



City of Blaine

City Council Workshop

February 19, 2025 | 5:30 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

AGENDA

NOTICE OF WORKSHOP MEETING

In accordance with the provisions of Section 3.01 of the Blaine City Charter, a Council Workshop meeting is scheduled for the following purpose:

1. Call to Order

2. Roll Call

3. New Business

- 3.1.** 2025-52 Twin Cities Gateway Presentation
Sponsors: Guest: Al Stauffacher

- 3.2.** 2025-53 TH65 Bridge and Noise Wall Aesthetics
Sponsors: Daniel Schluender, Director of Engineering

- 3.3.** 2025-54 Blaine City Manager Recruitment Process
Sponsors: Scott Johnson, Director of Administrative Services

- 3.4.** 2025-55 Federal and State Lobbying Update
Sponsors: Michelle Wolfe, City Manager

4. Other Business

5. Adjournment



City of Blaine Staff Report

File Number: 2025-52

Agenda Date

February 19, 2025

Status

In Control

City Council

File Type

Workshop Item

New Business - Guest: Al Stauffacher

Agenda Item # 3.1

Twin Cities Gateway Presentation

Background

Twin Cities Gateway Visitors Bureau President/CEO Al Staffacher will provide council with an update.

Staff Recommendation

Questions for Council

Attachment List

None



City of Blaine Staff Report

File Number: 2025-53

Agenda Date	Status
February 19, 2025	
In Control	File Type
City Council	Workshop Item

New Business - Daniel Schluender, Director of Engineering

Agenda Item # 3.2

TH65 Bridge and Noise Wall Aesthetics

Background

The Minnesota Department of Transportation, MnDOT, has a consultant preparing the final design plans and specifications for TH 65 that will install bridges at 99th Avenue, 105th Avenue, 109th Avenue, 117th Avenue, and the pedestrian bridge at 113th/114th Avenues. The 60% design was submitted to MnDOT and the other agencies for review and comment on February 10. Once review comments are received, the plan and specification will be advanced to 95%. The city now needs to let MnDOT know what Aesthetics need to be included in the plans. As the council will recall, the preliminary plan required a Visual Quality Manual to be created that showed in concept the general Aesthetic treatments of the bridges and the landscaping of the local streets (roundabouts and boulevards). As a starting point for the bridge treatments, there was a review of the bridge colors and textures in the corridor at 121st Avenue/Paul Parkway, 125th Avenue, and 129th Avenue. These colors and textures are listed on page 1 of the attachment. To tie the TH 65 corridor together throughout Blaine, the new bridges would follow similar colors and textures but could customize the abutment wall textures to look or give a sense of location or place. MnDOT has reviewed these preliminary concepts and has concerns over several textures and colors as they are not their standards. MnDOT created several color and texture pages with similar but not exact matches. Staff has reviewed these suggested alterations to the bridge colors and textures along with the options for the sound walls and have made recommendations based on the existing corridor and long-term maintenance.

Please note that staff will bring back an item in the future to discuss the landscaping elements on the local roads.

Staff Recommendation

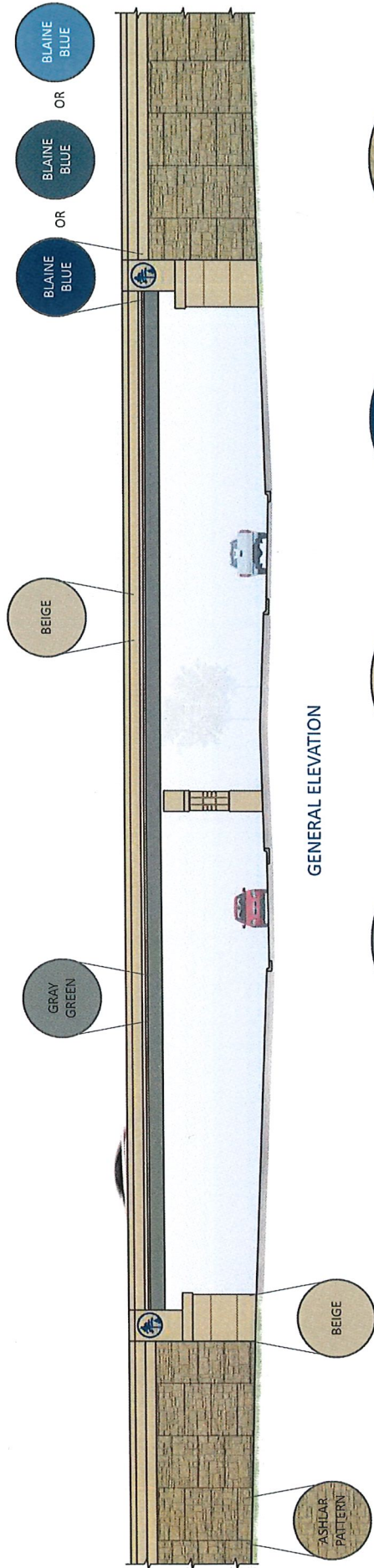
Staff are recommending railing and beam colors and abutment treatment textures for all of the bridges. Staff is also recommending sound wall texture/design and is looking for council concurrence on all bridge and wall elements aesthetics.

Questions for Council

Is there general consensus on Bridge and Noise Wall Aesthetics?

