL DEVICE LOCATION, DESCRIPTIONS, NOTES AND DETAILS INCLUDING CONCRETE WASHOUT STATION INSTRUCTIONS.
12. BUILDING PERMITS ARE REQUIRED FOR ALL RETAINING WALLS 4 FEET IN HEIGHT OR GREATER AND THE WALLS SHALL BE DESIGNED BY A STRUCTURAL ENGINEER WITH DESIGN REVIEWED AND APPROVED BY THE CITY PRIOR TO INSTALLATION.
13. A 4 FOOT SAFETY RAILING IS REQUIRED ATOP ALL WALLS 3/4" IN HEIGHT OR GREATER.
14. CONTACT CITY OF BLAINE WATER RESOURCES STAFF MINIMUM OF 24-HOURS PRIOR TO EXCAVATION OF STORMWATER BASINS TO ARRANGE INSPECTIONS AT CRITICAL STEPS DURING CONSTRUCTION ACTIVITIES OF STORMWATER TREATMENT FEATURES.

## LEGEND:

- 886 PROPOSED CONTOUR
- 886 EXISTING CONTOUR
- DD DRAINAGE DIVIDE
- TOP OF CURB
- FLOW LINE
- TOP OF WALL ELEVATION
- BOTTOM OF WALL ELEVATION
- 2.00% DRAINAGE DIRECTION ARROW
- FFE FINISHED FLOOR ELEVATION
- SILT FENCE
- INLET PROTECTION
- EXISTING STORM SEWER
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATER
- FREE PROTECTION FENCE
- CONSTRUCTION LIMITS



LEXINGTON PRESERVE BUSINESS PARK V  
PHEASANT RIDGE DR. NE.  
BLAINE, MINNESOTA

PRELIMINARY  
GRADING PLAN

DESCRIPTION  
PRELIMINARY SUBMISSION  
WATERSHEDS/INITIAL

DATE

## CERTIFICATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

FOR REVIEW ONLY FOR CONSTRUCTION

DATE

By

Date

PROJECT TEAM DATA

Designed By: MK

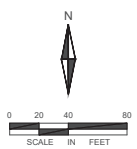
Drafted By: TSM

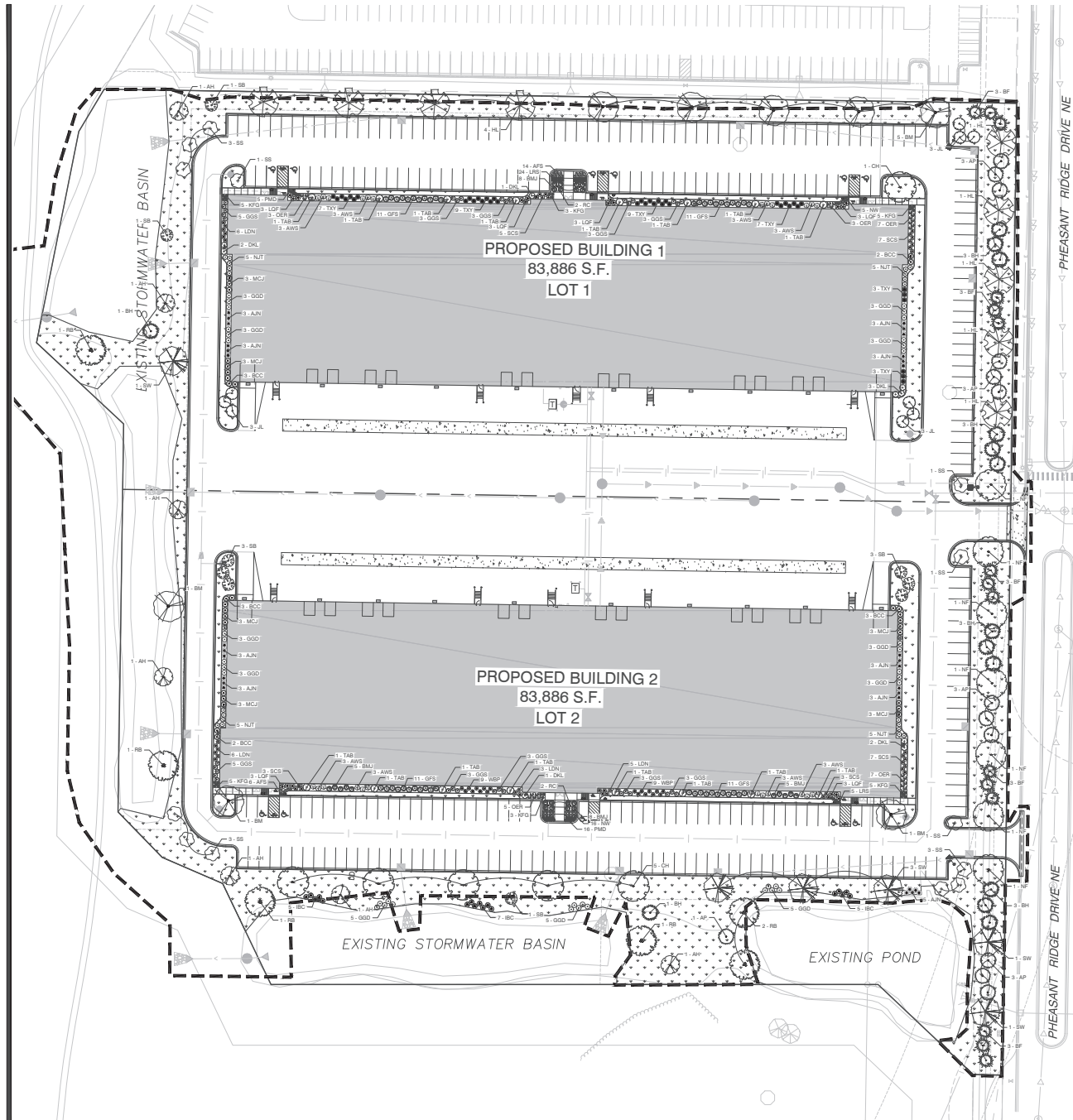
Project No.: 4001413-00

C-3.0



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LEGEND

- OVERSTORY DECIDUOUS TREES
- CONIFEROUS TREES
- SHRUBS AND PERENNIALS
- LOW MAINTENANCE TURF MIX  
MN STATE SEED MIX 25-131

LANDSCAPE REQUIREMENTS

TREES REQUIRED: TOTAL SQ. FT./2,000  
SQUARE FT. = 167,300

OVERSTORY TREES REQUIRED= 84/42 8"3" TREES  
CONIFER TREES REQUIRED= 84/42 8" TREES  
ORNAMENTAL TREES REQUIRED= 84/42 8" TREES

SHRUBS/PERENNIALS REQUIRED: TOTAL SQ. FT./300  
SQUARE FT. = 508

OVERSTORY TREES PROPOSED: 42  
CONIFER TREES PROPOSED: 42  
ORNAMENTAL TREES PROPOSED: 42  
SHRUBS/PERENNIALS PROPOSED: 508

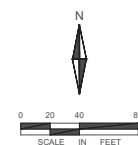
LANDSCAPE SCHEDULE

| #                             | KEY | COMMON NAME / SCIENTIFIC NAME                                         | SIZE          | NOTES                       |
|-------------------------------|-----|-----------------------------------------------------------------------|---------------|-----------------------------|
| OVERSTORY TREES               |     |                                                                       |               |                             |
| 8                             | BM  | Burgundy Belle Maple   Acer rubrum 'Magnificent Magenta'              | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 6                             | CH  | Common Highberry   Celtis occidentalis                                | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 9                             | HL  | Skyline Honey Locust   Gleditsia triacanthos inermis 'Skyline'        | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 7                             | NF  | Northern Flare Sugar Maple   Acer saccharum 'Siseton'                 | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 6                             | RB  | River Birch   Betula nigra                                            | 12" Ht. B&B   | Clump Form                  |
| 6                             | SW  | Swamp White Oak   Quercus bicolor                                     | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 42 TOTAL OVERSTORY TREES      |     |                                                                       |               |                             |
| CONIFER TREES                 |     |                                                                       |               |                             |
| 13                            | AP  | Austrian Pine   Pinus nigra                                           | 8" Ht. B&B    | Straight Trunk, No V-Crotch |
| 15                            | BF  | Balsam Fir   Abies balsamea                                           | 8" Ht. B&B    | Straight Trunk, No V-Crotch |
| 14                            | BH  | Black Hills Spruce   Picea glauca densata                             | 8" Ht. B&B    | Straight Trunk, No V-Crotch |
| 42 TOTAL CONIFER TREES        |     |                                                                       |               |                             |
| ORNAMENTAL TREES              |     |                                                                       |               |                             |
| 7                             | AH  | American Hophornbeam   Ostrya virginiana                              | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 9                             | JL  | Ivory Silk Japanese Tree Lilac   Syringa reticulata 'Ivory Silk'      | 6" Ht. B&B    | Clump Form                  |
| 4                             | RC  | Red Baron Crabapple   Malus x 'Red Baron'                             | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 9                             | SR  | Snowflake Serotiny   Taxus canadensis 'Serotiny'                      | 6" Ht. B&B    | Clump Form                  |
| 13                            | SS  | Spring Snow Crabapple   Malus x 'Spring Snow'                         | 2" Cal. B&B   | Straight Trunk, No V-Crotch |
| 42 TOTAL ORNAMENTAL TREES     |     |                                                                       |               |                             |
| SHRUBS                        |     |                                                                       |               |                             |
| 29                            | AJN | Amber Jubilee Ninebark   Physocarpus opulifolius 'Jefam'              | #5 Gal. Cont. | Min. 15" Ht.                |
| 30                            | AW5 | Anthony Waterer Spirea   Spirea x Bumalda 'Anthony Waterer'           | #5 Gal. Cont. | Min. 15" Ht.                |
| 13                            | BCC | Bailly's Compact Cranberrybush   Viburnum triflorum 'Bailly Compact'  | #5 Gal. Cont. | Min. 15" Ht.                |
| 26                            | BMM | Broommoor Juniper   Juniperus sabina 'Broommoor'                      | #5 Gal. Cont. | Min. 15" Ht.                |
| 9                             | DKL | Dwarf Korean Lilac   Syringa meyeri 'Palibin'                         | #5 Gal. Cont. | Min. 15" Ht.                |
| 44                            | GFS | Gro-Low Fragrant Sumac   Rhus aromatica 'Gro-Low'                     | #5 Gal. Cont. | Min. 15" Ht.                |
| 39                            | GGD | Garden Glow Dogwood   Cornus hessei 'UMH910507'                       | #5 Gal. Cont. | Min. 15" Ht.                |
| 14                            | GGS | Glow Girl Spirea   Spirea betulifolia 'Tor Gold'                      | #5 Gal. Cont. | Min. 15" Ht.                |
| 17                            | IBC | Inquisit Beauty Chokeberry   Aronia melanocarpa 'Morton'              | #5 Gal. Cont. | Min. 15" Ht.                |
| 20                            | LDN | Little Devil Ninebark   Physocarpus opulifolius 'Donna May'           | #5 Gal. Cont. | Min. 15" Ht.                |
| 18                            | LQF | Little Quick Fire Hydrangea   Hydrangea paniculata 'SMHPLQF'          | #5 Gal. Cont. | Min. 15" Ht.                |
| 18                            | MCO | Money Juniper   Juniperus chinensis 'Money'                           | #5 Gal. Cont. | Min. 15" Ht.                |
| 20                            | NJT | New Jersey Tea   Ceanothus americanus                                 | #5 Gal. Cont. | Min. 15" Ht.                |
| 25                            | OER | Oso Easy Peasy Rose   Rosa x 'Phyllis Sherman'                        | #5 Gal. Cont. | Min. 15" Ht.                |
| 25                            | SCS | Sixteen Candles Summersweet   Clethra alnifolia 'Sixteen Candles'     | #5 Gal. Cont. | Min. 15" Ht.                |
| 16                            | TAB | Techy Arborvitae   Thuja occidentalis 'Techy'                         | 4" Ht. B&B    | Clump Form                  |
| 45                            | TYT | Taunton Yew   Taxus media 'Taunton'                                   | #5 Gal. Cont. | Min. 15" Ht.                |
| 18                            | WBP | White Bud Mugo Pine   Pinus mugo 'White Bud'                          | #5 Gal. Cont. | Min. 15" Ht.                |
| PERENNIALS                    |     |                                                                       |               |                             |
| 20                            | APS | Autumn Fire Sedum   Sedum x 'Autumn Fire'                             | #1 Gal. Cont. |                             |
| 29                            | LRS | Little Spire Russian Sage   Perovskia angustifolia 'Little Spire'     | #1 Gal. Cont. |                             |
| 21                            | WLC | Walkers Low Catmint   Rudbeckia 'Goldstrum'                           | #1 Gal. Cont. |                             |
| 21                            | PMD | Pardon Me Daylily   Hemerocallis x 'Pardon Me'                        | #1 Gal. Cont. |                             |
| 21                            | KFG | Karl Foerster Reed Grass   Calamagrostis x acutiflora 'Karl Foerster' | #1 Gal. Cont. |                             |
| 508 TOTAL SHRUBS & PERENNIALS |     |                                                                       |               |                             |

Note: Quantities on plan supersede schedule in event of discrepancy



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LEXINGTON PRESERVE BUSINESS PARK V

PHEASANT RIDGE DR. NE.

BLAINE, MINNESOTA

PRELIMINARY

LANDSCAPE PLAN

DESCRIPTION  
PRELIMINARY SUBMISSION

DATE  
05/24/2023

FOR REVIEW  
NOT FOR CONSTRUCTION

CERTIFICATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.

FOR REVIEW  
NOT FOR CONSTRUCTION

DATE  
05/24/2023

BY  
Date

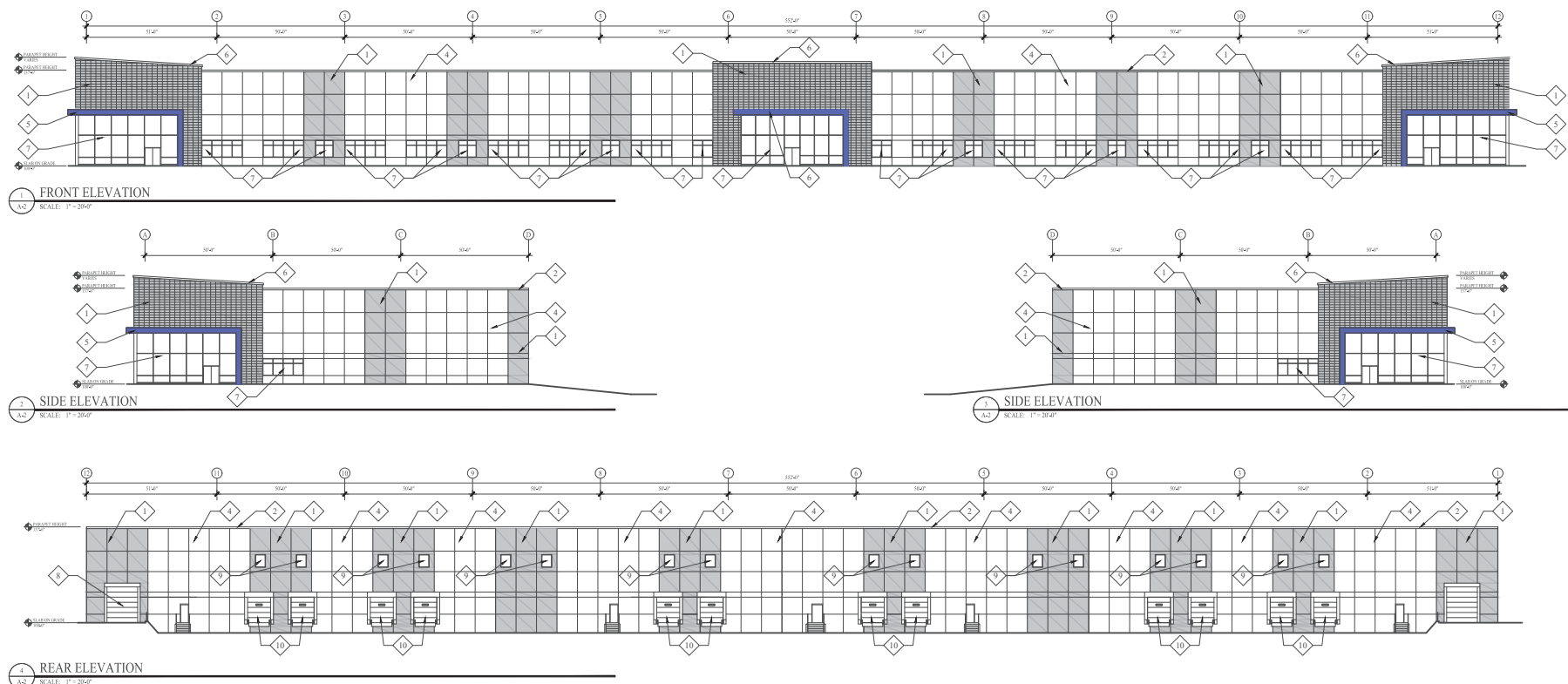
PROJECT TEAM DATA

Designed By: JAK

Drawn By: JAK

Project No.: 40020413-00

L-1.0



### MATERIAL KEY

- |                                                                                                                             |                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 1 ARCHITECTURAL PRECAST CONCRETE PANELS - EXPOSED AGGREGATE. PROVIDE SMOOTH BAND AND REVEALS AS SHOWN. COLOR: PREMIUM GRAY  | 7 STOREFRONT WINDOW SYSTEM WITH CLEAR ANODIZED FINISH |
| 2 PREFINISHED METAL COPING TO MATCH CLEAR ANODIZED WINDOWS.                                                                 | 8 12'-0" X 14'-0" OVERHEAD DRIVE-IN DOOR              |
| 3 NOT USED                                                                                                                  | 9 CLERESTORY WINDOWS WITH CLEAR ANODIZED FRAME.       |
| 4 ARCHITECTURAL PRECAST CONCRETE PANELS - EXPOSED AGGREGATE. PROVIDE SMOOTH BAND AND REVEALS AS SHOWN. COLOR: PREMIUM WHITE | 10 8'-0" X 10'-0" DOCK DOOR                           |
| 5 METAL PANEL CANTILEVERED ACCENT EYEBROW. COLOR: BLUE METALLIC                                                             |                                                       |
| 6 PREFINISHED METAL COPING TO MATCH INSULATED METAL PANEL COLOR.                                                            |                                                       |

