



# City of Blaine

## City Council Workshop

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January 6, 2025 | 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, Chris Ford, Leslie Larson, Chris Massoglia, Tom Newland, and Jess Robertson.

**ABSENT:** None.

Quorum Present.

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

#### 3. New Business

- 3.1.** 2025-001      Closed Session Pursuant to MN Statute 13D.05(3)(c)(3) - Property Acquisition Related to 2101 105th Avenue NE  
*Sponsors: Erik Thorvig, Community Development Director*

After motion and second, the Council met in closed session to discuss property acquisition related to the property at 2101 105th Avenue NE.

**3.2.**     2025-002     Mobile Food Truck/Special Event Ordinance Amendments  
*Sponsors: Cathy Sorensen, City Clerk*

City Clerk Sorensen stated staff has been working on possible code amendments to both food trucks and special events sections of the code as well as process changes that could address some of the concerns raised in 2024 surrounding food trucks, inspections, and special events. Council is asked to review and discuss the proposed amendments and provide staff direction. Should any changes be recommended by council, staff would work to have them completed prior to spring for this upcoming season. In order to ensure all food truck safety elements are properly reviewed, staff recommends code amendments to change the current food truck registration to a full license and better defining the special event ordinance. Reasons for this recommendation are outlined below:

- Ensure all food truck safety elements have been reviewed/inspected. Without a license an inspection cannot be conducted. While inspections from other cities/counties could be considered as an alternative, staff has concerns regarding standardization across multiple local governments and believes Blaine staff should conduct the inspections based on the State Fire Marshal's checklist to ensure all elements are inspected. Staff would continue to monitor if/when the State adds food trucks inspections to the Fire Code for across-the-state standardization.
- Initial licensing would require a full inspection of all mobile food trucks by the city arranged through Fire Inspection staff by appointment. If inspection is passed the license would be issued. For subsequent renewals the applicant would only need to upload documentation regarding current Anoka County temporary food truck/trailer license and proof of hood system/extinguisher testing; no need for re-inspection
- Food truck license would include a small fee to cover the inspection/review time by staff: \$75 for initial and \$50 for renewal
- In addition to a mobile food truck license, staff is also suggesting amending the code to require a special event license for 5 or more food trucks to ensure fire safety when multiple trucks are present while still keeping with the intent of the process for the occasional food truck to be able to easily operate.
- Staff is also suggesting exempting events at places of worship from needing to obtain a special event license as these types of events are historically less impactful and that it would be too onerous and unnecessary to require licensing. Alcohol service at any special event would require appropriate liquor licensing.
- Staff also recommends increasing the cap of the number of people that requires a special event from 100 to 150, consistent with gathering in a city park.

Councilmember Robertson thanked staff for reviewing this portion of City code. She asked that staff seek input from PJ's Grill due to their food truck presence in the community. She noted she supported the proposed changes to the special event language.

Councilmember Newland reported the Anoka County Fire Protection Council discussed standardized inspections two years ago and noted nothing had been determined to date. He anticipated all of the fire chiefs would be receptive to changes for consistency purposes.

Councilmember Larson asked if the food truck licenses would be renewed annually. Ms.

Sorensen reported this would be the case.

Councilmember Larson questioned what other cities were doing to regulate food trucks. Ms. Sorensen stated some communities do not allow food trucks, while others have no licensing process.

Councilmember Massoglia thanked staff for their efforts on this matter. He supported staff sitting down with PJ's Grill. He recommended a fire inspection only be required by one city versus being required by every city. He requested further information regarding 150 person cap. Ms. Sorensen stated the cap would allow for 150 people at any one time and not the overall number of people attending an event.

Councilmember Ford inquired if there would be inspections on the day of an event. Ms. Sorensen stated these logistics would have to be worked out by staff. She anticipated inspections would be done when an applicant initially applies for a license.

Council consensus was to support amending the mobile food truck/special event ordinance as proposed by staff.

**3.3.**     2025-003        2025 Council Liaison Appointments  
                                 *Sponsors: Cathy Sorensen, City Clerk*

Ms. Sorensen stated each year the City Council designates Council and/or staff liaisons to serve on various boards and commissions throughout the year. As these appointments will be considered later during the regular meeting staff wanted to provide Council the opportunity for discussion if needed. The 2024 appointments were reviewed in further detail and staff requested comment from the Council.

Mayor Sanders asked if there were any Councilmembers that wanted to be removed from an appointment.

Councilmember Massoglia asked to be removed from the MAYC Senior Advisory Board.

Councilmember Larson indicated she would be interested in serving on the MAYC Senior Advisory Board.

City Manager Wolfe indicated a representative for Twin Cities Gateway should be considered by the Council. She suggested a staff member from one of the local hotels or the NSC considered for the position.

Mayor Sanders reviewed the proposed appointments, noting Councilmembers Larson and Fleming would be serving on the MAYC Senior Advisory Board. He stated Councilmember Newland would be serving as the Anoka County Airport Commission liaison and Councilmember Ford would serve as the alternate. In addition, Councilmember Ford would be serving on the Fire Board as an alternate.

**3.4.**     2025-004        General Planning for 2025

City Manager Wolfe stated this time is set aside for general housekeeping items related to the start of the new year. She explained there would be a brief discussion regarding special workshops and/or council retreats being planned for the coming year. She noted Rules of Order could be added to a future workshop, along with the budgeting process. She asked if the Council would be available on March 31 or earlier than 5:30PM for the February 10 workshop meeting.

Councilmember Massoglia indicated he was not available on March 31.

The Council agreed to hold the workshop meeting at 4:00PM on February 10.

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

Director of Engineering Schluender provided the Council with an update regarding the maintenance of the Blaine Wetland Sanctuary (BWS) and concerns raised with the project from former city employee Jim Hafner. He reported the City was pursuing a contract with a consultant to begin maintenance and treatment of the wetland bank. He stated the contract would begin the maintenance process which will unlock the last 40 acres of credits within the BWS. He commented staff was concerned that the last 40 acres of wetland may not respond to treatment.

#### **5. Adjournment**

The workshop was adjourned at 6:57PM.



**Signed by**

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Tim Sanders, Mayor

**Signed by**

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Catherine M. Sorensen, CMC, City Clerk