Attachment List

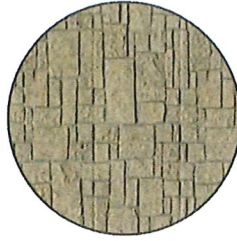
1. TH 65 Aesthetics (2)



GENERAL ELEVATION

CONCEPT OVERVIEW

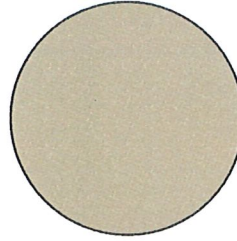
- Ashlar stone wall texture, pier shape, and color palette to match the existing bridges on TH65 to the north.
- Unique textures on the abutment faces proposed as a wayfinding feature and reference other elements of the user experience on each local roadway.



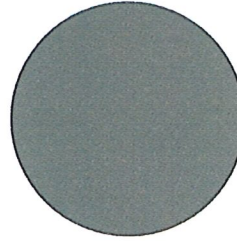
Ashlar Stone Walls



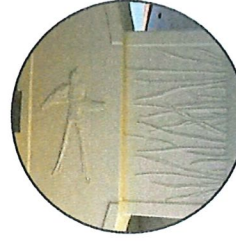
Blaine Blue City Emblem



Beige Smooth Concrete



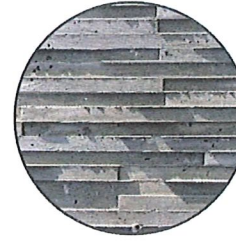
Gray Green Beams



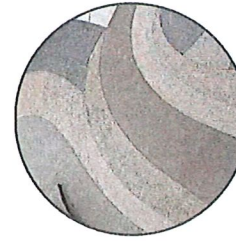
99th Avenue / Lane
Open Spaces Theme



104th/105th Avenue
Athletics Theme



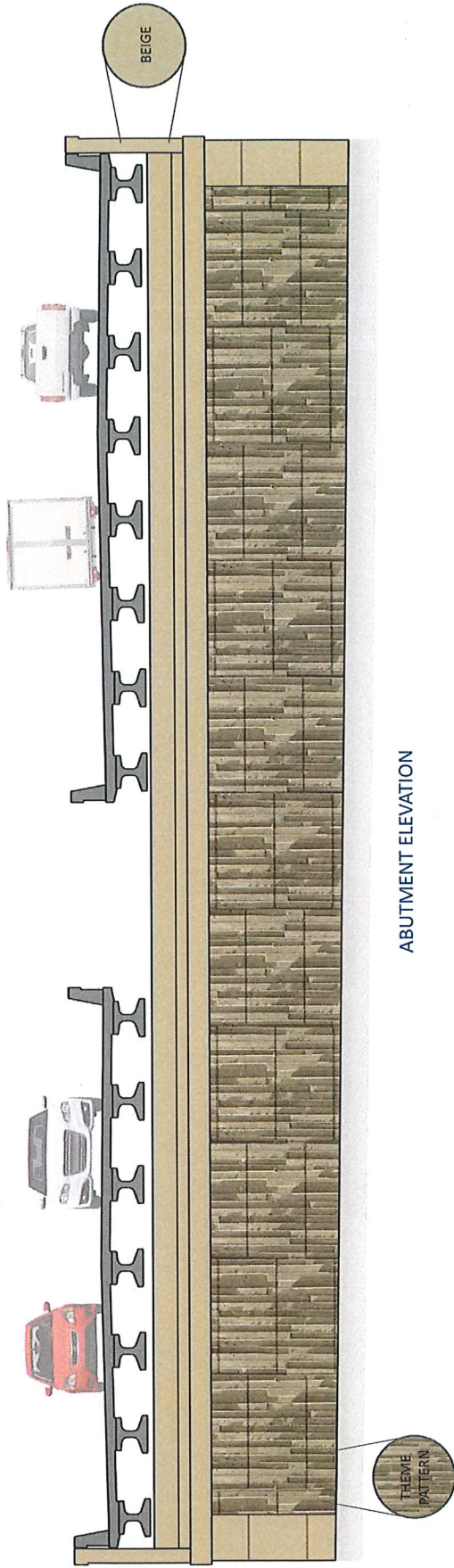
109th Avenue
Wooded Sanctuary Theme



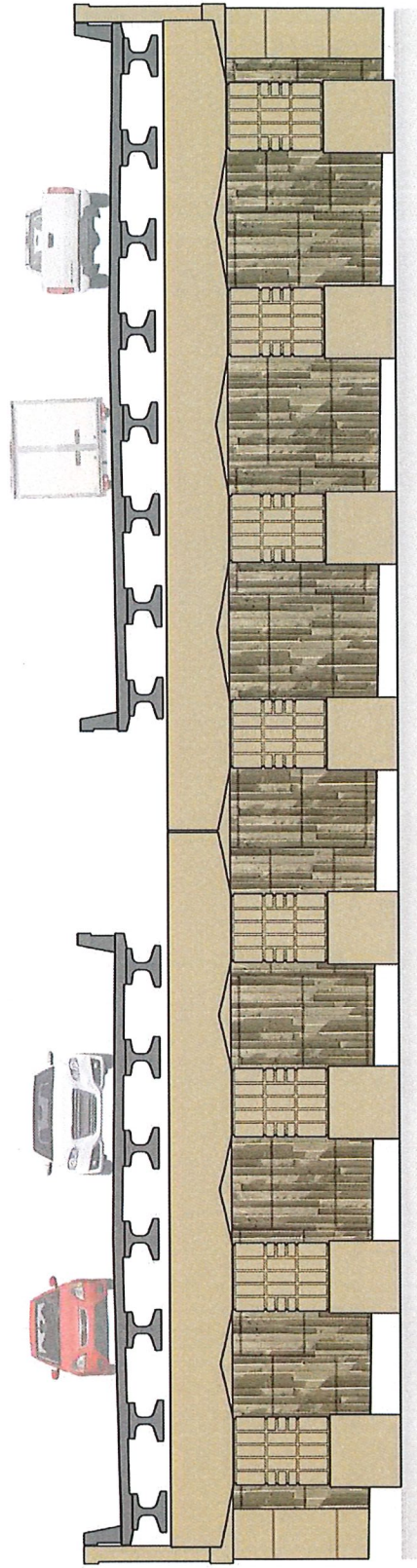