### EXTERIOR MATERIAL PERCENTAGES

FRONT ELEVATION (21,590 SF)  
ARCHITECTURAL PRECAST PANELS (FIELD COLOR) = 9,862 SF = 45%  
ARCHITECTURAL PRECAST PANELS (ACCENT COLOR) = 7,098 SF = 33%  
WINDOWS = 4,240 SF = 20%  
METAL PANEL CANOPIES = 390 SF = 2%

SIDE ELEVATIONS (5,970 SF)  
ARCHITECTURAL PRECAST PANELS (FIELD COLOR) = 2,950 SF = 49%  
ARCHITECTURAL PRECAST PANELS (ACCENT COLOR) = 2,006 SF = 34%  
WINDOWS = 884 SF = 15%  
METAL PANEL CANOPIES = 130 SF = 2%

REAR ELEVATION (22,697 SF)  
ARCHITECTURAL PRECAST PANELS (FIELD COLOR) = 12,761 SF = 56%  
ARCHITECTURAL PRECAST PANELS (ACCENT COLOR) = 7,390 SF = 33%  
WINDOWS = 320 SF = 1%  
DOCK DOORS = 2,226 SF = 10%

## LEXINGTON PRESERVE BUSINESS PARK

PHASE V  
PHEASANT RIDGE DRIVE N.E.  
BLAINE, MN

DATE:  
DRAWN BY:

OCTOBER 3, 2024  
JOHN FETTER



**CSM** 500 Washington Avenue South, Suite 3000  
Minneapolis, MN 55415  
Bus: (612) 395-7000 Fax: (612) 395-7002  
DEVELOPING REAL ESTATE FOR PEOPLE,  
BUSINESS & COMMUNITIES

A-2





# LEXINGTON PRESERVE BUSINESS PARK

PHASE V  
PHEASANT RIDGE DRIVE N.E.  
BLAINE, MN

DATE: OCTOBER 3, 2024  
DRAWN BY: JOHN FERRER



CSM 500 Washington Avenue South, Suite 3000  
Minneapolis, MN 55415  
Bus: (612) 355-7000 Fax: (612) 355-7002  
DEVELOPING REAL ESTATE FOR PEOPLE,  
BUSINESS & COMMUNITIES

A-3



## **Lexington Preserve V Project Narrative**

CSM Corporation seeks approval for (2) 83,886 sf speculative office/production/warehouse buildings at our Lexington Preserve Business Center development on Pheasant Ridge Drive NE in Blaine. The development is zoned Planned Business District (PBD) so the new proposed phase requires a Conditional Use Permit (CUP). We will also be submitting for preliminary and final plat concurrently. As part of the platting process, each building will be on separate lots with zero lot line as required. We are anticipating that each building will have an approximate breakdown of 10% office, 15% production, and 75% warehouse per our market research. This would require 90 stalls per building. However, we are providing parking just in case a higher finish is needed, so the north building has 146 stalls and the south building has 139 stalls for flexibility of uses.

The buildings are designed to be consistent with the look and finishes of the most recently completed adjacent Streamworks building in the development. The front and side façades will be a mixture of precast, glass, and metal panel accent “eyebrows” at the entries. The precast will have a field color (white) and an accent color (dark gray) to break up the façade. We understand that in the PBD zoning district 50% of the exterior needs to be brick, natural/cultured stone, glass, stucco, architectural metal or integrally colored rock faced block. At the Streamworks building, integrally colored exposed aggregate precast panels were approved as an alternate material. Office warehouse buildings across the metro are now exclusively precast panel because of the financial infeasibility of using masonry. Planning staff has indicated that they will accept precast as an alternate material. In addition, Planning Staff has indicated that on the dock side, the precast accent color would be acceptable as a 3<sup>rd</sup> material as is required.

The two 32-foot clear buildings will be identical with a shared loading dock area. The generous loading dock area of over 180 feet wide is ample space for trucks to maneuver at both buildings simultaneously. There will be (12) dock-height doors and (2) drive-in doors at each building for a total of (14) overhead doors. This meets the district standard of one door per 6,000 sf of floor area. The overhead doors will be a compatible color to the building to reduce their visual impact. The dock side of the building will have clerestory windows above the overhead doors to bring natural light into the space.

The landscaping plan will comply with the City’s zoning standards for the district. The plan uses trees, shrubs, and plants that are native to the area. Use of native vegetation conserves water, reduces pesticide use, reduces plant mortality, and lowers maintenance costs. The irrigation system utilizes drip irrigation in the areas close to the building. This system delivers water directly to the roots so less water is wasted and eliminates potential staining of the building which can happen with more typical irrigation systems.

**CSM**500 Washington Avenue South, Suite 3000  
Minneapolis, MN 55415DEVELOPING REAL ESTATE FOR PEOPLE,  
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---

CSM anticipates starting construction in the late winter months of 2025 with the buildings being ready for tenants by Fall of 2025. We believe now is the optimal time to deliver speculative office/warehouse buildings in Blaine. The northcentral market is seeing unprecedented occupancy in industrial buildings, with a 2.5% vacancy rate with no new speculative development planned in the immediate future in the area with the scarcity of land positions available for competitive developers.



# City of Blaine

## Planning Commission

---

December 10, 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, December 10, 2024. Chair Goracke called the meeting to order at 7:00PM.

#### 2. Roll Call

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

Members Absent: None.

Staff Present: Shawn Kaye, Planner  
Alex Koberoski, Intern  
Shelia Sellman, City Planner  
Teresa Barnes, Project Engineer

#### 4. Public Hearing

**4.1.** 2024-541 Case File No. 24-0065 // CSM Corp // Pheasant Ridge Drive  
The applicant is requesting the following:

1. Preliminary plat to develop 12.45 acres (an outlot) into two lots to be known as CSM Lexington Fifth Addition.
2. Conditional use permit to allow the construction of two office/industrial buildings and a zero lot line shared access/parking in the Planned Business District (PBD) zoning district.

*Sponsors: Shawn Kaye, Planner*

---

The report to the planning commission was presented by Shawn Kaye, Planner. The public hearing for Case File 24-0065 was opened at 7:05PM. As no one wished to appear, the public hearing was closed at 7:06PM.

**Motion by Commissioner Olson to recommend approval of Planning Case 24-0065A a preliminary plat to develop 12.45 acres (an outlot) into two lots to be known as CSM Lexington Fifth Addition with the following conditions:**

**Case 24-0065A:**

- 1. The applicant is responsible for recording the plat mylars with Anoka County. Proof of recording must be provided to the City prior to issuance of building permits.**
- 2. Park dedication is required for 2 new lots being developed at the proposed 2025 rate of \$7,825 per acre, for a total park dedication fee of \$97,421 if paid in 2025. Park Dedication is due prior to issuance of a building permit at the rate in effect at the time the payment is received by the City.**
- 3. The developer will be responsible for Trunk Sanitary Sewer area charges. These charges become due with platting for upland acreage. The 2024 rate for Sanitary Sewer Trunk is \$4,628.00 per upland acre and will be applied to the acreage platted. This phase is proposing to develop 10 acres of upland for a total sewer area charge of \$46,280.00.**
- 4. All development signage by separate review.**

**Motion by Commissioner Olson to recommend approval of Planning Case 24-0065B a conditional use permit to allow the construction of two office/industrial buildings and a zero lot line shared access/parking with the following conditions:**

**Case 24-0065B:**

- 1. Site plan approval is required as part of the building permit application. All site improvements to be included in the Site Improvement Performance (SIPA) Agreement and covered by an acceptable financial guarantee.**
- 2. A copy of the shared access/parking agreement between lots must be submitted to the Planning Department prior to any work being allowed on site.**

**Motion seconded by Commissioner Homan. The motion passed 7-0.**

Chair Goracke noted this would be on the agenda of the January 6, 2025 city council meeting.



# City of Blaine

## Staff Report

File Number: ORD 25-2570

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Ordinance |

**Development Business** - Sheila Sellman, City Planner

### Agenda Item # 11.4

First Reading

Ordinance Approving a Rezoning from Farm Residential (FR) to Single Family Residential (R-1) at 4324 117th Avenue NE. David McNeil (Case File No. 24-0067/ACK)

### Executive Summary

Applicant is requesting to rezone their 1.39 acre property from FR to R-1.

### Background

|                                           |          |
|-------------------------------------------|----------|
| Planning Commission (Public Hearing)      | 12/10/24 |
| City Council (1st Reading)                | 01/06/25 |
| City Council (2nd Reading)                | 01/22/25 |
| Action Deadline (60 Days)                 | 01/13/25 |
| Action Deadline (City Extended - 60 Days) | 03/14/25 |

Staff report prepared by Alex Koberoski, Zoning Technician, and Teresa Barnes, Project Engineer

### Rezoning

Section 27.03 Criteria for granting zoning/comprehensive plan amendments:

The City Council may adopt amendments to the zoning ordinance, zoning map, and comprehensive plan relative to land uses within a particular district or to the location of the district lines. Zoning amendments shall only be used as a means to reflect changes in the goals and policies of the City as reflected in the comprehensive plan or changes in conditions in the City. Although there are no explicit findings that must be made in conjunction with rezoning, appropriate considerations include:

- Whether the proposed District is consistent with the Comprehensive Plan.
- How the proposed district differs from the existing district.
- How the proposed district meets the goals and policies of the City.



The purpose of the Single Family (R-1) district is to allow low density single family units in developing portions of the city where sanitary sewer and water services are available. The proposed rezoning is consistent with the intent of the R-1 district, as the property is located in an area guided low density residential (LDR). The R-1 lot size requirements are consistent with the single family homes located to the north, and there is sanitary sewer and water available.

## **Evaluation of Request Planning Analysis**

### Current Zoning

The property is currently zoned Farm Residential (FR), and this district is intended for areas where urban services are not presently available. This district requires a minimum lot size of 10 acres, which is a requirement in an effort to retain lands in their natural uses and agricultural uses pending proper timing of economical provision for parks, streets, utilities, and other public facilities, so that orderly development will occur.

### Proposed Zoning

The applicant is proposing to rezone the property to Single Family Residential (R-1). The intent of the R-1 district is to allow low-density single family units in developing portions of the city where sanitary sewer and water services are available. Single family houses zoned Development Flex (DF) are located across the street from the property proposed to be rezoned. The FR district requires a minimum lot size of 10 acres, and rezoning to R-1 would allow the property to be subdivided, while remaining consistent with surrounding uses.

### Surrounding Zoning and Uses

Properties to the west, east, and south are zoned FR. Single family homes are located to the north, across 117th Avenue and are zoned Development Flex (DF). The average lot size for those properties is 15,000 square feet, and the average lot width is 80 feet, which is the minimum lot width requirement for the R-1 district.

### Land Use Designation

The property is guided Low Density Residential (LDR), which requires a minimum of 2.5 units per acre. The applicant has submitted a ghost plat, showing the lot has the capability of being subdivided further into a total of 4 lots that meet the R-1 standards, with a potential future street on the south portion of the lot, which would allow for the minimum 60 feet of frontage. The ghost plat is conceptual and cannot be constructed without development activity on neighboring parcels since there would otherwise be no legal access to those lots. The potential future development shown in the ghost plat results in a density of 2.59 units per acre, which meets the minimum LDR density requirements. This method has been historically used and accepted throughout the City in anticipation of future potential growth.

### Existing Conditions

There is an existing single family dwelling that was built in 1967, and a large outbuilding. The outbuilding is 30.4' x 40.2' (1,222 square feet). This outbuilding will need to be removed before mylars are recorded as the structure does not meet the required setbacks for the R-1 district (minimum 10-foot side yard setback, 30 foot rear yard setback). It also exceeds the maximum square footage allowed for accessory structures in the R-1 district (maximum 1,000 square feet of accessory space, 1,200 with a CUP), and accessory structures are not allowed on a lot without a principal building in R-1.



### History

There are no previous approvals recorded for the property. The ghost plat is included, showing how the lot can be developed in the future. When water was installed on 117th Avenue in 2006, there were two service hookups created for this parcel based on the width of the property, which were intended to support a future subdivision.

### Plat

The applicant is proposing to subdivide the 1.39 acre property into two lots. The proposed subdivision meets all R-1 requirements, including the minimum lot width of 80 feet, and minimum depth of 125 feet. The minimum lot size for R-1 is 10,000 square feet, and the smaller lot will be 11,506 square feet. A site plan is included, which shows the proposed 60 x 40 building pad that meets all R-1 setbacks.

### Tree Preservation

No trees are proposed to be removed with the application. Any tree removal will be reviewed as part of the building permit for conformance with tree preservation and replacement requirements as stated in Section 33.09.

### Park Dedication

Park dedication is required for this plat at the rate in effect at the time of each final plat. The 2024 rate is \$4,894 per unit for residential lots. The amount of park dedication for one residential unit will be due at the time of recording the final plat mylars.

## **Engineering Analysis**

### Grading/Storm Drainage

Minor grading will occur during the removal of the existing outbuilding and associated driveway. Existing drainage patterns will be maintained.

### Utilities

When water and sanitary sewer were extended along 117<sup>th</sup> Avenue NE, two service connections were provided to the existing lot. These will be the services utilized as development of the existing lot (existing house) and proposed lot move forward.

Standard water and sanitary sewer access charges (WAC & SAC) become due with each building permit at the rate established at the time the building permit is issued.

### Wetlands/Watershed/FEMA

There are no wetlands or FEMA flood plain on the northern portion of the existing site. A Rice Creek Watershed District review is not required.

### Access/Street Design/Sidewalks/Trails

The existing driveway will remain for the existing lot. A new driveway access will be evaluated once a building is proposed. No additional street design, sidewalk or trail installation will be required.

### Easements/Right-of-way/Permits

The developer will need to obtain any and all required permits to construct the proposed project. A

copy of all permits will need to be submitted to the City prior to any site work.

**Attachment List:**

Zoning and Location Map  
Existing Conditions Survey  
Preliminary Plat  
Site Plan  
Ghost Plat  
Unapproved Planning Commission Minutes 12/10/24

**Strategic Plan Relationship**

Not applicable.

**Board/Commission Review**

The Planning Commission voted unanimously to approve the rezoning. No one attended the public hearing. The meeting minutes are attached for reference.

**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, introduce the ordinance for first reading and direct that it be placed on file for second reading at the January 22, 2025, council meeting.

**Attachment List**

1. Attachments
2. Unapproved PC Minutes 121024



# City of Blaine

## Signature Copy

Ordinance: ORD 25-2570

### First Reading

### **Ordinance Approving a Rezoning from Farm Residential (FR) to Single Family Residential (R-1) at 4324 117th Avenue NE. David McNeil (Case File No. 24-0067/ACK)**

**THE CITY OF BLAINE DOES ORDAIN:** (Added portions are underscored and deleted portions are shown with overstrike.)

Section 1. The Official Zoning Map of the Zoning Code of the Municipal Code of the City of Blaine is hereby amended to change the zoning classification of the following described property:

West Two Hundred Ten (210) feet of the East Six Hundred Thirty-eight (638) feet of the South Two Hundred Ninety (290) feet of the North Three Hundred Fifty (350) feet of the Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota, with a road easement over the North Sixty (60) feet of said Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23).

Section 2. The above described property is hereby rezoned from:

~~Farm Residential (FR)~~

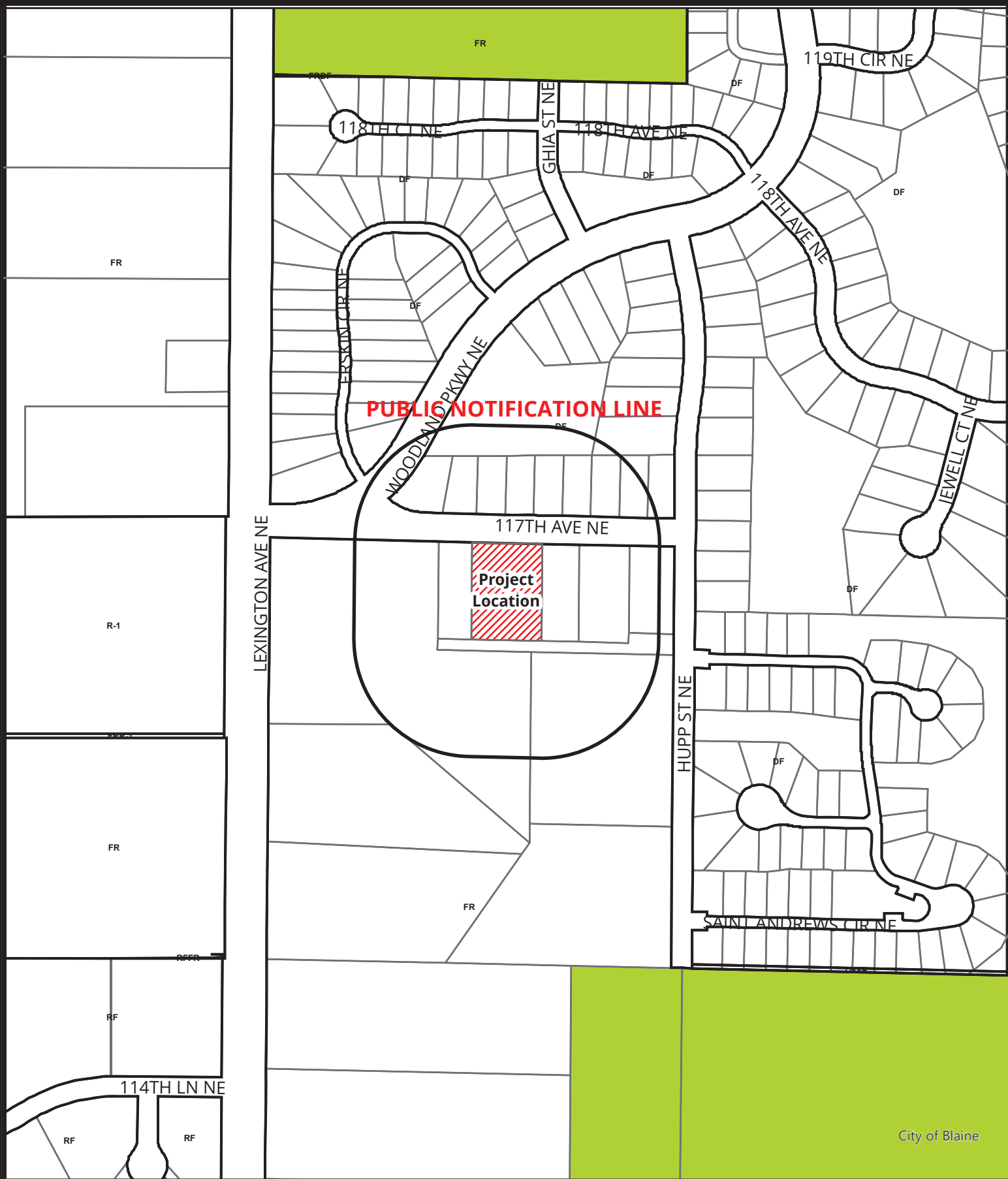
to

Single Family Residential (R-1)

Section 3. The City Manager is hereby directed to make the appropriate changes in the Official Zoning Map of the City of Blaine to reflect and show the changes in zoning classification as set forth above.

**INTRODUCED** and read in full this 6th day of January, 2025.

**PASSED** by the City Council of the City of Blaine this      day of      20\_\_.



BlaineMN.gov

## Case File No. 24-0067 McNeil Addition

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



# EXISTING CONDITIONS SURVEY

~for~ DAVE MCNEIL  
~of~ MCNEIL ADDITION

## PROPERTY DESCRIPTION

[PER ANOKA COUNTY WARRANTY DEED DOCUMENT NO. 2378628.001.]

West Two Hundred Ten (210) feet of the East Six Hundred Thirty-eight (638) feet of the South Two Hundred Ninety (290) feet of the North Three Hundred Fifty (350) feet of the Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota, with a road easement over the North Sixty (60) feet of said Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23).

## AREA

TOTAL AREA = 60,906± S.F. OR 1.40 ACRES

## EXISTING ZONING

FR - FARM RESIDENTIAL

## LAND USE

LDR - LOW DENSITY RESIDENTIAL

## NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 09/19/24.
- Fee ownership is vested in Rachel McNeil and Dave McNeil.
- Address of the surveyed premises: 4324 117TH AVENUE NE, Blaine, MN 55449.
- Bearings shown are on the Anoka County Coordinate System.
- Parcel ID Number: 13-31-23-0003.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain), and Flood Zone A (No Base Flood Elevations determined) according to Flood Insurance Rate Map No. 27003C0345E Community No. 270007 Panel No. 0345 Suffix E by the Federal Emergency Management Agency, effective date December 16, 2015.
- Location of utilities existing on or serving the surveyed property determined by:
  - Observed evidence.
  - Markings requested by E.G. Rud and Sons, Inc. per Gopher State One Call Ticket No. 242534166.
  - Record drawings provided by the City of Blaine's engineering department.
- Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
- Contours shown are based on a combination of field shots and LIDAR Topography.
- For purposes of this survey only the individual trees within the northwest quarter of the surveyed premises were located.
- Elevations shown are based on Anoka County Benchmark No. 2008, Elevation = 908.04 feet NAVD83. Using said benchmark, the elevations for the sanitary, storm and water utilities were 0.44 feet higher than the city's as-built plans.

## FACILITY OPERATORS NOTIFIED

(PER GOPHER STATE ONE TICKET NO. 242534166)

| CODE           | COMPANY NAME        | MARKING CONCERNS | DAMAGE        | CUSTOMER SERVICE |
|----------------|---------------------|------------------|---------------|------------------|
| ANOKAC01       | ANOKA COUNTY        | (763)324-3127    | (763)324-3100 | (763)324-3100    |
| CITY OF BLAINE |                     | (763)785-6165    | (763)785-6165 | (763)785-6165    |
| COMM01         | COMCAST             | (800)778-9140    | (651)493-5143 |                  |
| CTLN01         | CENTURYLINK - CTLQ  | (800)778-9140    | (303)260-4929 | (877)366-8344    |
| CANOKK01       | CORNEXUS ENERGY     | (763)323-2415    | (763)323-2600 |                  |
| MINGAS03       | CENTER POINT ENERGY | (800)778-9140    | (612)321-5200 | (612)321-4421    |
| XCEL03         | XCEL ENERGY         | (651)229-2427    | (888)968-9235 | (800)895-4999    |

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*James E. Napier*  
JAMES E. NAPIER  
Date: 11/04/24 License No. 25343

**E.G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701

www.egrud.com

GARDENWOOD  
BLOCK 3

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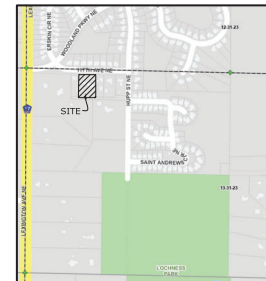
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## VICINITY MAP

PART OF SEC. 13, TWP. 31, RANG. 23



ANOKA COUNTY, MINNESOTA  
(NO SCALE)

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~for~ DAVE MCNEIL  
~of~ MCNEIL ADDITION

[PER ANOKA COUNTY WARRANTY DEED DOCUMENT NO. 2378628.001.]

## EXISTING ZONING

FR - FARM RESIDENTIAL

LDR - LOW DENSITY RESIDENTIAL

|                  |                                  |
|------------------|----------------------------------|
| TOTAL SITE AREA: | 60,906± S.F. OR 1.40 ACRES       |
| PROPOSED LOTS:   | 2 SINGLE FAMILY RESIDENTIAL LOTS |
| GROSS DENSITY:   | 1.42 LOTS/ACRE                   |
| NET DENSITY:     | 1.42 LOTS/ACRE                   |

|                                                                             |                       |
|-----------------------------------------------------------------------------|-----------------------|
| <b>Number of Residential Units Proposed</b>                                 | 2                     |
| <b>Total Acreage</b>                                                        | 1.4                   |
| <b>Exclusions</b>                                                           |                       |
| Agricultural and required buffers (don't include stormwater ponding)        |                       |
| Rare, threatened, or endangered species preservation                        |                       |
| Public parks and public open spaces                                         |                       |
| Arterial Roads                                                              |                       |
| Future Development                                                          |                       |
| Commercial Uses                                                             |                       |
| <b>Gross Density</b>                                                        | 1.4286                |
| <b>Net Density</b>                                                          | 1.4286                |
|                                                                             |                       |
| Net density must match the land use designation from the Comprehensive Plan |                       |
| UDR                                                                         | 0-4 units per acre    |
| LMDR                                                                        | 2.5-12 units per acre |
| MOR                                                                         | 8-12 units per acre   |
| MF-HDR                                                                      | 8-25 units per acre   |
| MDR                                                                         | 12-25 units per acre  |
| MDR2                                                                        | 12-40 units per acre  |

PROPOSED ZONING IS R-1 - SINGLE FAMILY RESIDENTIAL

**BUILDING SETBACKS:**

|                    |          |
|--------------------|----------|
| FRONT STREET:      | 30 FEET  |
| SIDE YARD HOUSE:   | 10 FEET  |
| SIDE YARD GARAGE:  | 5 FEET   |
| REAR YARD          | 30 FEET  |
|                    |          |
| MINIMUM LOT SIZE:  | 10,000 S |
| MINIMUM LOT DEPTH: | 125 FEET |
| MINIMUM LOT WIDTH: | 80 FEET  |

Field survey was completed by E.G. Rud and Sons, Inc. on 09/19/24.  
 Fee ownership is vested in Raquel McNeil and Dave McNeil.  
 Address of the surveyed premises is 1324 1st 17th Avenue, Midvale, NM 85449.  
 Bearings shown are on the Anoka County Coordinate System.  
 Parcel ID Number: 13-31-23-22-000S.  
 Curve shots are taken at the top back of curb.  
 This survey was prepared without the benefit of title work. Additional easements, restrictions, and/or encumbrances may exist other than those shown herein. Survey subject to reversion upon receipt of a written release from the controlling attorney.  
 Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 1% annual chance floodplain), and Flood Zone A (No Base Flood Elevations determined), according to FEMA Flood Insurance Rate Map 13003A0103C, dated 03/03/2010, 0345 South E, by the Federal Emergency Management Agency, effective date December 16, 2015.  
 Location of utilities existing on or serving the surveyed property determined by:  
 - Observed evidence.  
 - Markings requested by E.G. Rud and Sons, Inc. per Gopher State One Call Ticket No. 24253166.  
 - Record drawings provided by City of Blaine's engineering department.  
 Location during the project was determined by surveying to location of underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown herein and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call at 800-487-2264 for location of underground utilities and/or structures.  
 - For excavation.  
 Contours shown are based on a combination of field shots and LIDAR Topography.  
 Elevation shown is based only at the individual trees within the northwestern corner of the surveyed premises were located.  
 Elevation shown is based on Anoka County Benchmark No. 2009, Elevation = 908.04 feet NAVD83.  
 Elevations shown are the elevations for the sanitary, storm and water utilities were 0.4-ft higher than the city's as-built plans.  
 Geotechnical borings and Civil Engineering may be required to determine lowest floor and lowest open elevation for the proposed new lot.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

James E. Napier  
JAMES E. NAPIER  
Date: 11/04/24 License No. 25343



DENOTES IRON MONUMENT FOUND AS LABELED  
 DENOTES IRON MONUMENT SET, MARKED RLS# 25343  
 DENOTES ANOKA COUNTY CAST IRON MONUMENT  
 DENOTES CATCH BASIN  
 DENOTES CURB STOP  
 DENOTES ELECTRICAL BOX  
 DENOTES EXISTING SLOPE ELEVATION  
 DENOTES GAS METER  
 DENOTES HYDRANT  
 DENOTES LIGHT POLE  
 DENOTES POWER POLE  
 DENOTES SANITARY SEWER MANHOLE  
 DENOTES TELEPHONE PEDESTAL  
 DENOTES FENCE  
 DENOTES RETAINING WALL  
 DENOTES EXISTING CONTOURS  
 DENOTES TREE LINE  
 DENOTES EXISTING SANITARY SEWER  
 DENOTES EXISTING STORM SEWER  
 DENOTES EXISTING WATER MAIN  
 DENOTES OVERHEAD UTILITY  
 DENOTES UNDERGROUND ELECTRIC LINE  
 DENOTES UNDERGROUND GAS LINE  
 DENOTES UNDERGROUND CABLE LINE  
 DENOTES BITUMINOUS SURFACE  
 DENOTES CONCRETE SURFACE  
 DENOTES PAVES SURFACE  
 DENOTES ADJACENT PARCEL OWNER INFORMATION  
 (PER ANOKA COUNTY TAX INFORMATION)







DENOTES ELEVATION  
 DENOTES TREE QUANTITY  
 DENOTES TREE SIZE IN INCHES  
 DENOTES TREE TYPE

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT  
LINES, AND 10 FEET IN WIDTH AND ADJOINING RIGH  
OF WAY LINES, AND REAR LOT LINES, UNLESS  
OTHERWISE SHOWN ON THIS PLAT.

|               |      |                   |  |                |    |
|---------------|------|-------------------|--|----------------|----|
| DRAWN BY: JEN |      | JOB NO: 241006PP  |  | DATE: 11/04/24 |    |
| CHECK BY: JEN |      | FIELD CREW: JH-CB |  |                |    |
| 1             |      |                   |  |                |    |
| 2             |      |                   |  |                |    |
| 3             |      |                   |  |                |    |
| NO.           | DATE | DESCRIPTION       |  |                | BY |

 **E. G. RUD & SONS, INC.**  
EST. 1977  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701  
[www.egrud.com](http://www.egrud.com)



~for~ DAVE MCNEIL  
~of~ MCNEIL ADDITION

IPER ANOKA COUNTY WARRANTY DEED DOCUMENT NO. 2378628-001.1

West Two Hundred Ten (210) feet of the East Six Hundred Thirty-eight (638) feet of the South Two Hundred Ninety (290) feet of the North Three Hundred Fifty (350) feet of the Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota, with a Railroad Easement over the North Fifty (60) feet said Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23),

FR - FARM RESIDENTIAL

## LDR - LOW DENSITY RESIDENTIAL

|                  |                                  |
|------------------|----------------------------------|
| TOTAL SITE AREA: | 60,906± S.F. OR 1.40 ACRES       |
| PROPOSED LOTS:   | 2 SINGLE FAMILY RESIDENTIAL LOTS |
| GROSS DENSITY:   | 1.42 LOTS/ACRE                   |
| NET DENSITY:     | 1.42 LOTS/ACRE                   |

|                                                                               |                     |
|-------------------------------------------------------------------------------|---------------------|
| <b>Number of Residential Units Proposed</b>                                   |                     |
| <b>Total Acreage</b>                                                          | <b>1.6</b>          |
| <b>Exclusions</b>                                                             |                     |
| Wetlands and required buffers (don't include stormwater ponding)              |                     |
| Rare, threatened, or endangered species preservation                          |                     |
| Public parks and public open spaces                                           |                     |
| Arterial Roads                                                                |                     |
| Future Development                                                            |                     |
| Commercial Uses                                                               |                     |
| <b>Gross Density</b>                                                          | <b>1.4286</b>       |
| <b>Net Density</b>                                                            | <b>1.4286</b>       |
|                                                                               |                     |
| Note: density must match the land use designation from the Comprehensive Plan |                     |
|                                                                               | 0.25 units per acre |
|                                                                               | 0.5 units per acre  |
|                                                                               | 1.0 units per acre  |
|                                                                               | 1.5 units per acre  |
|                                                                               | 2.0 units per acre  |
|                                                                               | 2.5 units per acre  |
|                                                                               | 3.0 units per acre  |
|                                                                               | 3.5 units per acre  |
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|                                                                               | 8.0 units per acre  |
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|                                                                               | 38.0 units per acre |
|                                                                               | 38.5 units per acre |
|                                                                               | 39.0 units per acre |
|                                                                               | 39.5 units per acre |
|                                                                               | 40.0 units per acre |
|                                                                               | 40.5 units per acre |
|                                                                               | 41.0 units per acre |
|                                                                               | 41.5 units per acre |
|                                                                               | 42.0 units per acre |
|                                                                               | 42.5 units per acre |
|                                                                               | 43.0 units per acre |
|                                                                               | 43.5 units per acre |
|                                                                               | 44.0 units per acre |
|                                                                               | 44.5 units per acre |
|                                                                               | 45.0 units per acre |
|                                                                               | 45.5 units per acre |
|                                                                               | 46.0 units per acre |
|                                                                               | 46.5 units per acre |
|                                                                               | 47.0 units per acre |
|                                                                               | 47.5 units per acre |
|                                                                               | 48.0 units per acre |
|                                                                               | 48.5 units per acre |
|                                                                               | 49.0 units per acre |
|                                                                               | 49.5 units per acre |
|                                                                               | 50.0 units per acre |

PROPOSED ZONING IS R-1 - SINGLE FAMILY RESIDENTIAL

**BUILDING SETBACKS:**

**BUILDING SETBACKS:**

|                   |         |
|-------------------|---------|
| FRONT STREET:     | 30 FEET |
| SIDE YARD HOUSE:  | 10 FEET |
| SIDE YARD GARAGE: | 5 FEET  |
| REAR YARD         | 30 FEET |

MINIMUM LOT SIZE: 10,000 S.F.  
MINIMUM LOT DEPTH: 125 FEET  
MINIMUM LOT WIDTH: 80 FEET

Field survey was completed by E.G. Rud and Sons, Inc. on 09/19/24.

Free eavesdrop is vested in Raquel McNeil and Dave McNeil.

Address of the surveyed premises 3224 117TH Avenue NE, Blaine, MN 55449.

The surveyed area is on the Anoka County Stormwater System.

Parcel ID Number: 13-31-23-22-0005.

Curb shots are taken at the top of the curb.

This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encroachments may exist other than those shown hereon. Survey subject to revision upon receipt of a copy of the recorded instrument.

Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain), and Flood Zone A (No Base Flood Elevations determined), according to the Flood Insurance Rate Map (FIRM) 070201002A, dated 08/01/2007, 0345 South E by the Federal Emergency Management Agency, effective date December 16, 2015.

Location of utilities existing on or serving the surveyed property determined by:

- Observed evidence.
- Records requested by E.G. Rud and Sons, Inc. per Gopher State Act Ticket No. 242531466.

Record drawings provided by City of Blaine's engineering department.