117th/119th Avenue
Lakeside Theme

TH65 Blaine Aesthetics - Original Concept

Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.
Created 1/6/2025



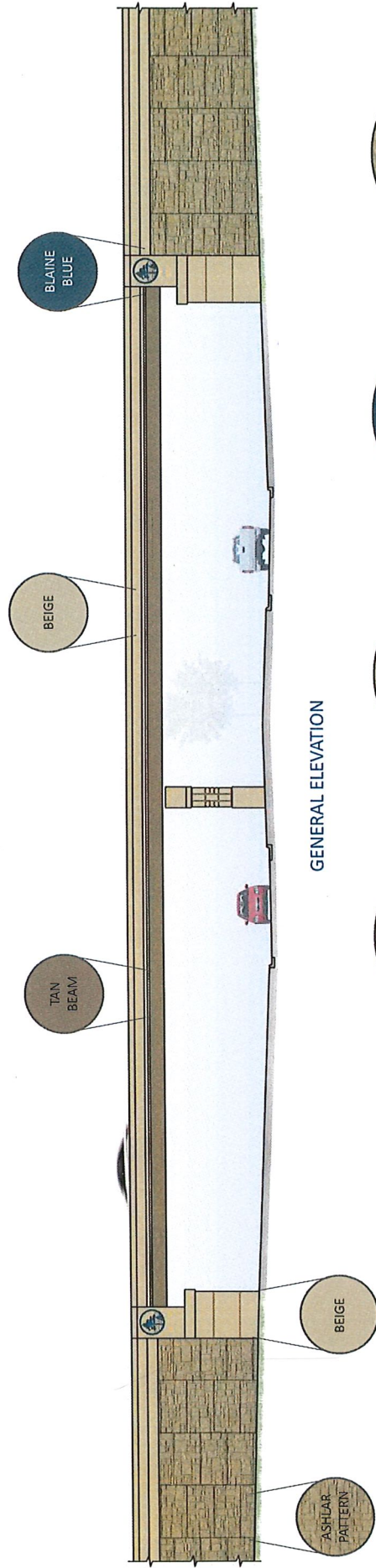
ABUTMENT ELEVATION



PIER ELEVATION

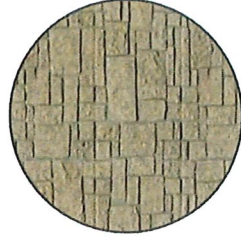
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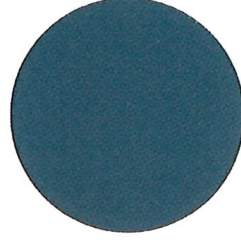


CONCEPT OVERVIEW

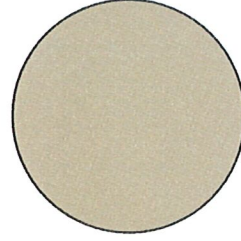
- Ashlar stone wall texture, pier shape, and concrete color to match the existing bridges on TH65 to the north.
- Unique textures on the abutment faces proposed as a wayfinding feature and reference other elements of the user experience on each local roadway.
- Changed beam color to tan to provide contrast without competing with the blue logo color.
- Blue logo color with softer undertones used in order to better coordinate with natural texture tones.