Utilities shown on this survey are based on the location of underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State Act Ticket #242531466 at (651) 454-0002 for verification of utility type and field location, prior to excavation.

Contours shown are based on a combination of field shots and LIDAR Topography.

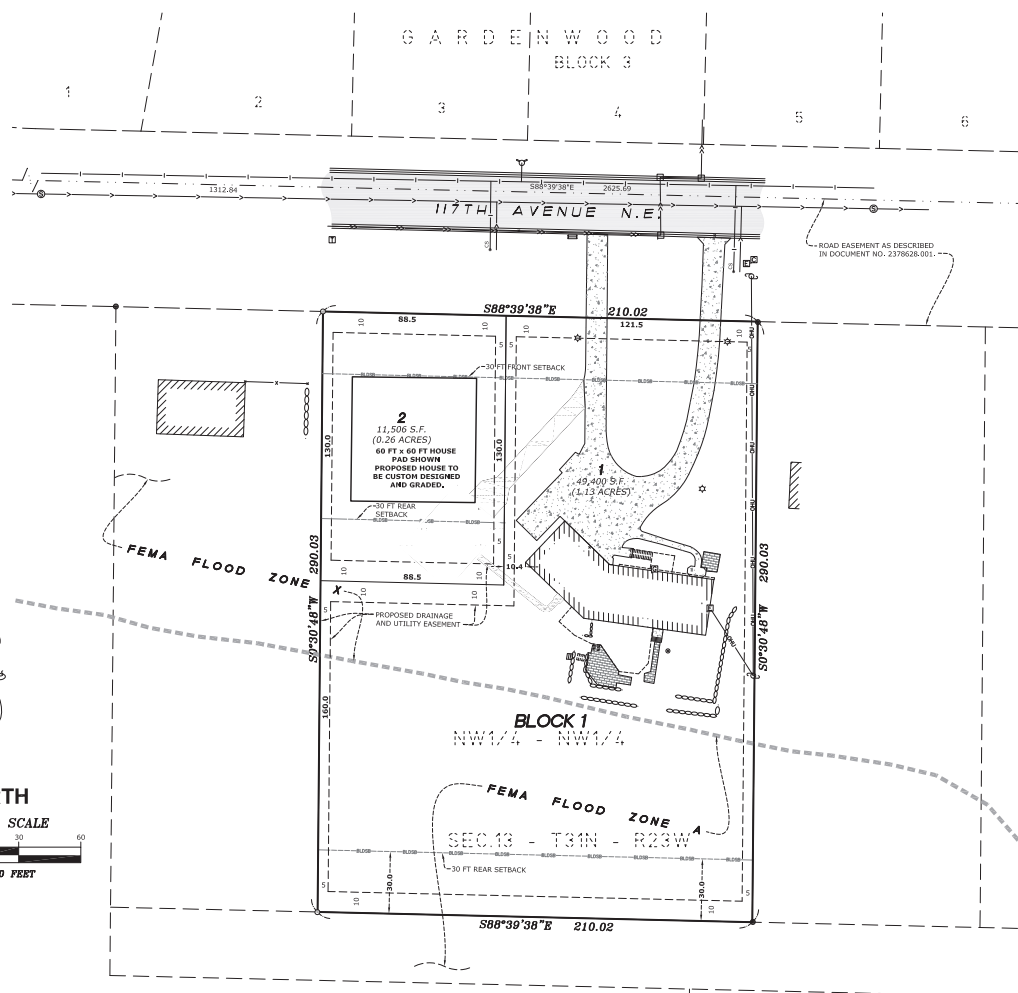
For the purpose of this survey, the individual trees within the northern quarter of the surveyed premises were located.

Elevations shown are based on Anoka County benchmark No. 2008, elevation = 906.04 feet NAVD83. Elevation for the proposed new stormwater structure was 904.4 feet NAVD83, based on the city's as-built plans.

Geotechnical borings and Civil Engineering may be required to determine lowest floor and lowest opening

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*James E. Napier*  
JAMES E. NAPIER  
Date: 11/04/24 License No. 25343



PART OF SEC. 13, TWP. 31, RNG. 23



ANOKA COUNTY, MINNESOTA  
(NO SCALE)

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25343
- ⊕ DENOTES ANOKA COUNTY CAST IRON MONUMENT
- DENOTES CATCH BASIN
- ⌒ DENOTES CURB STOP
- ⌚ DENOTES ELECTRICAL BOX
- ⌚ DENOTES GAS METER
- ⌚ DENOTES HYDRANT
- ⌚ DENOTES LIGHT POLE
- ⌚ DENOTES POWER POLE
- ⌚ DENOTES SANITARY SEWER MANHOLE
- ⌚ DENOTES TELEPHONE PEDestal
- ⌚ DENOTES FENCE
- ⌚ DENOTES RETAINING WALL
- ⌚ DENOTES EXISTING SANITARY SEWER
- ⌚ DENOTES EXISTING STORM SEWER
- ⌚ DENOTES EXISTING WATER MAIN
- ⌚ DENOTES OVERHEAD UTILITY
- ⌚ DENOTES BITUMINOUS SURFACE
- ⌚ DENOTES CONCRETE SURFACE
- ⌚ DENOTES PAVIR SURFACE

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS



BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT  
LINES, AND 10 FEET IN WIDTH AND ADJOINING RIGHT  
OF WAY LINES, AND REAR LOT LINES, UNLESS  
OTHERWISE SHOWN ON THIS PLAT.

|               |  |                   |  |               |  |
|---------------|--|-------------------|--|---------------|--|
| DRAWN BY: JEN |  | JOB NO: 241006PP  |  | DATE: 11/04/2 |  |
| CHECK BY: JEN |  | FIELD CREW: JH-CB |  |               |  |
| 1             |  |                   |  |               |  |
| 2             |  |                   |  |               |  |
| 3             |  |                   |  |               |  |
| 4             |  |                   |  |               |  |



**E. G. RUD & SONS, INC.**  
Professional Land Surveyors  
6776 Lake Drive NE, Suite 110  
Lino Lakes, MN 55014  
Tel. (651) 361-8200 Fax (651) 361-8701



~for~ DAVE MCNEIL  
~of~ MCNEIL ADDITION

## PROPERTY DESCRIPTION

[PER ANOKA COUNTY WARRANTY DEED DOCUMENT NO. 2378628.001.]

West Two Hundred Ten (210) feet of the East Six Hundred Thirty-eight (638) feet of the South Two Hundred Ninety (290) feet of the North Three Hundred Fifty (350) feet of the Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota, with a 1/4 interest over the North Fifty (60) feet said Northwest Quarter of the Northwest Quarter (NW1/4 of NW1/4), Section Thirteen (13), Township Thirty-one (31), Range Twenty-three (23),

## EXISTING ZONING

ER = FARM RESIDENTIAL

## LAND USE

LDR - LOW DENSITY RESIDENTIAL

## AREA COMPUTATIONS

TOTAL SITE AREA: 60.906± S.F. OR 1.40 ACRES

## CITY OF BLAINE GHOST PLAT DENSITY CALCULATIONS

|                                                                  |         |
|------------------------------------------------------------------|---------|
| <b>Number of Residential Units Proposed</b>                      | 4       |
| <b>Total Acreage</b>                                             | 1.4     |
| <b>Exclusions</b>                                                |         |
| Wetlands and required buffers (don't include stormwater ponding) |         |
| Land, threatened, or endangered species preservation             |         |
| Public parks and public open spaces                              |         |
| Arterial roads                                                   | 0.14    |
| Future Developments                                              |         |
| Commercial Uses                                                  |         |
| <b>Gross Density</b>                                             | 2,857.1 |
| <b>Net Density</b>                                               | 5,174.6 |

Net density must match the land use designation from the Comprehensive Plan

|       |                        |
|-------|------------------------|
| LSR   | 2.5-4 units per acre   |
| LS-DR | 2.5-3.5 units per acre |
| MSR   | 6-12 units per acre    |
| MS-DR | 6-25 units per acre    |
| HR    | 12-25 units per acre   |
| HR-DR | 12-40 units per acre   |

SEE PLAT FOR PLATTED LOT DENSITY.

SOUTHERLY GHOST PLATTED LOTS FALL WITHIN FEMA FLOOD ZONE A WHICH HAS OTHER CONSTRAINTS THAT WILL LIKELY MAKE ADDITIONAL SPLITTING OF THE PROPERTY DIFFICULT.

## PROPOSED ZONING AND SETBACKS

PROPOSED ZONING IS R-1 - SINGLE FAMILY RESIDENTIAL

**BUILDING SETBACKS:**

|                                      |          |
|--------------------------------------|----------|
| <b>BUILDING SETBACKS:</b>            |          |
| FRONT STREET:                        | 30 FEET  |
| SIDE YARD HOUSE:                     | 10 FEET  |
| SIDE YARD GARAGE:                    | 5 FEET   |
| REAR YARD                            | 30 FEET  |
| <b>MINIMUM LOT SIZE:</b> 10,000 S.F. |          |
| MINIMUM LOT DEPTH:                   | 125 FEET |
| MINIMUM LOT WIDTH:                   | 80 FEET  |

## NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 09/19/2014.
- Fee ownership is vested in Raquel McNeil and Dave McNeil.
- Address of the surveyed premises located 43274 117th Ave. E, Blaine, MN 55449.
- As shown on the survey, the surveyed premises are located on the County System Parcel ID Number: 13-31-29-22-0005.
- Curb shots are taken at the top of each curb.
- This survey was prepared without the benefit of title work, Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to reversion upon receipt of a title commitment or other instrument affecting the surveyed premises.
- Surveyed premises shown on this survey map is in Flood Zone X (Areas determined to be outside the 0.2% annual chance floodplain), and Flood Zone A (No Base Flood Elevations determined), according to the National Flood Insurance Program, Flood Insurance Study No. 13034, dated 03/45 Suffix E by the Federal Emergency Management Agency, effective date December 16, 2015.
- Location of utilities existing on or serving the surveyed property determined by:
- Observed evidence;
  - Markings requested by E.G. Rud and Sons, Inc. per Gopher State One Call Ticket No. 242453164.
  - Record drawings provided by the City of Blaine's engineering department.
- As shown on this survey, the surveyed premises are located on the County underground utilities and/or structures. The location of underground utilities and/or structures may vary from locations shown hereon and additional underground utilities and/or structures may be encountered. Contact Gopher State One Call (toll-free) Center at (651) 454-0020 for verification of utility type and field location, prior to excavation.
- Contours shown are based on a combination of field shots and LIDAR Topography.
- As shown on this survey, the surveyed premises are located within the northern quarter of the surveyed premises were located, based on Anoka County Benchmark No. 2088, Elevation = 360.64 feet NAVD83.
- As shown on this survey, the surveyed premises are located within the northern quarter of the surveyed premises were located, based on Anoka County Benchmark No. 2088, Elevation = 360.64 feet NAVD83.
- The surveyed premises are located on the County System Parcel ID Number: 13-31-29-22-0005.
- Geotechnical borings and Civil Engineering will be required to determine lowest floor and lowest opening elevations for the proposed structure.

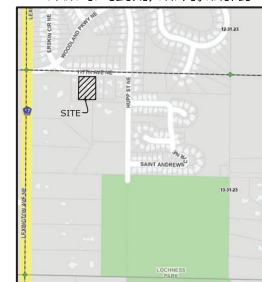
G A R D E N W O O D  
BLOCK 3

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*James E. Napier*  
JAMES E. NAPIER  
Date: 11/04/24 License No. 25343

### VICINITY MAP

PART OF SEC. 13, TWP. 31, RNG. 23



ANOKA COUNTY, MINNESOTA  
(NO SCALE)

### LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED  
 DENOTES IRON MONUMENT SET, MARKED RLS# 25343  
 DENOTES ANCHOR COUNTY CAST IRON MONUMENT  
 DENOTES CATCHA BASIN  
 DENOTES CURB STOP  
 DENOTES ELECTRICAL BOX  
 DENOTES EXISTING SPOOT ELEVATION  
 DENOTES GAS METER  
 DENOTES HYDRANT  
 DENOTES LIGHT POLE  
 DENOTES POWER POLE  
 DENOTES SIGNAL SEWER MANHOLE  
 DENOTES TELEPHONE PEDESTAL  
 DENOTES FENCE  
 DENOTES RETAINING WALL  
 DENOTES EXISTING CONTOURS  
 DENOTES TREE LINE  
 DENOTES EXISTING SIGNAL SEWER  
 DENOTES EXISTING STORM SEWER  
 DENOTES EXISTING WATER MAIN  
 DENOTES OVERHEAD UTILITY  
 DENOTES UNDERGROUND ELECTRIC LINE  
 DENOTES UNDERGROUND GAS LINE  
 DENOTES UNDERGROUND WATER LINE  
 DENOTES BITUMINOUS SURFACE  
 DENOTES CONCRETE SURFACE  
 DENOTES PAVEMENT SURFACE

NORTH

GRAPHIC SCALE

1 INCH = 30 FEET

## BENCHMARK

ANOKA COUNTY BENCHMARK NO. 2008  
ELEVATION = 908.04 FEET (NAVD88)

BLOCK 1

MORAVEC

ESTATES

|               |  |                   |  |               |  |
|---------------|--|-------------------|--|---------------|--|
| DRAWN BY: JEN |  | JOB NO: 241006PP  |  | DATE: 11/04/2 |  |
| CHECK BY: JEN |  | FIELD CREW: JH-CB |  |               |  |
| 1             |  |                   |  |               |  |
| 2             |  |                   |  |               |  |
| 3             |  |                   |  |               |  |



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# City of Blaine

## Planning Commission

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December 10, 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, December 10, 2024. Chair Goracke called the meeting to order at 7:00PM.

#### 2. Roll Call

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

Members Absent: None.

Staff Present: Shawn Kaye, Planner  
Alex Koberoski, Intern  
Shelia Sellman, City Planner  
Teresa Barnes, Project Engineer

#### 4. Public Hearing

**4.2.** 2024-542 Case File No. 24-0067 // Dave McNeil // 4324 117th Avenue NE  
The applicant is requesting the following:

1. Rezoning from Farm Residential (FR) to Single Family Residential (R-1).
2. Preliminary plat to subdivide 1.39 acres into two lots, to be known as McNeil Addition.

*Sponsors: Alex Koberoski, Zoning Technician*

The report to the planning commission was presented by Alex Koberoski, Zoning Technician. The public hearing for Case File 24-0067 was opened at 7:10PM. As no one wished to appear, the public hearing was closed at 7:11PM.

**Motion by Commissioner Halpern to recommend approval of Planning Case 24-0067A a rezoning from Farm Residential (FR) to Single Family Residential (R-1) with the following rationale:**

**Case 24-0067A:**

**1. The R-1 district is intended for single family residential properties to be developed where sanitary sewer and water is available. The property in question is located in a low density area that has access to sewer and water services, while also able to meet the R-1 lot size and setback standards.**

**Motion by Commissioner Halpern to recommend approval of Planning Case 24-0067B a preliminary plat to subdivide 1.39 acres into two lots to be known as McNeil Addition with the following conditions:**

**Case 24-0067B:**

- 1. Park dedication is required for the newly created lot at the time of final plat mylars, at the residential rate of \$4,894 per unit if paid in 2024. Park dedication must be paid prior to releasing final plat mylars for recording at Anoka County.**
- 2. The driveway extending to the existing outbuilding to be removed prior to recording of plat mylars.**
- 3. The existing outbuilding shall be removed prior to recording of plat mylars.**
- 4. The applicant is responsible for recording the plat mylars with Anoka County.**
- 5. Standard water and sanitary sewer access charges (WAC & SAC) become due with each building permit at the rate established at the time the building permit is issued.**

**Motion seconded by Commissioner Gorzycki. The motion passed 7-0.**

Chair Goracke noted this would be on the agenda of the January 6, 2025 city council meeting.



# City of Blaine

## Staff Report

File Number: ORD 25-2571

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Ordinance |

**Development Business** - Sheila Sellman, City Planner

### Agenda Item # 11.5

First Reading

Ordinance Approving an Amendment to the City of Blaine Zoning Ordinance Section 30.916 District Signage. City of Blaine (Case File No. 24-0071/SAS)

### Executive Summary

The applicant is requesting an ordinance amendment to increase building signage, allow an additional wall sign per building, and an increase in monument signage.

### Background

|                                         |          |
|-----------------------------------------|----------|
| Planning Commission Public Hearing      | 12/10/24 |
| City Council (1st Reading)              | 01/06/25 |
| City Council (2nd Reading)              | 01/22/25 |
| Action Deadline (60 Days)               | 01/21/25 |
| Action Deadline (City Extended 60 Days) | 03/22/25 |

Staff report prepared by Sheila Sellman, City Planner.

In 2022, the 105th Redevelopment Zoning District was created. This district is a City Council priority for redevelopment and has been identified in the comprehensive plan and strategic plan as such. The majority of the district is north of 105th Avenue, west of Radisson Road, south of 109th Avenue and east of the soccer fields. There are two parcels south of 105th Avenue, west of Radisson Road that are also zoned 105th Redevelopment District.

When creating the zoning ordinance, the Council meticulously reviewed all uses and design standards for the redevelopment district and were selective in uses and development parameters to fit within the vision. In addition to the ordinance, there are also design guidelines that apply. Minor amendments have been made to the ordinance including adding a drive-thru to the south side of 105th Avenue,

adding more permitted uses, and some clarifying language.

The applicant owns the two buildings south of 105th Avenue and is requesting to amend Section 30.916 of the Zoning Code which regulates signage for the 105th Redevelopment District. According to the applicant's narrative, the existing signage is not adequate enough to support the needed traffic flow for the new business (Scooters Coffee). The proposed changes would increase visibility along Radisson Road.

#### Current Code Wall Signs

Currently, the code allows two signs per business, one wall sign, and an additional three-dimensional sign, projecting sign or awning sign with a maximum of 150 square feet for the building, with no one sign larger than 10% of the building wall.

#### Requested Change

The applicant is requesting to increase the maximum wall signage to 300 square feet, and to allow an additional wall sign per building.

In other commercial zoning districts, two wall signs (if frontage on two streets) are allowed with a maximum of 200 square feet, with no one sign larger than 10% of the building wall.

#### Current Code Monument Signs

Currently, the code allows a 15 square foot monument sign no taller than five feet.

#### Requested Change

The applicant is requesting to increase the maximum monument signage to 45 square feet, and to include business names and addresses.

In other commercial districts, the freestanding signage allowed is quite a bit larger depending on frontage. The monument signage for the 105th District was intended to be a development identification sign and not the typical monument signage used to identify the businesses.

Originally, the subject site was intended to be part of the overall redevelopment area. However, as this redevelopment area continues to evolve, the south side of 105th Avenue is developing more independently of the master plan and as such, changes have been made the ordinance. This continues to be the trend and the Planning Commission has determined that increased signage should be part of these changes and continue to be reviewed more independently. The ordinance amendment is written to add a section for signage on the south side of 105th Avenue, and the proposed changes would only apply to the south side.

### **Strategic Plan Relationship**

The 105th Redevelopment Area is identified as an Economic Development priority in the strategic plan.

### **Board/Commission Review**

The Planning Commission voted unanimously to approve the code amendment.  
No one attended the public hearing. The meeting minutes are attached for reference.

### Financial Impact

Not applicable.

### Public Outreach/Input

Notices of a public hearing were:

1. Published in Blaine/Spring Lake Park/Columbia Heights/Fridley Life.
2. Posted on the City website.

### Staff Recommendation

By motion, introduce the ordinance for first reading and direct that it be placed on file for second reading at the January 22, 2025, council meeting.

### Attachment List

1. Unapproved PC Minutes 121024



# City of Blaine

## Signature Copy

Ordinance: ORD 25-2571

### First Reading

### Ordinance Approving an Amendment to the City of Blaine Zoning Ordinance Section 30.916 District Signage. City of Blaine (Case File No. 24-0071/SAS)

**THE CITY OF BLAINE DOES ORDAIN:** (Added portions are underscored and deleted portions are shown in overstrike.)

#### **30.917 District Signage South of 105th Avenue**

The following sign standards apply only to this district if not regulated in this section, Chapter 34 of the City Code shall apply. All signage must meet and be consistent with design guidelines. In addition to the signs allowed without a permit pursuant to Chapter 34, two signs are allowed per business. The two allowed signs must be one wall sign and either a three-dimensional sign, projecting sign or awning sign. One additional wall sign per building may be approved through the sign plan.

a) All signs shall adhere to the following design standards:

- (1) Use simple sign shapes to complement the architecture of the building.
- (2) Signs shall not obscure architectural features of buildings, including window or door openings.
- (3) Sign shall be used to display the primary name of the business only.
- (4) Use only one line of lettering, if possible.
- (5) Only one sign containing the business name or graphic logo shall be permitted per street facing side. Projecting signs are allowed in addition to the one sign allowed facing the street. Use simple, bold lettering with sufficient contrast between the lettering and the background.

b) Sign Lighting

- (1) Indirect incandescent lighting shall be permitted.
- (2) Place spotlights discreetly to shield from pedestrians and vehicular traffic.
- (3) Neon signage may be used if approved as part of the overall sign plan.

c) Wall signs. Wall signs shall meet the following requirements:

- (1) The total building signage may have an aggregate area not exceeding one square foot for each foot of building face parallel or substantially parallel to a street lot line with a maximum of 300 square feet.
- (2) It must not project more than 12 inches from the wall to which the sign is affixed.

d) Multi-Tenant Wall Signs



- (1) Design the sign plan to emphasize the whole width and geometry of the building and individual storefronts and tenant spaces.
- (2) Placement of individual tenant signs shall be coordinated to achieve a unified signage appearance in sign heights, widths, depths, coloring and lettering sizing.
- (3) Signs shall use a common lettering style and color scheme.
- (4) A sign shall not span across different buildings.

e) Monument Signs

- (1) The area of a monument sign may not exceed 45 square feet.
- (2) A monument sign may be located in a required yard but must be pedestrian in scale and does not block architecture features, including window and door openings.
- (3) A monument sign may not project higher than five feet, as measured from the base of the sign or grade of the nearest roadway, whichever height is less.
- (4) Signs shall use a common lettering style and color scheme.

f) Awning Signs

- (1) Signage on awnings is permitted on the end panel or valance only. Lettering size shall be proportional to the space available as approved by the Zoning Administrator.
- (2) The gross surface area of an awning or canopy sign may not exceed 50 percent of the gross surface area of the smallest face of the awning or canopy to which the sign is affixed.

g) Projecting Signs

- (1) The total area of a projecting sign may not exceed six square feet.
- (2) It must be easily visible from the sidewalk and not be a hazard to pedestrians.
- (3) The bottom of the sign and bracket must be at least eight feet above sidewalk grade.
- (4) Projecting signs shall generally be oriented to visibility by pedestrians and small in size so that they do not obscure other signs.
- (5) No part of any sign shall be placed higher than the height of the sills of the second story windows of a multi-story building.
- (6) The mounting bracket for a projecting sign shall be a black metal material and designed as a decorative element of the sign that is complementary of the building's architectural style.

h) Roof signs

- (1) One roof sign shall be permitted for each building, but no roof sign shall be permitted for a building exceeding 80 feet in height. Individual letter signs only and shall be six feet or less in height and shall not exceed 100 square feet.
- (2) The roof signage can be in combination with wall signage but both signs shall not exceed the overall sign square footage allotment for the building. A conditional use permit is required.

i) Sandwich Board Signage

- (1) Definition. "Sandwich board signs" are freestanding signs that advertise items or specials that are available from the business and which have no more than twenty percent of the total area for such a sign utilized for business identification.
- (2) Display Standards.

(aa) Sign size and types of signs. Signs may not exceed a width of two feet and a height of three feet. The signs shall be either an A-Frame style or poster style sign that is attached to a frame and a base.

(bb) Sign placement. Sandwich board sidewalk signs shall be placed only within the boundaries of the applicable business - street frontage. The sign may be placed on the edge of the sidewalk that is furthest from the street and closest to the business. The sign cannot be placed on property that is adjacent to the street side of the sidewalk. Further, the sandwich board sign shall be positioned so that it will not:

(cc) Reduce the sidewalk clearance below a width of thirty-six inches;

(dd) Impede any line of sight for motorists at vehicular public right-of-way intersections, as determined by the City Engineer; or

(ee) Interfere with persons entering or exiting parked cars.

(ff) Sandwich board signs may not be displayed from vehicles parked in front of or adjacent to the businesses, whether on public or private property.

(gg) Stabilization. The sign shall be stabilized so as to withstand wind gusts or shall be removed during windy conditions.

(hh) Sign elements. Signs shall be designed to incorporate the colors and other architectural features of the building in front of which they are to be placed. (A white sign background and/or white framing is acceptable in any situation.) Signs made of plywood, pressboard, or paper products shall not be permitted; signs made of polyethylene, metal, burnished wood, or other materials having a natural appearance shall be permitted. Finishes shall be of high quality and durable.

(ii) Display time and removal. Sandwich board signs may be displayed from the time that the business opens until the time that the business closes. The sandwich board sign shall be removed at the close of each business day.

(jj) Advertising. Advertising on both sides is permitted.

(kk) Illumination. The sandwich board sign shall not be illuminated.

(ll) Attachments. Nothing shall be attached to the sandwich board sign and shall have nothing attached to it such as balloons or streamers.

(3) No Signs in the Public Right-of-way. A sandwich board sign shall not be placed in the public right-of-way.

#### j) Prohibited Signage

(1) Signs that, by reason of position, shape or color, would interfere with the proper function of a traffic sign or signal.

(2) Signs within a public right-of-way, except for signs installed by governmental subdivisions.

(3) Signs within an easement, except for signs installed by governmental subdivisions or approved by the holder of the easement.

(4) Signs that resemble any official marker erected by a governmental agency or that displays such words as "Stop" or "Danger", which are not erected by legal authority.

(5) Flashing signs, including indoor signs, which are visible from the public streets.

(6) With the exception of search lights, which may be approved in conjunction with an administrative permit as provided in Section 34.13 of this ordinance, no rotating beam, beacon of flashing illumination shall be used in conjunction with any display.

(7) Sign or sign structures that obstruct any window, door, fire escape, stairway or opening

intended to provide ingress or egress for any building structure.

(8) Banners, balloons, and stringers, unless approved in conjunction with an administrative permit, as provided in Section 34.13 of City Code.

(9) Sign posters, that are tacked or posted on trees, fences, utility posts, or other such supports.

(10) Portable signs with the exception of sandwich boards.

(11) Billboards

(12) All other signs not expressly permitted by this section or approved through site plan review.

(13) Signs placed on or affixed to vehicles and/or trailers which are parked on a public right-of-way, public property, or private property so as to be visible from a public right-of-way where the apparent purpose is to advertise a product or direct people to a business or activity located on the same or nearby property.

(14) Signs which have become rotted, unsafe or unsightly.

(15) Signs for citywide community events, sponsored by government or non-profit organizations unless approved in conjunction with an administrative permit, as provided in Section 34.13 of city code.

k) Other signage may be considered if meeting the design guidelines and are approved as part of the site plan.

**INTRODUCED** and read in full this 6th day of January, 2025.

**PASSED** by the City Council of the City of Blaine the      day of      , 20   .



# City of Blaine

## Planning Commission

---

December 10, 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, December 10, 2024. Chair Goracke called the meeting to order at 7:00PM.

#### 2. Roll Call

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

Members Absent: None.

Staff Present: Shawn Kaye, Planner  
Alex Koberoski, Intern  
Shelia Sellman, City Planner  
Teresa Barnes, Project Engineer

#### 4. Public Hearing

- 4.4.** 2024-568 Case File No. 24-0071 // 105th BBP B2 LLC (National Sports Village) // 2180 105th Avenue NE  
The applicant is requesting an amendment to the City of Blaine Zoning Ordinance Section 30.916 District Signage.  
*Sponsors: Sheila Sellman, City Planner*

The report to the planning commission was presented by Sheila Sellman, City Planner. The public hearing for Case File 24-0071 was opened at 7:23PM. As no one wished to appear, the public hearing was closed at 7:23PM.

Commissioner Halpern requested the applicant come forward to address the Commission regarding this request.

Micheal Breese, applicant, discussed how the National Sports Village would meld well with

the north side, but was its own independent area. He commented as businesses are opening on the south side, the realities of the signage restrictions were becoming apparent. He stated Scooters was suffering because there was zero visibility from Radisson Road and people don't know these new businesses are open.

Susan Nygaard, Scooters representative, explained she was excited to be open in Blaine, but noted the struggle to bring in customers has been real. She discussed how the access from Radisson Road does not have a name and so Google Maps was not picking up a route to her location. She commented on her store opening numbers were extremely low compared to other Scooters around the country. She stated she has been pursuing other marketing efforts in order to make the public aware of her location, but noted new signage would greatly assist in getting customers to her location. She discussed how the entire sign package in Blaine has to be different colors which was now grabbing the attention that was needed.

Brent Nygaard, Scooters representative, stated they have been open for two and a half months now and stated many residents are not aware of the new access point to their location off of Radisson Road. He was in agreement that the additional signage would assist with drawing people to the location.

Chair Goracke questioned if the other Scooters have required additional signage.

Ms. Nygaard explained the other Scooters locations have very large monument signs along with signs on the buildings.

Commissioner Halpern explained he had been to the Scooters in Coon Rapids and he agreed the two locations looked very different because the one in Coon Rapids was a standalone building. He appreciated the fact the Blaine location had indoor seating. He stated he understood the challenges Scooters was facing with drawing in customers and the need for additional signage. He asked if the proposed Ordinance amendment would meet the signage needs of the applicant.

Planner Sellman explained she brought forward an ordinance amendment per the applicant's request.

Commissioner Halpern questioned what else might be planned for the southwest corner of the development area. He inquired if there would be any residential development in this area.

Planner Sellman stated there would be no residential development on this corner.

Chair Goracke indicated he understood the need for additional signage for this property. He believed the City had allowed similar signage along Ulysses due to the overpass that was added.

Planner Sellman commented this signage was a little different because these businesses were adjacent to Highway 65. She indicated signage was allowed on the back side of buildings. She reported the sign plan was approved for signage on both sides, but the sign plan that moved forward was what was submitted by the developer, which was within the

confines of the code. The approved sign plan provided the limitations. She explained the applicant was now stating the sign plan was not working for their model and a change was being requested.

Commissioner Olson questioned if the ordinance amendment was approved, would this item come back to the planning commission for further consideration.

Planner Sellman indicated the amended sign plan would have to be considered by the City Council and would be with the second reading of the Ordinance.

Chair Goracke explained he supported the additional signage at this location.

Commissioner Olson inquired if additional directional signage would be allowed.

Planner Sellman stated eight square feet of directional signage would be allowed.

Commissioner Olson asked if the ordinance amendment would only apply to this property.

Planner Sellman reported this was the case, noting the Ordinance was written to only apply to the properties within the redevelopment district that were south of 105th.

**Motion by Commissioner Deonauth to recommend approval of Planning Case 24-0071 approving an Ordinance amendment to the City of Blaine Zoning Ordinance Section 30.916 District Signage. Motion seconded by Commissioner Homan. The motion passed 7-0.**

Chair Goracke noted this would be on the agenda of the January 6, 2025 city council meeting.



# City of Blaine

## Staff Report

File Number: ORD 25-2572

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Ordinance |

**Development Business** - Shawn Kaye, Planner

### Agenda Item # 11.6

First Reading

Ordinance Approving Amendments to the City of Blaine Zoning Ordinance Related to Regulations for Cannabis. City of Blaine (Case File No. 24-0069/SLK)

### Executive Summary

The proposed ordinance amendment adds cannabis regulations to commercial and industrial zoning districts. In addition, two definitions are proposed to be added to clarify Cannabis Cultivation and Cannabis Retail.

### Background

|                                    |          |
|------------------------------------|----------|
| Planning Commission Public Hearing | 12/10/24 |
| City Council (1st Reading)         | 01/06/25 |
| City Council (2nd Reading)         | 01/22/25 |

Staff report prepared by Shawn Kaye, Planner.

Adult-use cannabis was legalized in Minnesota in August 2023. The legislation created the framework for licensing and establishing the Office of Cannabis Management (OCM) for regulation, and requires cities to issue a retail registration to a cannabis microbusiness (an indoor facility that may cultivate up to 5,000 square feet of plant canopy) with retail operations endorsements, cannabis mezzobusiness (indoor facility that may cultivate up to 15,000 square feet of plant canopy) with a retail operations endorsement, a cannabis retailer, or a medical cannabis retailer that:

- Has a valid license issued by the OCM.
- Has paid the registration fee.
- Is found to be in compliance with the requirements of the applicable state laws through a preliminary compliance check performed by the city.



- Is current on all property taxes and assessments at the location where the retail establishment is located.

The City Council discussed preliminary zoning and code regulations at the July 8, 2024, and October 7th, 2024 workshops.

The following guidance was provided for the regulations that are proposed in the Code of Ordinances that will be reviewed by the City Council in January 2025.

#### Location of Registrations

State Statute allows cities to adopt restrictions for cannabis businesses if they choose by prohibiting registrations within:

- 1,000 feet of a school
- 500 feet of a daycare
- 500 feet of a residential treatment facility
- 500 feet from an attraction in a public park regularly used by minors, such as a playground or athletic field.

#### Hours of Operation

Hours of operation are proposed to be 10AM-9PM all days of the week.

#### Number of Registrations

State statute permits cities to limit the number of cannabis retailers, but this limit can be no fewer than one registration for every 12,500 residents. Based on the Metropolitan Council's most recent population estimate of 73,546, Blaine must allow for 6 cannabis licenses (assuming the number of licenses is rounded up and not down).

#### Zoning

The following guidance from City Council was provided for the regulations for retail locations based on zoning.

Cannabis retail and/or medical cannabis businesses licensed for cannabis retail (subject to the standards listed in Chapter 23 of the Blaine Code of Ordinances) are being proposed as permitted uses.

Guidance from the City Council was given to allow registrations in the following zoning districts:

- Community Commercial (B-2)
- Regional Commercial (B-3)
- Planned Business District (PBD)
- County Road 10 Mixed Use (MU)

Two definitions are proposed to be added to clarify Cannabis Cultivation and Cannabis Retail:

1. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
2. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations state license and city registration, microbusinesses with a retail operations state license and city registration, medical combination businesses operating a retail location, and excluding lower-potency hemp edible retailers.

In addition to retail locations, other cannabis-related industrial operations are able to be licensed by the State. These include cultivating, manufacturing, testing, transporting or wholesaling. If enclosed within an existing building (nothing outside), these types of operations are similar to other types of manufacturing/warehousing/distribution facilities that exist elsewhere in Blaine's industrial zoning. However, the City Council raised some concerns related to the uses in industrial zoned districts. An exception has been added to the permitted manufacturing use in these districts that does not permit cannabis cultivation and cannabis manufacturing in I-1, I-1A, I-2, and I-2A.

#### Strategic Plan Relationship

Not applicable.

#### Board/Commission Review

The Planning Commission voted unanimously to approve the code amendment.  
No one attended the public hearing. The meeting minutes are attached for reference.