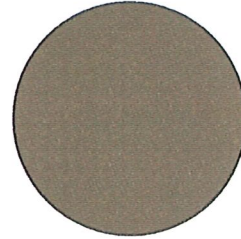
Ashlar Stone Walls



Blaine Blue City Emblem



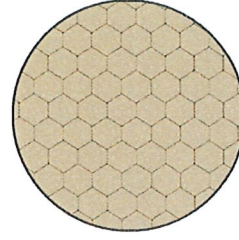
Beige Smooth Concrete



Tan Beams



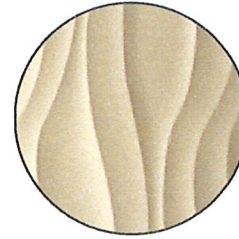
99th Avenue / Lane
Open Spaces Theme



104th/105th Avenue
Athletics Theme



109th Avenue
Wooded Sanctuary Theme

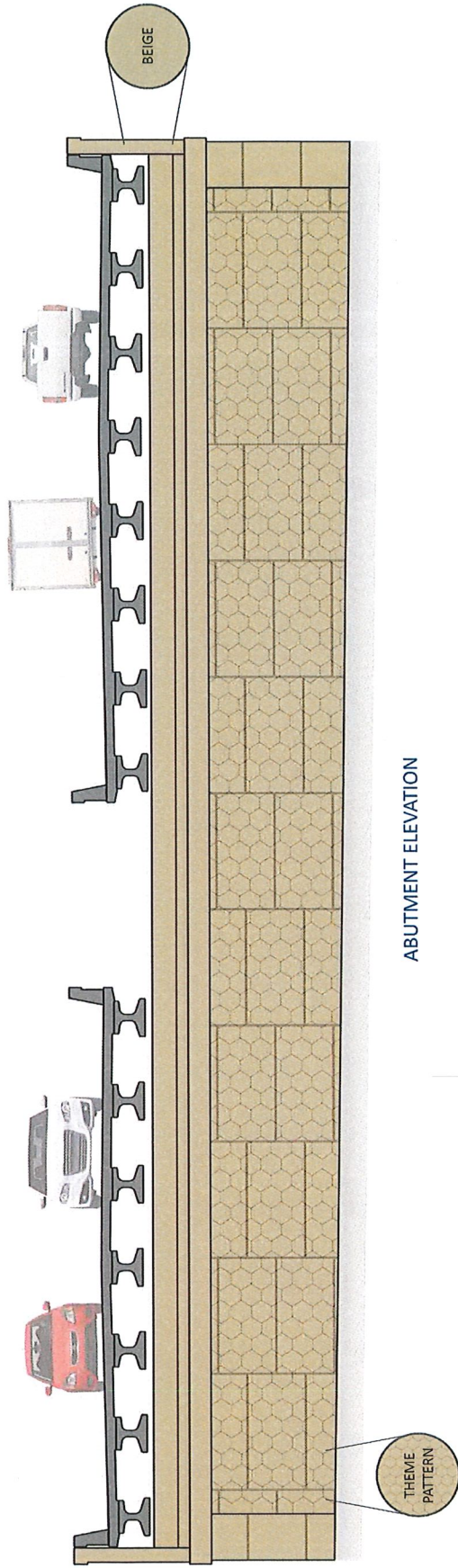


117th/119th Avenue
Lakeside Theme

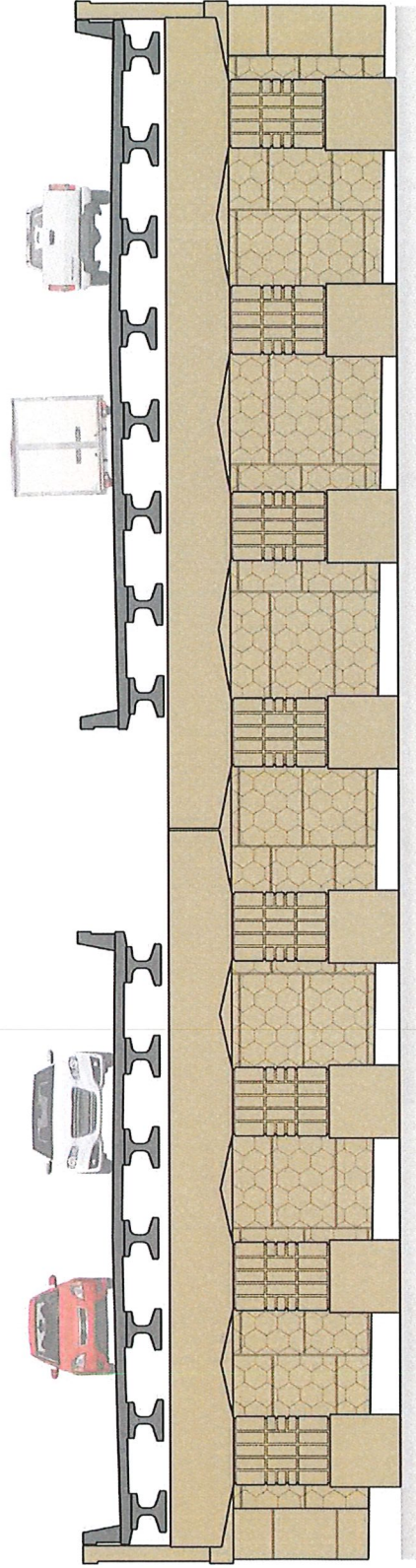
TH65 Blaine Aesthetics - Concept 1

Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.

Created 1/6/2025



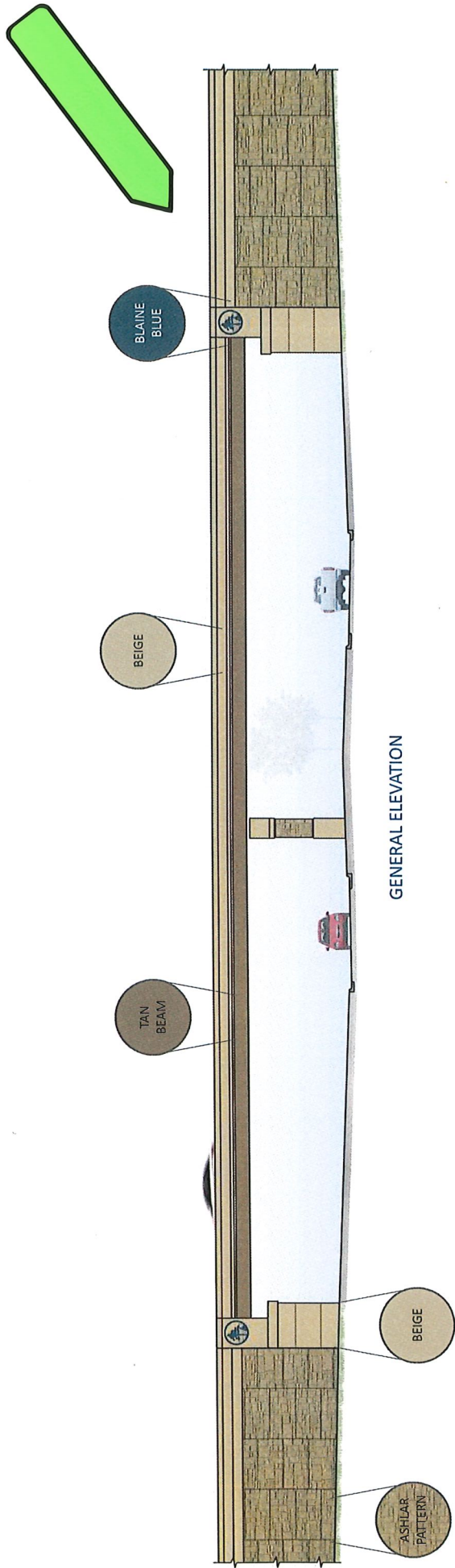
ABUTMENT ELEVATION



PIER ELEVATION

TH65 Blaine Aesthetics - Concept 1

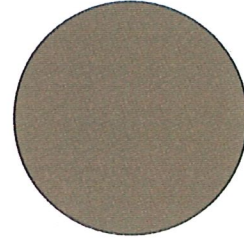
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Created 1/6/2025



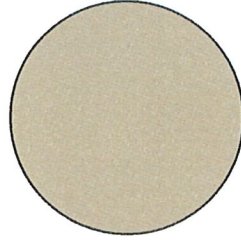
GENERAL ELEVATION

CONCEPT OVERVIEW

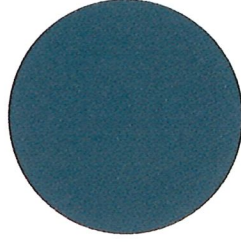
- Ashlar stone wall texture and concrete color to match the existing bridges on TH65 to the north.
- Pier and abutment faces changed to ashlar stone to create a cohesive design that works well with MSE construction and isn't visually overwhelming.
- Changed beam color to tan to provide contrast without competing with the blue logo color.
- Blue logo color with softer undertones used in order to better coordinate with natural texture tones.
- Simplicity to make emblems the focal point.



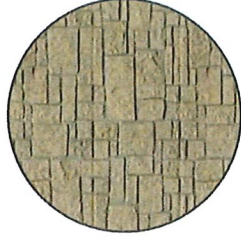
Tan Beams



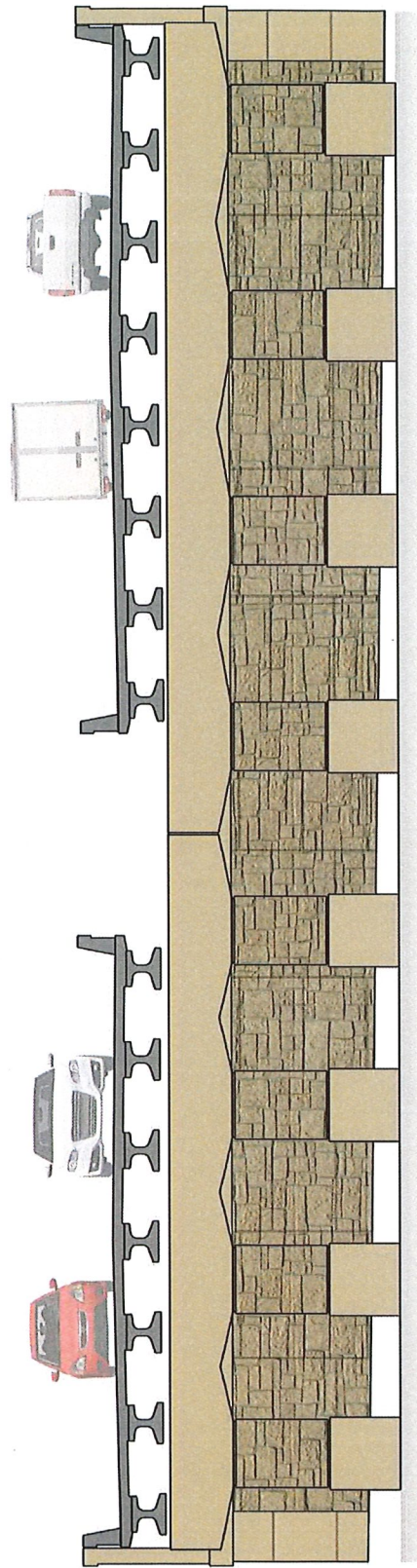
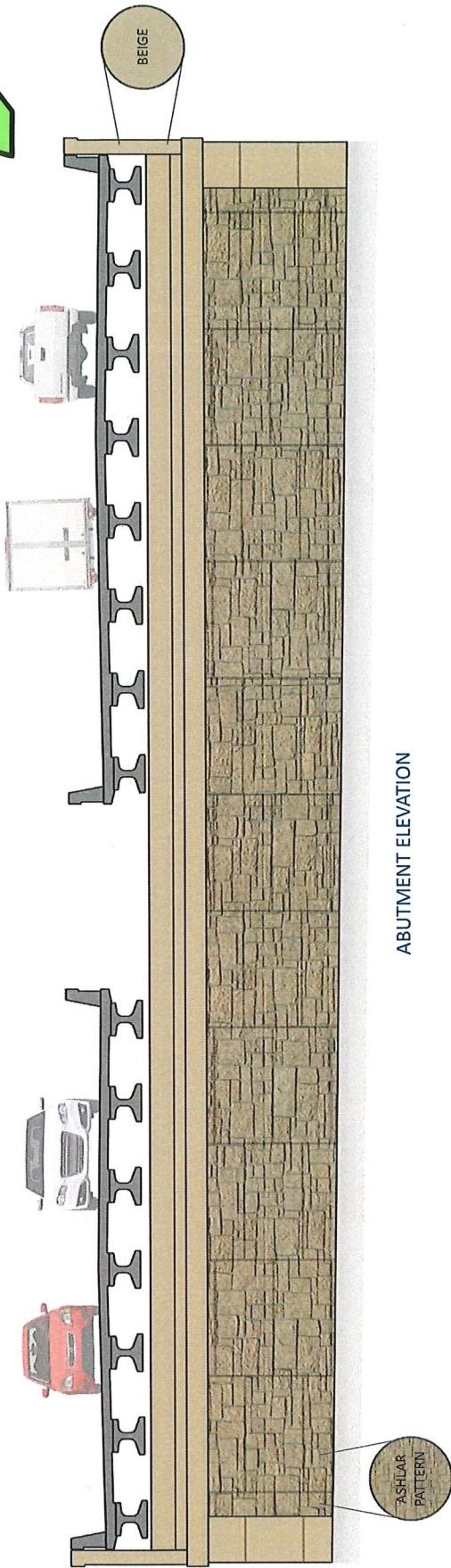
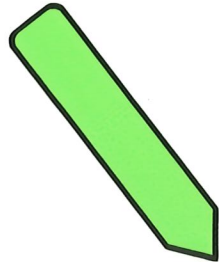
Beige Smooth Concrete