#### Financial Impact

Not applicable.

#### Public Outreach/Input

Notices of a public hearing were:

1. Published in Blaine/Spring Lake Park/Columbia Heights/Fridley Life.
2. Posted on the City website.

#### Staff Recommendation

By motion, introduce the ordinance for first reading and direct that it be placed on file for second reading at the January 22, 2025, council meeting.

#### Attachment List

1. Unapproved PC Minutes 121024



# City of Blaine

## Signature Copy

Ordinance: ORD 25-2572

### First Reading

## Ordinance Approving Amendments to the City of Blaine Zoning Ordinance Related to Regulations for Cannabis. City of Blaine (Case File No. 24-0069/SLK)

**THE CITY OF BLAINE DOES ORDAIN:** (Added portions are underscored and deleted portions are shown in overstrike.)

### 25.02 - Definitions.

Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, and transport cannabis flower to a cannabis manufacturer located on the same premises.

Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations state license and city registration, microbusinesses with a retail operations state license and city registration, medical combination businesses operating a retail location, and excluding lower-potency hemp edible retailers.

~~Medical cannabis dispensary:~~ A retail store that sells medical cannabis as defined and regulated by Minnesota Statute 152.22—152.37.

### 30.10 - COMMUNITY COMMERCIAL (B-2)

#### 30.12 - Permitted uses.

~~(k) Medical cannabis dispensary~~ Cannabis retail and/or medical cannabis businesses licensed for cannabis retail (subject to the standards listed in Chapter 23 of the Blaine Code of Ordinances).

### 30.20 - REGIONAL COMMERCIAL (B-3)

#### 30.22 - Permitted uses.

~~(k) Medical cannabis dispensary~~ Cannabis retail and/or medical cannabis businesses licensed for cannabis retail (subject to the standards listed in Chapter 23 of the Blaine Code of Ordinances).

### 30.50 - PLANNED BUSINESS DISTRICT (PBD)

#### 30.52 - Land uses.

(a) General retail,

(h) ~~Medical cannabis dispensary~~ Cannabis retail and/or medical cannabis businesses licensed for cannabis retail (subject to the standards listed in Chapter 23 of the Blaine Code of Ordinances).

(j) Manufacturing, except for cannabis cultivation and cannabis manufacturing.

### 30.60 - COUNTY ROAD 10 MIXED USE DISTRICT (MU)

#### 30.63 - Permitted Uses

(k) ~~Medical cannabis dispensary~~Cannabis retail and/or medical cannabis businesses licensed for cannabis retail (subject to the standards listed in Chapter 23 of the Blaine Code of Ordinances).

**31.00 - LIGHT INDUSTRIAL (I-1)**

**31.02 - Permitted uses.**

(a) Manufacturing uses: manufacturing, compounding, processing, packaging, storage, treatment, or assembly of products and materials within a structure, except for rendering/slaughtering/refining facilities-, cannabis cultivation and cannabis manufacturing.

**31.10 - LIGHT INDUSTRIAL (I-1A),**

**31.12 - Permitted uses.**

(a) Manufacturing uses: manufacturing, compounding, processing, packaging, storage, treatment, or assembly of products and materials within a structure, except for rendering/slaughtering/refining facilities-, cannabis cultivation and cannabis manufacturing.

**31.20 - HEAVY INDUSTRIAL (I-2)**

**31.22 - Permitted uses.**

(a) Manufacturing uses: manufacturing, compounding, processing, packaging, storage, treatment, or assembly of products and materials within a structure, except for rendering/slaughtering/refining facilities-, cannabis cultivation and cannabis manufacturing.

**31.30 - HEAVY INDUSTRIAL (I-2A)**

**31.32 - Permitted uses.**

(a) Manufacturing uses: manufacturing, compounding, processing, packaging, storage, treatment, or assembly of products and materials within a structure, except for rendering/slaughtering/refining facilities-, cannabis cultivation and cannabis manufacturing.

**INTRODUCED** and read in full this 6th day of January, 2025.

**PASSED** by the City Council of the City of Blaine the      day of      , 20   .



# City of Blaine

## Planning Commission

---

December 10, 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, December 10, 2024. Chair Goracke called the meeting to order at 7:00PM.

#### 2. Roll Call

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

Members Absent: None.

Staff Present: Shawn Kaye, Planner  
Alex Koberoski, Intern  
Shelia Sellman, City Planner  
Teresa Barnes, Project Engineer

#### 4. Public Hearing

- 4.3. 2024-543** Case File No. 24-0069 // City of Blaine  
The city is proposing amendments to the City of Blaine Zoning Ordinance related to regulations for cannabis.  
*Sponsors: Shawn Kaye, Planner*

The report to the planning commission was presented by Shawn Kaye, Planner. The public hearing for Case File 24-0069 was opened at 7:16PM. As no one wished to appear, the public hearing was closed at 7:17PM.

Chair Goracke asked if the Office of Cannabis Management would oversee the cannabis industry.

Planner Kaye reported this was the case.

Commissioner Olson questioned if the City would allow cultivation in community commercial.

Planner Kaye explained cultivation would not be permitted.

**Motion by Commissioner Deonauth to recommend approval of Planning Case 24-0069 approving the code amendments to allow regulations for cannabis. Motion seconded by Commissioner Olson. The motion passed 7-0.**

Chair Goracke noted this would be on the agenda of the January 6, 2025 city council meeting.





# City of Blaine Staff Report

File Number: 2025-016

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

**Administration** - Jerome Krieger, Sr. Recreation Manager

## Agenda Item # 12.1

Accept Quotes for Playground Equipment from Landscape Structures and Playground Installation by Flagship Recreation at Austin Park

## Executive Summary

Pursuant to the City's purchasing rules, the staff is bringing forward the attached quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Austin Park.

## Background

The City Council discussed the playground replacement projects at the September 9, 2024, Council workshop meeting. The Council consensus was to move forward with the Austin playground replacement project. During the December 16, 2024, Council meeting, Finance presented the preliminary Capital Improvement Program which included budgets for all projects proposed in 2025. The Council approved the 2025 Parks Capital Improvement Program budget which appropriated \$100,000 for the replacement of Austin playground.

Utilizing cooperative purchasing contracts, Parks and Recreation staff requested a quote for playground equipment provided by Landscape Structures and playground installation by Flagship Recreation for Austin Park. The quoted cost of the playground equipment is \$67,203. The quoted cost of the installation is \$32,797. Staff recommends accepting the quotes for a total project cost of \$100,000. The quote included the following.

- Equipment
- Installation
- Mobilization
- Dumpster
- Removal of old wood fiber
- New wood fiber
- Concrete border

Staff, under the cooperative purchasing contract of U.S. Communities Government Alliance, would utilize the USGA pricing structure and purchase the playground equipment line manufactured by Landscape Structures and supplied by Flagship Recreation. Using the USGA cooperative will save the city over \$5,700. As part of the process, staff met with Flagship Recreation to develop design concepts for the park. From that meeting, two concepts were identified. Staff presented two options to the Park Board, which recommended the attached design.

### Strategic Plan Relationship

This project meets the Infrastructure Management strategic plan priority.

### Board/Commission Review

The Park Board reviewed the project at the October 22 and November 26, 2024, meeting. The board recommended that the City Council proceed with the project.

### Financial Impact

On December 16, 2024, Council adopted [resolution 24-229](#), which established the 2025 Parks Capital Improvement Program budget and appropriated \$100,000 for the replacement of playground equipment at Austin Park under project P2503. Funding is provided from the Neighborhood Park Improvements Fund.

### Public Outreach/Input

Residents were notified by social media about the two playground options and the colors of the equipment. There was open input at the October and November Park Board meetings and residents could email their preferences to staff. Final review occurred by the Park Board at its November meeting.

### Staff Recommendation

By motion, accept quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Austin Park for a total cost not to exceed \$100,000.

### Attachment List

1. \_2024.12.12 Blaine\_Austin Park Playground Final





## Austin Park

Blaine\_Austin 110124 • 12.12.2024



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## Austin Park

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## Austin Park

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## State Contract #218091



### PROJECT INFORMATION

|                 |                               |
|-----------------|-------------------------------|
| Project name    | <b>Austin Park Playground</b> |
| Address         | <b>4041 85th Ln NE</b>        |
| City, State ZIP | <b>Blaine, MN 55449</b>       |
| Contract Year   | <b>2025</b>                   |

### EQUIPMENT INFORMATION & PRICING

| <u>Qty</u> | <u>Item No.</u> | <u>Description</u>                                         |    | <u>Price</u> |    | <u>Ext Price</u> |
|------------|-----------------|------------------------------------------------------------|----|--------------|----|------------------|
| 1          | 128252A         | Loop Ladder 40"Dk DB                                       | \$ | 1,270.00     | \$ | 1,270.00         |
| 1          | 152908B         | Deck Link w/Handrails Permalene infill panel 2 Steps       | \$ | 2,106.00     | \$ | 2,106.00         |
| 1          | 111228A         | Square Tenderdeck                                          | \$ | 1,403.00     | \$ | 1,403.00         |
| 1          | 111231A         | Triangular Tenderdeck                                      | \$ | 1,081.00     | \$ | 1,081.00         |
| 1          | 185852A         | Transfer Step w/2 Handloops DB                             | \$ | 1,377.00     | \$ | 1,377.00         |
| 1          | 193168A         | Netplex 7-Post No Roof Steel Posts and DB Only             | \$ | 9,053.00     | \$ | 9,053.00         |
| 1          | 193175A         | Skyport Climber for 7-Post Mainstructure DB Only           | \$ | 28,448.00    | \$ | 28,448.00        |
| 1          | 120901A         | Grab Bar                                                   | \$ | 260.00       | \$ | 260.00           |
| 1          | 184489A         | Overhead Trekker Ladder Attached to Deck DB                | \$ | 2,882.00     | \$ | 2,882.00         |
| 1          | 193170A         | LolliLadder w/2 E-Pods                                     | \$ | 3,437.00     | \$ | 3,437.00         |
| 2          | 111404H         | 92"Alum Post DB                                            | \$ | 377.00       | \$ | 754.00           |
| 1          | 111404G         | 100"Alum Post DB                                           | \$ | 398.00       | \$ | 398.00           |
| 2          | 111404F         | 108"Alum Post DB                                           | \$ | 403.00       | \$ | 806.00           |
| 4          | 111404E         | 116"Alum Post DB                                           | \$ | 423.00       | \$ | 1,692.00         |
| 1          | 123337A         | Single Slide 40"Dk DB                                      | \$ | 2,132.00     | \$ | 2,132.00         |
| 1          | 189313A         | Rushwinder DB Left                                         | \$ | 6,860.00     | \$ | 6,860.00         |
| 1          | 152179A         | Saddle Spinner DB 16"Height                                | \$ | 1,010.00     | \$ | 1,010.00         |
| 1          | 247179A         | Curva Spinner DB Only                                      | \$ | 2,555.00     | \$ | 2,555.00         |
| 2          | 174018A         | Belt Seat ProGuard Chains for 8' Beam Height               | \$ | 168.00       | \$ | 336.00           |
| 1          | 176038A         | Full Bucket Seat ProGuard Chains for 8' Beam Height        | \$ | 474.00       | \$ | 474.00           |
| 1          | 177332A         | Single Post Swing Frame 8' Beam Height Only                | \$ | 1,663.00     | \$ | 1,663.00         |
| 1          | 177333A         | Single Post Swing Frame Additional Bay 8' Beam Height Only | \$ | 1,234.00     | \$ | 1,234.00         |
| 1          | 177351A         | Molded Bucket Seat (5-12 yrs) w/Harness ProGuard Chains fo | \$ | 1,163.00     | \$ | 1,163.00         |
| 1          | 182503C         | Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury    | \$ | -            | \$ | -                |

**Total Equipment Cost at State Contract Pricing**

**\$ 72,394.00**





City of Blaine  
10801 Town Square Dr NE  
Blaine, MN 55449  
Jerome Krieger

12/12/2024

PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE

|                                                        | Preliminary Budget | Possible Additions | Possible Reductions | QTY    | Notes                                                                                                                   |
|--------------------------------------------------------|--------------------|--------------------|---------------------|--------|-------------------------------------------------------------------------------------------------------------------------|
| Play Equipment                                         |                    |                    |                     |        |                                                                                                                         |
| Austin Park Playground,EM706                           | 72,394.00          |                    |                     |        | 2025 State Contract Price                                                                                               |
| State Contract #218091                                 | (5,791.52)         |                    |                     | 8%     | (6% discount under \$80,000 & 8% discount \$80,000 & above), 8% used assuming purchase with Ivy Hills and Olympia Parks |
| Sales Tax - if applicable                              | 0.00               |                    |                     |        | ST3 Certificate of Exemption must be provided by owner.                                                                 |
| Delivery of Play equipment                             | 600.00             |                    |                     |        | Estimated / Final quote will be provided upon final design.                                                             |
| Mobilization                                           | 750.00             |                    |                     |        | Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)                            |
| Dumpster(s) - 30 Yard                                  | 750.00             |                    |                     |        | Disposal of packaging material                                                                                          |
| Site work                                              |                    |                    |                     |        |                                                                                                                         |
| Excavation (new container)                             | 0.00               |                    |                     | 0      | BY OWNER, EXCAVATION TO BE AT 12" DEPTH FROM DESIRED FINISH ELEVATION                                                   |
| Border Options                                         |                    |                    |                     |        |                                                                                                                         |
| Concrete Border Straight (LF)                          | 11,556.73          |                    |                     | 255    | Standard 6" W x 12" D.                                                                                                  |
| Equipment Installation (Labor & Concrete for Footings) | 12,868.16          |                    |                     | 19.32% | Full professional installation by Landscape Structures Certified Installers. Standard labor rate unless otherwise noted |
| Special Equipment (Lull, Lift, Compactor, etc.)        | 0.00               |                    |                     |        | Rental - Req'd for Shade Fabric, Roofs, etc.                                                                            |
| Concrete Flatwork                                      |                    |                    |                     |        |                                                                                                                         |
| Concrete Flatwork (Sq. Ft.)                            | 392.35             |                    |                     | 30     | 4" thick concrete                                                                                                       |
| Subgrade Prep & Engineered Wood Fiber Surfacing (EWF)  |                    |                    |                     |        |                                                                                                                         |
| Geotextile Fabric (Sq. Ft.)                            | 0.00               |                    |                     | 0      | Materials & Install Unless Noted                                                                                        |
| EWF - Playground Safety Surfacing (CY)                 | 6,480.00           |                    |                     | 144    | IPEMA Certified Meets ASTM, ADA & CPSC                                                                                  |
| Site Restoration (Sq.Ft.)                              | 0.00               |                    |                     | 0      | BY OWNER, Backfilling Req'd to Stabilize Border                                                                         |
| Payment & Performance Bonds                            | 0.00               |                    |                     |        | Included By Request                                                                                                     |
|                                                        |                    |                    |                     |        |                                                                                                                         |
|                                                        | Budget Total       | Total Additions    | Total Reductions    |        | Total w/ Additions & Reductions                                                                                         |
|                                                        | 99,999.71          | 0.00               | 0.00                |        | 99,999.71                                                                                                               |



**Terms & Conditions**

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Project Scope** *(This Section For Quotes Including Installation)*

**Inclusions:**

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

**Exclusions (Unless Specifically Quoted):**

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

**Acceptance of Quotation:**

|                              |                |
|------------------------------|----------------|
| Accepted By (Print)          | Jerome Krieger |
| Signature:                   | Date:          |
| Purchase Amount: \$67,202.48 |                |



[illegible]

Page 241 of 283

**Terms & Conditions**

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

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- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

**Acceptance of Quotation:**

|                                     |              |
|-------------------------------------|--------------|
| <b>Accepted By (Print)</b>          |              |
| <b>Signature:</b>                   | <b>Date:</b> |
| <b>Purchase Amount: \$32,797.23</b> |              |





## EQUIPMENT COLOR SIGN OFF

### Austin Park Playground

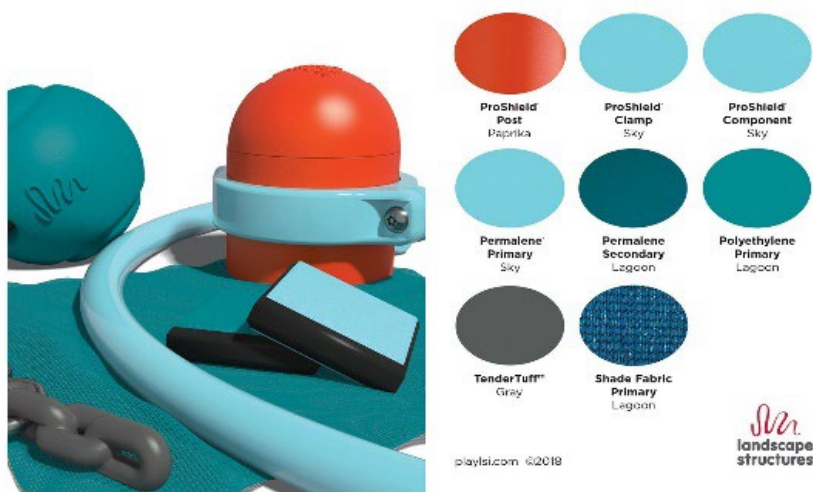


Please sign below if you approve of the colors represented in the photo above.

## Colors

### Palette BI

## Palette BI



**Customer Signature:**\_\_\_\_\_

Date: \_\_\_\_\_



# City of Blaine Staff Report

File Number: 2025-017

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

**Administration** - Jerome Krieger, Sr. Recreation Manager

## Agenda Item # 12.2

Accept Quotes for Playground Equipment from Landscape Structures and Playground Installation by Flagship Recreation at Ivy Hills Park

## Executive Summary

Pursuant to the City's purchasing rules, the staff is bringing forward the attached quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Ivy Hills Park.