Blaine Blue City Emblem



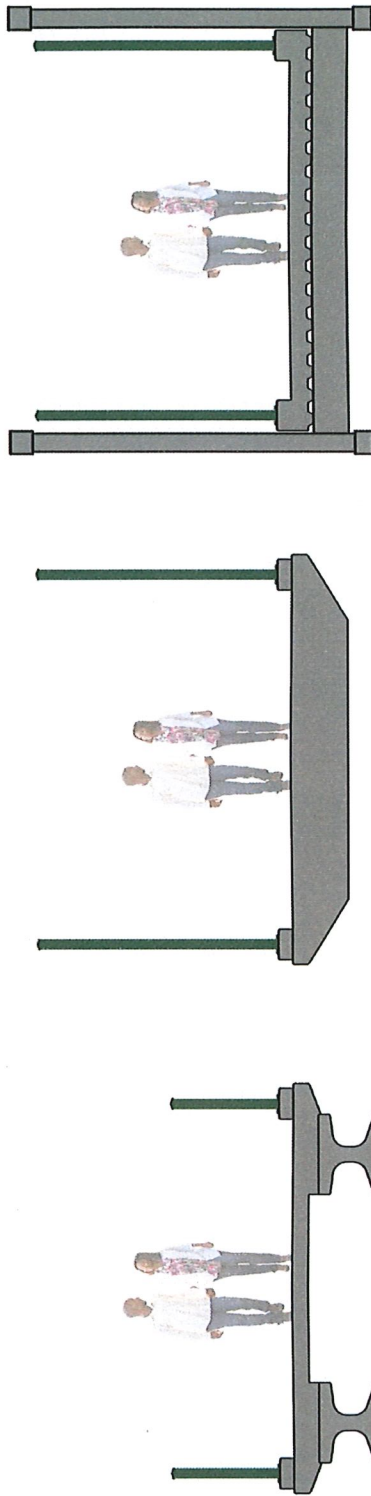
Ashlar Stone Walls & Piers



TH65 Blaine Aesthetics - Concept 2

Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.

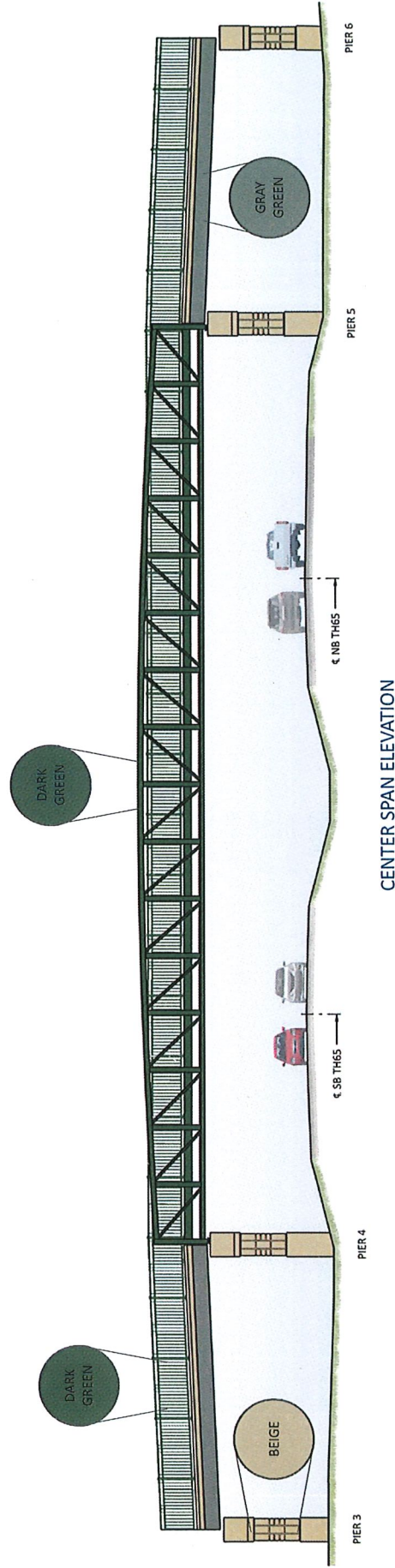
Created 1/6/2025



TRANSVERSE SECTION
SPANS 1 & 2

TRANSVERSE SECTION
SPANS 4 & 5

TRANSVERSE SECTION
SPAN 5

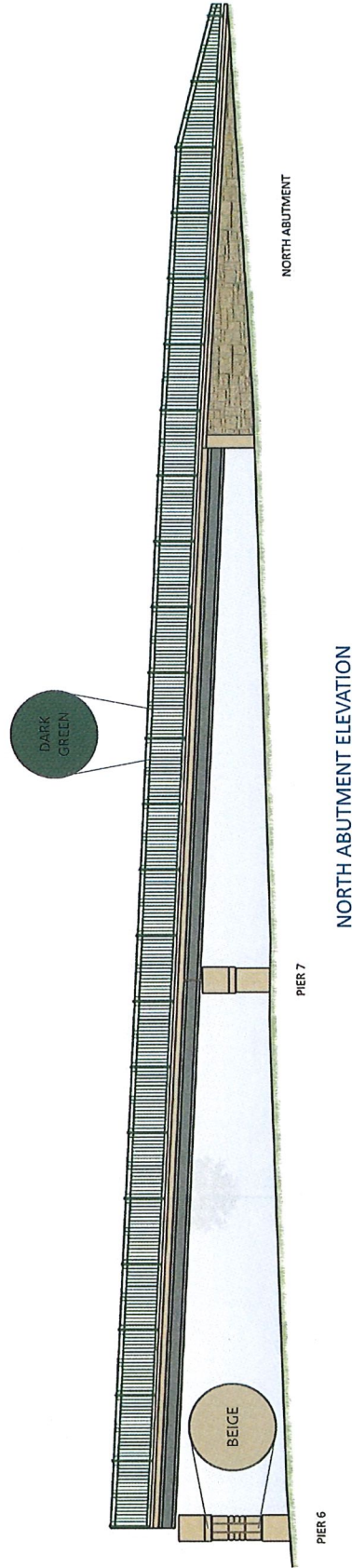
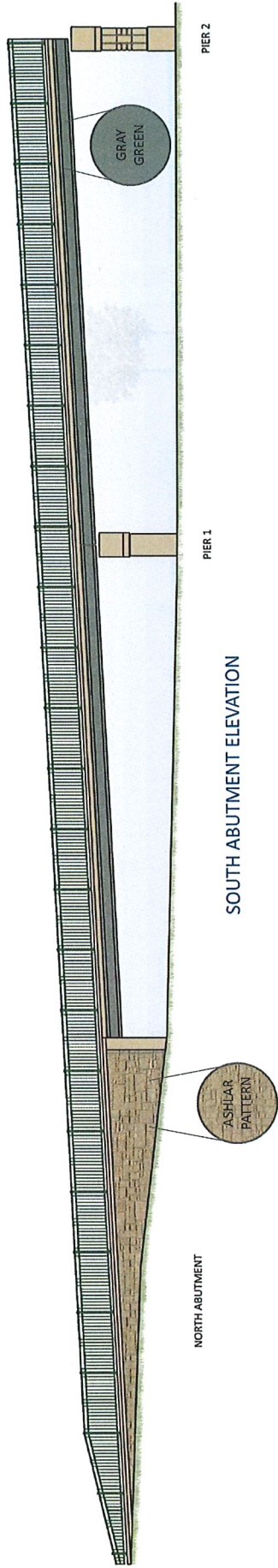


CENTER SPAN ELEVATION

Textures and colors shown match the existing bridges on TH65 to the north.