## Background

The City Council discussed the playground replacement projects at the September 9, 2024, Council workshop meeting. The Council consensus was to move forward with the Ivy Hills playground replacement project. During the December 16, 2024, Council meeting, Finance presented the preliminary Capital Improvement Program which included budgets for all projects proposed in 2025. The Council approved the 2025 Parks Capital Improvement Program budget which appropriated \$115,000 for the replacement of Ivy Hills playground.

Utilizing cooperative purchasing contracts, Parks and Recreation staff requested a quote for playground equipment provided by Landscape Structures and playground installation by Flagship Recreation for Ivy Hills Park. The quoted cost of the playground equipment is \$78,548. The quoted cost of the installation is \$36,379. Staff recommends accepting the quotes for a total project cost not to exceed \$115,000. The quote included the following.

- Equipment
- Installation
- Mobilization
- Dumpster
- Removal of old wood fiber
- New wood fiber
- Concrete border

Staff, under the cooperative purchasing contract of U.S. Communities Government Alliance, would utilize the USGA pricing structure and purchase the playground equipment line manufactured by Landscape Structures and supplied by Flagship Recreation. Using the USGA cooperative will save the city over \$6,700. As part of the process, staff met with Flagship Recreation to develop design concepts for the park. From that meeting, two concepts were identified. Staff presented two options to the Park Board, which recommended the attached design.

### Strategic Plan Relationship

This project meets the Infrastructure Management strategic plan priority.

### Board/Commission Review

The Park Board reviewed the project at the October 22 and November 26, 2024, meeting. The board recommended that the City Council proceed with the project.

### Financial Impact

On December 16, 2024, Council adopted [resolution 24-229](#), which established the 2025 Parks Capital Improvement Program budget and appropriated \$115,000 for the replacement of playground equipment at Ivy Hills Park under project P2502. Funding is provided from the Neighborhood Park Improvements Fund.

### Public Outreach/Input

Residents were notified by social media about the two playground options and the colors of the equipment. There was open input at the October and November Park Board meetings and residents could email their preferences to staff. Final review occurred by the Park Board at its November meeting.

### Staff Recommendation

By motion, accept quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Ivy Hills Park for a total cost not to exceed \$115,000.

### Attachment List

1. \_2024.12.12 Blaine\_Ivy Hills Park Final





## Ivy Hills Park

Blaine\_Ivy Hills\_101424 - Opt 1 • 12.12.2024



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## Ivy Hills Park

Blaine\_Ivy Hills\_101424 - Opt 1 • 12.12.2024



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## Ivy Hills Park

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## Ivy Hills Park

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# Ivy Hills Park

Blaine\_Ivy Hills\_101424 - Opt 1 • 12.12.2024



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State Contract #218091



PROJECT INFORMATION

|                 |                    |
|-----------------|--------------------|
| Project name    | Ivy Hills Park     |
| Address         | 12197 Fergus St NE |
| City, State ZIP | Blaine, MN 55449   |
| Contract Year   | 2025               |

EQUIPMENT INFORMATION & PRICING

| Qty | Item No. | Description                                                                | Price    | Ext Price   |
|-----|----------|----------------------------------------------------------------------------|----------|-------------|
| 1   | 210739A  | Venti Alum Posts DB                                                        | \$55,447 | \$55,447.00 |
| 1   | 307431A  | Fox Den Hangouts DB Only                                                   | \$21,201 | \$21,201.00 |
| 2   | 174018A  | Belt Seat ProGuard Chains for 8' Beam Height                               | \$168    | \$336.00    |
| 1   | 176038A  | Full Bucket Seat ProGuard Chains for 8' Beam Height                        | \$474    | \$474.00    |
| 1   | 177332A  | Single Post Swing Frame 8' Beam Height Only                                | \$1,663  | \$1,663.00  |
| 1   | 177333A  | Single Post Swing Frame Additional Bay 8' Beam Height Only                 | \$1,234  | \$1,234.00  |
| 1   | 177351A  | Molded Bucket Seat (5-12 yrs) w/Harness ProGuard Chains for 8' Beam Height | \$1,163  | \$1,163.00  |
| 1   | 182503C  | Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury                    | \$0      | \$0.00      |
| 1   | 247179A  | Curva Spinner DB Only                                                      | \$2,555  | \$2,555.00  |

Total Equipment Cost at State Contract Pricing

\$84,073.00





City of Blaine  
10801 Town Square Dr NE  
Blaine, MN 55449  
Jerome Krieger

12/12/2024

PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE

|                                                        | Preliminary Budget | Possible Additions | Possible Reductions | QTY    | Notes                                                                                                                   |
|--------------------------------------------------------|--------------------|--------------------|---------------------|--------|-------------------------------------------------------------------------------------------------------------------------|
| Play Equipment                                         |                    |                    |                     |        |                                                                                                                         |
| Ivy Hills Park,EM706                                   | 84,073.00          |                    |                     |        | 2025 State Contract Price                                                                                               |
| State Contract #218091                                 | (6,725.84)         |                    |                     | 8%     | (6% discount under \$80,000 & 8% discount \$80,000 & above), 8% used assuming purchase with Austin and Olympia Parks    |
| Sales Tax - if applicable                              | 0.00               |                    |                     |        | ST3 Certificate of Exemption must be provided by owner.                                                                 |
| Delivery of Play equipment                             | 1,200.00           |                    |                     |        | Estimated / Final quote will be provided upon final design.                                                             |
| Mobilization                                           | 750.00             |                    |                     |        | Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)                            |
| Dumpster(s) - 30 Yard                                  | 750.00             |                    |                     |        | Disposal of packaging material                                                                                          |
| Site work                                              |                    |                    |                     |        |                                                                                                                         |
| Excavation (new container)                             | 0.00               |                    |                     | 0      | BY OWNER, EXCAVATION TO BE AT 12" DEPTH FROM DESIRED FINISH ELEVATION                                                   |
| Border Options                                         |                    |                    |                     |        |                                                                                                                         |
| Concrete Border Straight (LF)                          | 11,556.73          |                    |                     | 255    | Standard 6" W x 12" D.                                                                                                  |
| Equipment Installation (Labor & Concrete for Footings) | 15,595.01          |                    |                     | 20.16% | Full professional installation by Landscape Structures Certified Installers. Standard labor rate unless otherwise noted |
| Special Equipment (Lull, Lift, Compactor, etc.)        | 0.00               |                    |                     |        | Rental - Req'd for Shade Fabric, Roofs, etc.                                                                            |
| Concrete Flatwork                                      |                    |                    |                     |        |                                                                                                                         |
| Concrete Flatwork (Sq. Ft.)                            | 392.35             |                    |                     | 30     | 4" thick concrete                                                                                                       |
| Subgrade Prep & Engineered Wood Fiber Surfacing (EWF)  |                    |                    |                     |        |                                                                                                                         |
| Geotextile Fabric (Sq. Ft.)                            | 0.00               |                    |                     | 0      | Materials & Install Unless Noted                                                                                        |
| EWF - Playground Safety Surfacing (CY)                 | 7,335.00           |                    |                     | 163    | IPEMA Certified Meets ASTM, ADA & CPSC                                                                                  |
| Site Restoration (Sq.Ft.)                              | 0.00               |                    |                     | 0      | BY OWNER, Backfilling Req'd to Stabilize Border                                                                         |
| Payment & Performance Bonds                            | 0.00               |                    |                     |        | Included By Request                                                                                                     |
|                                                        |                    |                    |                     |        |                                                                                                                         |
|                                                        | Budget Total       | Total Additions    | Total Reductions    |        | Total w/ Additions & Reductions                                                                                         |
|                                                        | 114,926.24         | 0.00               | 0.00                |        | 114,926.24                                                                                                              |



**Terms & Conditions**

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Project Scope** *(This Section For Quotes Including Installation)*

**Inclusions:**

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

**Exclusions (Unless Specifically Quoted):**

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

**Acceptance of Quotation:**

|                              |                |
|------------------------------|----------------|
| Accepted By (Print)          | Jerome Krieger |
| Signature:                   | Date:          |
| Purchase Amount: \$78,547.16 |                |



[illegible]

**State Contract #218091**  
**\*Terms: Net 30 days; 1.5% finance charge on balances over 30 days**  
 Page 1 of 2



**Terms & Conditions**

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Project Scope** *(This Section For Quotes Including Installation)*

**Inclusions:**

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

**Exclusions (Unless Specifically Quoted):**

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

**Acceptance of Quotation:**

|                                     |              |
|-------------------------------------|--------------|
| <b>Accepted By (Print)</b>          |              |
| <b>Signature:</b>                   | <b>Date:</b> |
| <b>Purchase Amount: \$36,379.08</b> |              |



# EQUIPMENT COLOR SIGN OFF

## Ivy Hills Park



Please sign below if you approve of the colors represented in the photo above.

### Colors

### Palette BK

Palette **BK**



|                                                                                     |                                                                                      |                                                                                       |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |
| ProShield®<br>Post<br>Paprika                                                       | ProShield®<br>Clamp<br>Paprika                                                       | ProShield®<br>Component<br>Tangerine                                                  |
|  |  |  |
| Permalene®<br>Primary<br>Acorn                                                      | Permalene®<br>Secondary<br>Brick                                                     | Polyethylene<br>Primary<br>Acorn                                                      |
|  |  |                                                                                       |
| TenderTuff™<br>Brown                                                                | Shade Fabric<br>Primary<br>Tan                                                       |                                                                                       |



playlsi.com ©2018

Customer Signature:\_\_\_\_\_

Date:\_\_\_\_\_



# City of Blaine Staff Report

File Number: 2025-018

| Agenda Date     | Status    |
|-----------------|-----------|
| January 6, 2025 |           |
| In Control      | File Type |
| City Council    | Motion    |

**Administration** - Jerome Krieger, Sr. Recreation Manager

## Agenda Item # 12.3

Accept Quotes for Playground Equipment from Landscape Structures and Playground Installation by Flagship Recreation at Olympia Park

## Executive Summary

Pursuant to the City's purchasing rules, the staff is bringing forward the attached quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Olympia Park.

## Background

The City Council discussed the playground replacement projects at the September 9, 2024, Council workshop meeting. The Council consensus was to move forward with the Olympia playground replacement project. During the December 16, 2024, Council meeting, Finance presented the preliminary Capital Improvement Program which included budgets for all projects proposed in 2025. The Council approved the 2025 Parks Capital Improvement Program budget which appropriated \$100,000 for the replacement of Olympia playground.

Utilizing cooperative purchasing contracts, Parks and Recreation staff requested a quote for playground equipment provided by Landscape Structures and playground installation by Flagship Recreation for Olympia Park. The quoted cost of the playground equipment is \$49,116. The quoted cost of the installation is \$30,883. Staff recommends accepting the quotes for a total project cost not to exceed \$80,000. The quote included the following.

- Equipment
- Installation
- Mobilization
- Dumpster
- Removal of old wood fiber
- New wood fiber
- Concrete border

Staff, under the cooperative purchasing contract of U.S. Communities Government Alliance, would utilize the USGA pricing structure and purchase the playground equipment line manufactured by Landscape Structures and supplied by Flagship Recreation. Using the USGA cooperative will save the city over \$4,200. As part of the process, staff met with Flagship Recreation to develop design concepts for the park. From that meeting, two concepts were identified. Staff presented two options to the Park Board, which recommended the attached design.

After input from the residents in the Olympia neighborhood, it was determined that many of the children use the half basketball court, which is in need of repair. The park board with staff discussed reducing the playground amount to \$80,000 and putting the additional \$20,000 into asphalt repair and a sports court. The staff received quotes from two different vendors for the work. The first quote from C & C Courts was \$24,904. The second quote from MillzHouse Courts was \$27,340. Staff went back to both vendors and asked if they could reduce the court size by 8' and complete the job for \$20,000. MillzHouse Courts agreed to \$20,000 for a 42' by 50' court.

### Strategic Plan Relationship

This project meets the Infrastructure Management strategic plan priority.

### Board/Commission Review

The Park Board reviewed the project at the October 22 and November 26, 2024, meeting. The board recommended that the City Council proceed with the project.

### Financial Impact

On December 16, 2024, Council adopted [resolution 24-229](#), which established the 2025 Parks Capital Improvement Program budget and appropriated \$100,000 for the replacement of playground equipment at Olympia Park under project P2504. Funding is provided from the Neighborhood Park Improvements Fund.

### Public Outreach/Input

Residents were notified by social media about the two playground options and the colors of the equipment. There was open input at the October and November Park Board meetings and residents could email their preferences to staff. Residents from the Olympia Park neighborhood attended the October and November meetings to give input to staff and the board wanting a new basketball court along with the playground equipment. Reducing the amount to \$80,000 for playground equipment and \$20,000 for the court satisfied the neighbors and completed two projects within the park. Final review occurred by the Park Board at its November meeting.

### Staff Recommendation



By motion, accept quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Olympia Park for a total cost not to exceed \$80,000. Accept the quote for \$20,000 from MillzHouse to install a new sport court for the basketball court at Olympia Park.

#### Attachment List

1. \_2024.12.12 Blaine\_Olympia Park Final
2. Kiwi color sample
3. Lakeside Sport Court
4. Blaine\_Olympia Park
5. City of Blaine Olympia Park 2





# Olympia Park

Blaine\_Olympia 110124 • 12.12.2024



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## Olympia Park

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## Olympia Park

Blaine\_Olympia 110124 • 12.12.2024



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## State Contract #218091



### PROJECT INFORMATION

|                 |                                |
|-----------------|--------------------------------|
| Project name    | <b>Olympia Park Playground</b> |
| Address         | <b>1047 98th Ave NE</b>        |
| City, State ZIP | <b>Blaine, MN 55434</b>        |
| Contract Year   | <b>2025</b>                    |

### EQUIPMENT INFORMATION & PRICING

| <u>Qty</u> | <u>Item No.</u> | <u>Description</u>                                 |    | <u>Price</u> |    | <u>Ext Price</u> |
|------------|-----------------|----------------------------------------------------|----|--------------|----|------------------|
| 1          | 307436A         | Footprint Balance Beam DB                          | \$ | 597.00       | \$ | 597.00           |
| 3          | 111228A         | Square Tenderdeck                                  | \$ | 1,403.00     | \$ | 4,209.00         |
| 4          | 111403D         | 158"Alum Post For Roof DB                          | \$ | 566.00       | \$ | 2,264.00         |
| 2          | 111404C         | 132"Alum Post DB                                   | \$ | 505.00       | \$ | 1,010.00         |
| 2          | 111404D         | 124"Alum Post DB                                   | \$ | 485.00       | \$ | 970.00           |
| 4          | 111404E         | 116"Alum Post DB                                   | \$ | 423.00       | \$ | 1,692.00         |
| 1          | 111404G         | 100"Alum Post DB                                   | \$ | 398.00       | \$ | 398.00           |
| 1          | 111404H         | 92"Alum Post DB                                    | \$ | 377.00       | \$ | 377.00           |
| 1          | 115229A         | Finger Maze Panel Above Deck                       | \$ | 984.00       | \$ | 984.00           |
| 1          | 115254A         | Storefront Panel                                   | \$ | 852.00       | \$ | 852.00           |
| 1          | 118110A         | Square Poly Roof Custom Logo Panels                | \$ | 1,760.00     | \$ | 1,760.00         |
| 1          | 119805A         | Single Beam Loop Horiz Ladder 84"                  | \$ | 1,433.00     | \$ | 1,433.00         |
| 1          | 120818A         | Playstructure Seat                                 | \$ | 520.00       | \$ | 520.00           |
| 1          | 120901A         | Grab Bar                                           | \$ | 260.00       | \$ | 260.00           |
| 1          | 121948A         | Kick Plate 8"Rise                                  | \$ | 153.00       | \$ | 153.00           |
| 1          | 122033D         | SpyroSlide 56"w/Hanger Bracket DB                  | \$ | 8,084.00     | \$ | 8,084.00         |
| 1          | 122914A         | Loop Arch 48"Dk DB                                 | \$ | 1,892.00     | \$ | 1,892.00         |
| 1          | 123284C         | Wiggle Ladder 48"Dk DB                             | \$ | 1,040.00     | \$ | 1,040.00         |
| 1          | 123337A         | Single Slide 48"Dk DB                              | \$ | 2,132.00     | \$ | 2,132.00         |
| 1          | 126204A         | 30"Dia Crawl Tunnel 32" w/o View Above Deck        | \$ | 2,861.00     | \$ | 2,861.00         |
| 1          | 152907C         | Deck Link w/Barriers Steel end panels 3 Steps      | \$ | 3,647.00     | \$ | 3,647.00         |
| 1          | 185852A         | Transfer Step w/2 Handloops DB                     | \$ | 1,377.00     | \$ | 1,377.00         |
| 1          | 120711A         | Pod Climber 16" DB                                 | \$ | 383.00       | \$ | 383.00           |
| 1          | 152179A         | Saddle Spinner DB 16"Height                        | \$ | 1,010.00     | \$ | 1,010.00         |
| 1          | 158997A         | Pod Climber 10" DB                                 | \$ | 377.00       | \$ | 377.00           |
| 3          | 174018A         | Belt Seat ProGuard Chains for 8' Beam Height       | \$ | 168.00       | \$ | 504.00           |
| 1          | 176038G         | Full Bucket Seat ProGuard Chains for Toddler Swing | \$ | 469.00       | \$ | 469.00           |
| 1          | 177332A         | Single Post Swing Frame 8' Beam Height Only        | \$ | 1,663.00     | \$ | 1,663.00         |

|   |         |                                                            |    |          |    |          |
|---|---------|------------------------------------------------------------|----|----------|----|----------|
| 1 | 177333A | Single Post Swing Frame Additional Bay 8' Beam Height Only | \$ | 1,234.00 | \$ | 1,234.00 |
| 1 | 177337A | Toddler Swing Add-On Beam                                  | \$ | 683.00   | \$ | 683.00   |
| 1 | 177351A | Molded Bucket Seat (5-12 yrs) w/Harness ProGuard Chains fo | \$ | 1,163.00 | \$ | 1,163.00 |
| 1 | 205800A | TopsyTurny Spinner 42"Bury DB Only                         | \$ | 6,737.00 | \$ | 6,737.00 |
| 1 | 182503C | Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury    | \$ | -        | \$ | -        |

**Total Equipment Cost at State Contract Pricing**

**\$ 52,735.00**



City of Blaine  
10801 Town Square Dr NE  
Blaine, MN 55449  
Jerome Krieger

12/12/2024

PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE

|                                                        | Preliminary Budget | Possible Additions | Possible Reductions | QTY    | Notes                                                                                                                   |
|--------------------------------------------------------|--------------------|--------------------|---------------------|--------|-------------------------------------------------------------------------------------------------------------------------|
| Play Equipment                                         |                    |                    |                     |        |                                                                                                                         |
| Olympia Park Playground,EM706                          | 52,735.00          |                    |                     |        | 2025 State Contract Price                                                                                               |
| State Contract #218091                                 | (4,218.80)         |                    |                     | 8%     | (6% discount under \$80,000 & 8% discount \$80,000 & above), 8% used assuming purchase with Austin and Ivy Hills Parks  |
| Sales Tax - if applicable                              | 0.00               |                    |                     |        | ST3 Certificate of Exemption must be provided by owner.                                                                 |
| Delivery of Play equipment                             | 600.00             |                    |                     |        | Estimated / Final quote will be provided upon final design.                                                             |
| Mobilization                                           | 750.00             |                    |                     |        | Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)                            |
| Dumpster(s) - 30 Yard                                  | 750.00             |                    |                     |        | Disposal of packaging material                                                                                          |
| Site work                                              |                    |                    |                     |        |                                                                                                                         |
| Excavation (new container)                             | 0.00               |                    |                     | 0      | BY OWNER, EXCAVATION TO BE AT 12" DEPTH FROM DESIRED FINISH ELEVATION                                                   |
| Border Options                                         |                    |                    |                     |        |                                                                                                                         |
| Concrete Border Straight (LF)                          | 10,559.68          |                    |                     | 233    | Standard 6" W x 12" D.                                                                                                  |
| Equipment Installation (Labor & Concrete for Footings) | 11,500.85          |                    |                     | 23.71% | Full professional installation by Landscape Structures Certified Installers. Standard labor rate unless otherwise noted |
| Special Equipment (Lull, Lift, Compactor, etc.)        | 0.00               |                    |                     |        | Rental - Req'd for Shade Fabric, Roofs, etc.                                                                            |
| Concrete Flatwork                                      |                    |                    |                     |        |                                                                                                                         |
| Concrete Flatwork (Sq. Ft.)                            | 392.35             |                    |                     | 30     | 4" thick concrete                                                                                                       |
| Subgrade Prep & Engineered Wood Fiber Surfacing (EWF)  |                    |                    |                     |        |                                                                                                                         |
| Geotextile Fabric (Sq. Ft.)                            | 0.00               |                    |                     | 0      | Materials & Install Unless Noted                                                                                        |
| EWF - Playground Safety Surfacing (CY)                 | 6,930.00           |                    |                     | 154    | IPEMA Certified Meets ASTM, ADA & CPSC                                                                                  |
| Site Restoration (Sq.Ft.)                              | 0.00               |                    |                     | 0      | BY OWNER, Backfilling Req'd to Stabilize Border                                                                         |
| Payment & Performance Bonds                            | 0.00               |                    |                     |        | Included By Request                                                                                                     |
|                                                        |                    |                    |                     |        |                                                                                                                         |
|                                                        | Budget Total       | Total Additions    | Total Reductions    |        | Total w/ Additions & Reductions                                                                                         |
|                                                        | 79,999.07          | 0.00               | 0.00                |        | 79,999.07                                                                                                               |





**Terms & Conditions**

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Project Scope** *(This Section For Quotes Including Installation)*

**Inclusions:**

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

**Exclusions (Unless Specifically Quoted):**

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

**Acceptance of Quotation:**

|                                     |                |
|-------------------------------------|----------------|
| <b>Accepted By (Print)</b>          | Jerome Krieger |
| <b>Signature:</b>                   | <b>Date:</b>   |
| <b>Purchase Amount: \$49,116.20</b> |                |



[illegible]

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**Terms & Conditions**

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Project Scope** *(This Section For Quotes Including Installation)*

**Inclusions:**

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

**Exclusions (Unless Specifically Quoted):**

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
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- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

**Acceptance of Quotation:**

|                                     |              |
|-------------------------------------|--------------|
| <b>Accepted By (Print)</b>          |              |
| <b>Signature:</b>                   | <b>Date:</b> |
| <b>Purchase Amount: \$30,882.87</b> |              |



# EQUIPMENT COLOR SIGN OFF

## Olympia Park Playground



Please sign below if you approve of the colors represented in the photo above.

### Colors

### Palette BJ

Palette **BJ**



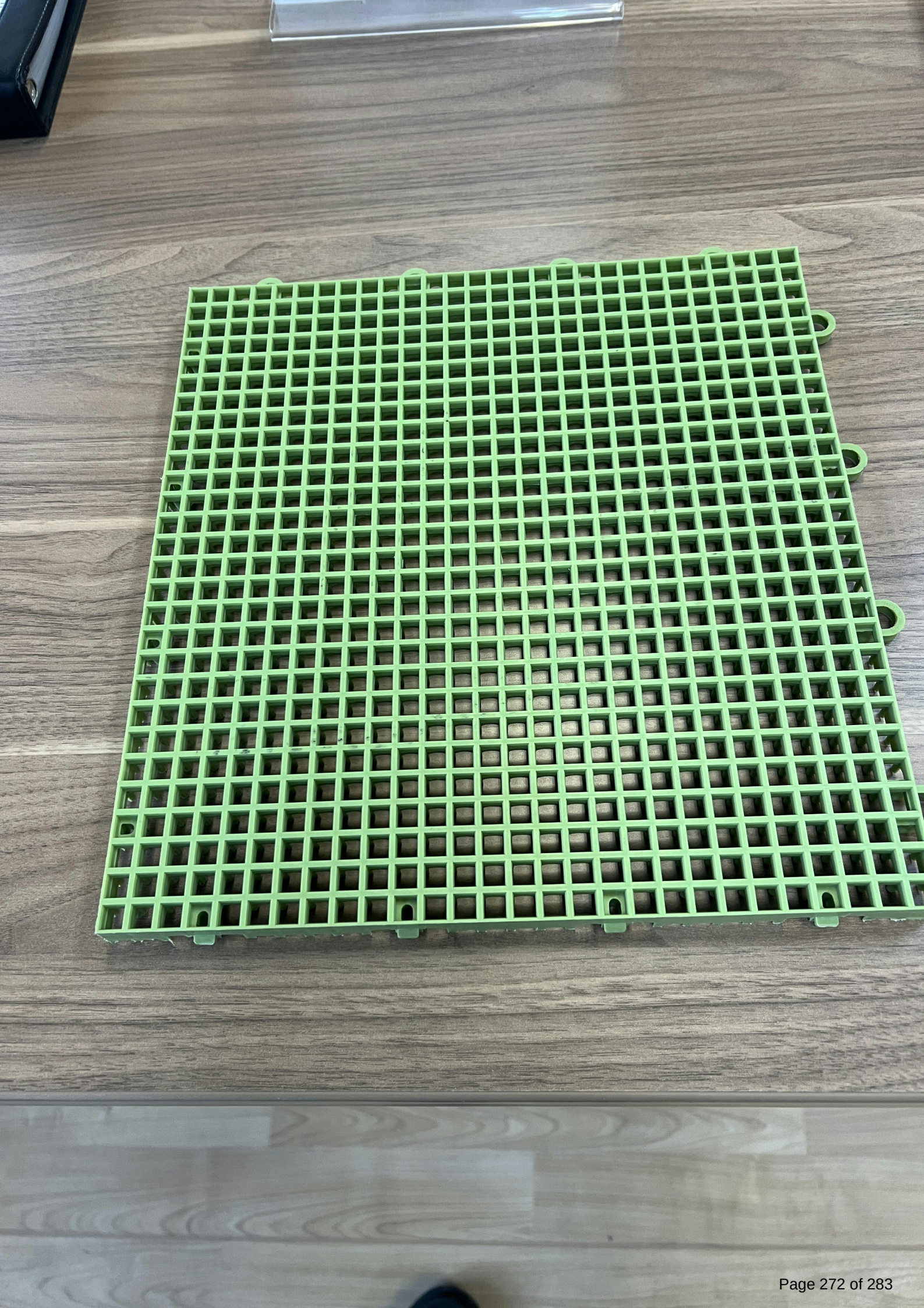
|                                                                                      |                                                                                       |                                                                                       |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|  |  |  |
| ProShield<br>Post<br>Peacock                                                         | ProShield<br>Clamp<br>Blue                                                            | ProShield<br>Component<br>Blue                                                        |
|  |  |  |
| Permalene<br>Primary<br>Limon                                                        | Permalene<br>Secondary<br>Blue                                                        | Polyethylene<br>Primary<br>Limon                                                      |
|  |  |                                                                                       |
| TenderTuff™<br>Gray                                                                  | Shade Fabric<br>Primary<br>Metallic Silver                                            |                                                                                       |



Customer Signature:\_\_\_\_\_

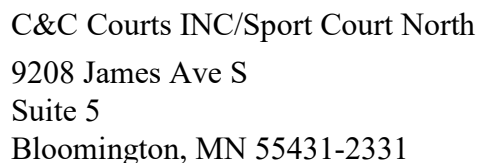
Date: \_\_\_\_\_











|            |            |
|------------|------------|
| Date       | Estimate # |
| 10/21/2024 | 2024-1753  |

| Name / Address |
|----------------|
| City of Blaine |
| Blaine, MN     |

|         |  |
|---------|--|
| Ship To |  |
|         |  |

|     |              |
|-----|--------------|
| Rep | Project      |
| AS  | Olympia Park |

|                                                                                                         |                             |
|---------------------------------------------------------------------------------------------------------|-----------------------------|
| <u>Pricing is valid for 60 days - unless otherwise noted</u><br><br><u>Assuming easy access to site</u> | <b>Total</b><br>\$24,904.05 |
|---------------------------------------------------------------------------------------------------------|-----------------------------|



**Date:** 11/19/24

**Name:** City of Blaine – Olympia Park

**Project:** Resurface existing basketball court – Court size 42' x 50'

**Project Address:** Taylor / 98<sup>th</sup> Ave, Blaine MN

**Approximate Installation Date:** TBD

**Millz House Outdoor Court Contract Includes:**

|                                                                                                                       |                 |
|-----------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Installing a new 2" asphalt overlay over the 50' x 50' area.</b>                                                   | <b>\$8,000</b>  |
| <b>Install SnapSports DuraCourt tiles with basketball lines in white.<br/>The entire court will be in Kiwi color.</b> | <b>\$12,000</b> |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
|                                                                                                                       |                 |
| <b>TOTAL COST:</b>                                                                                                    | <b>\$20,000</b> |

Down payment required of \$10,000.

Balance Due Upon Completion of Project - \$10,000

**\*\*Total Cost based on check payment. If you would like to pay by credit card, please add 3% to the totals.**





# City of Blaine

## Staff Report

File Number: ORD 25-2573

### Agenda Date

January 6, 2025

### Status

### In Control

City Council

### File Type

Ordinance

**Administration** - Erik Thorvig, Community Development Director

### Agenda Item # 12.4

First Reading

Ordinance Adopting Chapter 7 Regulating Adult Use Cannabis Businesses

### Executive Summary

Council is asked to hold first reading to create an ordinance regulating adult use cannabis businesses.

### Background

In 2023, the state legalized adult use cannabis and is currently establishing the regulatory framework for the cannabis industry, with legal sales expected to begin sometime in 2025. The Office of Cannabis Management (OCM) will issue the business licenses but cities may require the registration of retail businesses and enact ordinances that reasonably regulate time, manner, and place. The City Council discussed regulations related to cannabis at several workshops in 2024 and the proposed ordinance is consistent with said discussions. The proposed ordinance will ensure that:

- Cannabis retail business registration occurs with the City through the registration process outlined in the proposed ordinance.
- The number of cannabis retail business registrations will be limited to no more than one for every 12,500 in population.
- No cannabis retail business may be located within 1,000 feet of a school or 500 feet of a daycare, residential treatment facility, or an attraction within a public park that is regularly used by minors such as playgrounds or athletic fields.
- Compliance checks will be conducted for sales to individuals under 21 years of age, similar to alcohol and tobacco.
- No temporary cannabis events are allowed within the City.

### Strategic Plan Relationship

N/A

#### Board/Commission Review

N/A

#### Financial Impact

N/A

#### Public Outreach/Input

N/A

#### Staff Recommendation

By motion, introduce the ordinance for first reading and direct that it be placed on file for second reading at the January 22, 2025, council meeting.

#### Attachment List

None



# City of Blaine

## Signature Copy

Ordinance: ORD 25-2573

### First Reading

### Ordinance Adopting Chapter 7 Regulating Adult Use Cannabis Businesses

**THE CITY OF BLAINE DOES ORDAIN:** (Added portions are underscored and deleted portions are shown in overstrike.)

#### CHAPTER 7 – ADULT-USE CANNABIS

##### ARTICLE I – ADMINISTRATION

##### Section 7.1 Findings and Purpose

The City of Blaine makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City of Blaine to protect the public health, safety, welfare of the residents by regulating cannabis businesses within the legal boundaries of the City of Blaine.

The City of Blaine finds and concludes that the proposed provisions are appropriate and lawful land use regulations, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

##### Section 7.2 Authority and Jurisdiction

The City of Blaine has the authority to adopt this ordinance pursuant to:

1. Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
2. Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
3. Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
4. Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

##### Section 7.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

##### Section 7.4 Enforcement

The city manager or designee is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur



regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

## Section 7.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of Blaine to a state- licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

## Sections 7.6-7.15 RESERVED

## ARTICLE II – REGISTRATION OF CANNABIS BUSINESS

### Section 7.16 Consent to Registering of Cannabis Business

No individual or entity may operate a state-licensed cannabis retail business within the city without first

registering with the City of Blaine.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation.

#### Section 7.17 Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, the City of Blaine shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, the City of Blaine shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

#### Section 7.18 Registration Fees

A registration fee, as established in the city's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by the City of Blaine shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

#### Section 7.19 Registration Application

The City of Blaine shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

1. An applicant for a retail registration shall fill out an application form, as provided by the City of Blaine). Said form shall include, but is not limited to:
  - i. Full name of the property owner and applicant;
  - ii. Address, email address, and telephone number of the applicant;
  - iii. The address and parcel ID for the property which the retail registration is sought;
  - iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.
  - v. The applicant shall include with the form:
  - vi. the registration fee as required in Section 7.17;
  - vii. a copy of a valid state license or written notice of OCM license preapproval;
2. Once an application is considered complete, the City of Blaine shall inform the applicant as such, process the application fees, and forward the application to the City Clerk's office for approval or denial.

3. The application fee shall be non-refundable once processed.

#### Section 7.20 Application Approval

1. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 7.25.
2. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
3. A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

#### Section 7.21 Annual Compliance Checks

The City of Blaine shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

#### Section 7.22 Location Change

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City of Blaine, it shall notify the City Clerk's office of the proposed location change, and submit necessary information to meet all the criteria in this Chapter.

#### Section 7.23 Renewal of Registration

The City of Blaine shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by the City Clerk's office.

A cannabis retail registration issued under this ordinance shall not be transferred.

The City of Blaine may charge a renewal fee for the registration starting at the second renewal, as established in the city's fee schedule.

#### Section 7.24 Suspension of Registration

The City of Blaine may suspend a cannabis retail business's registration if it violates the provisions of this chapter or poses an immediate threat to the health or safety of the public. The City Clerk shall immediately notify the cannabis retail business in writing the grounds for the suspension.



The City Clerk shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City Clerk and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The City of Blaine may reinstate a registration if it determines that the violations have been resolved.

The City Clerk shall reinstate a registration if OCM determines that the violation(s) have been resolved.

#### Section 7.25 Limiting of Registrations

The City of Blaine shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents as determined by annual population estimates determined by the Metropolitan Council.

#### Sections 7.26-7.35 RESERVED

### ARTICLE III – REQUIREMENTS FOR CANNABIS BUSINESS

#### Section 7.36 Minimum Buffer Requirements

The operation of a cannabis business shall be prohibited within the following distances of the uses listed below. Distance shall be measured from the property line of the uses listed below and building wall of the cannabis business.

- 1,000 feet of a school
- 500 feet of a daycare
- 500 feet of a residential treatment facility
- 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field

Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 7.36 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

#### Section 7.37 Hours of Operation

Cannabis businesses are limited to retail sales of cannabis, cannabis flower, cannabis products or hemp-derived consumer projects between the hours of 10am-9pm, seven-days a week.

#### Section. 7.38 Temporary Cannabis Events

Temporary cannabis events shall not be permitted within the City of Blaine.

**INTRODUCED** and read in full this 6th day of January, 2025.

**PASSED** by the City Council of the City of Blaine the      day of      , 2025.