Bridge 02072 Aesthetics

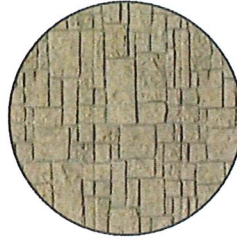
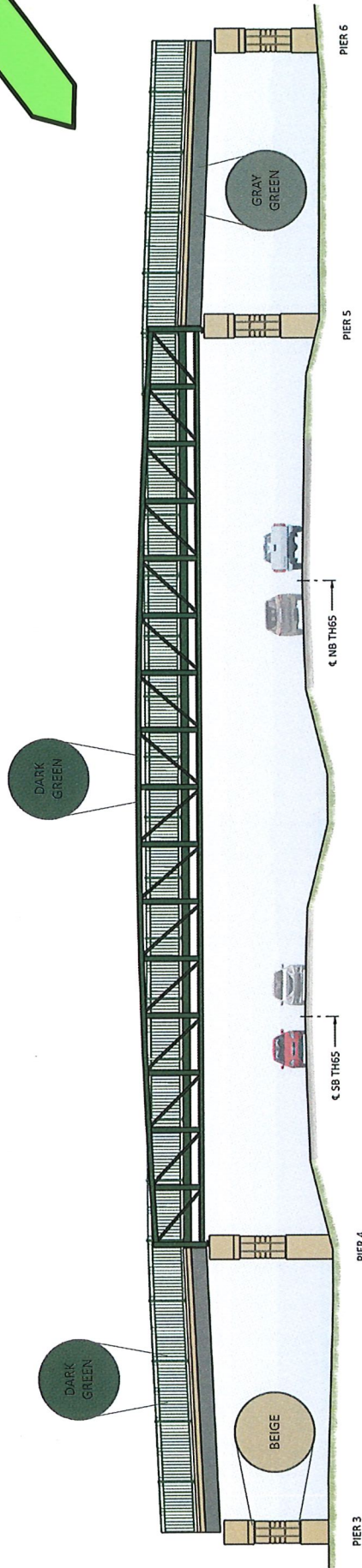
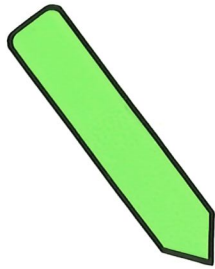
Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.
Created 1/6/2025



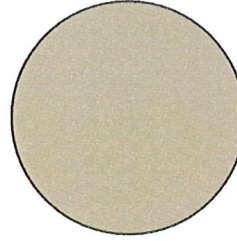
Textures and colors shown match the existing bridges on TH65 to the north.

Bridge 02072 Aesthetics

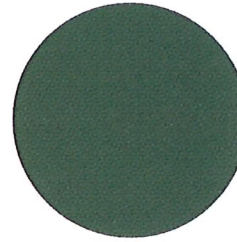
Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.
Created 1/6/2025



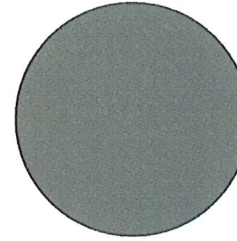
Ashlar Stone Texture



Beige Smooth Concrete



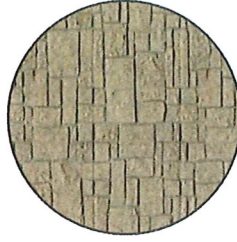
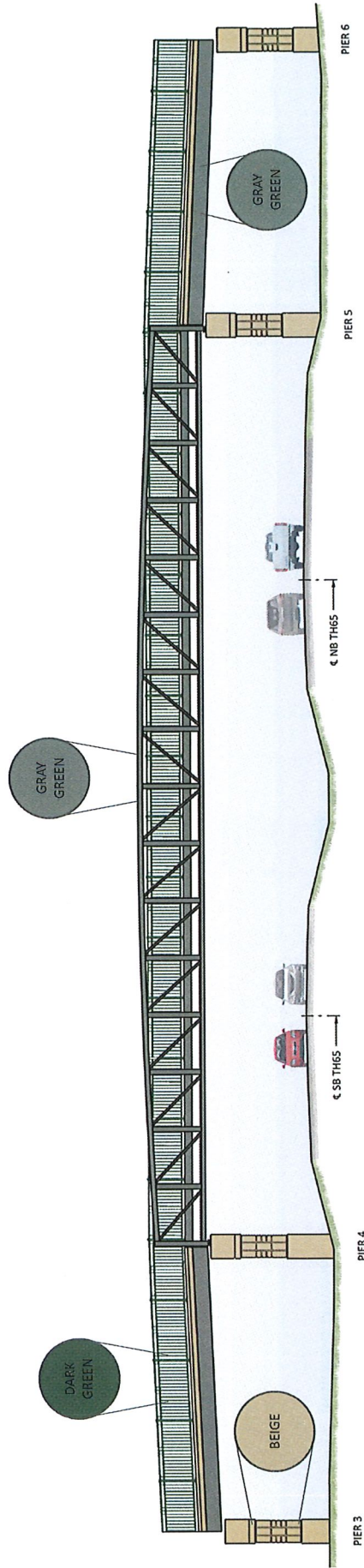
Dark Green Railing & Truss



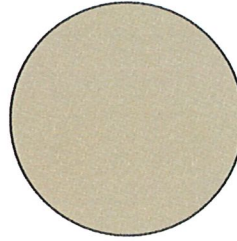
Gray Green Beams

Bridge 02072 - Color Concept 1

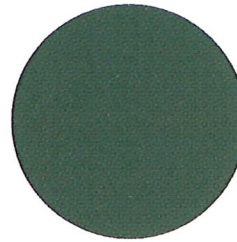
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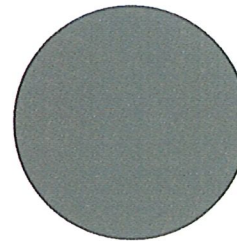
Ashlar Stone Texture



Beige Smooth Concrete



Dark Green Railing

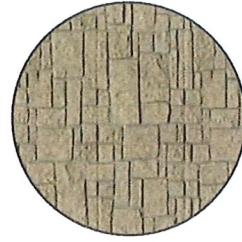
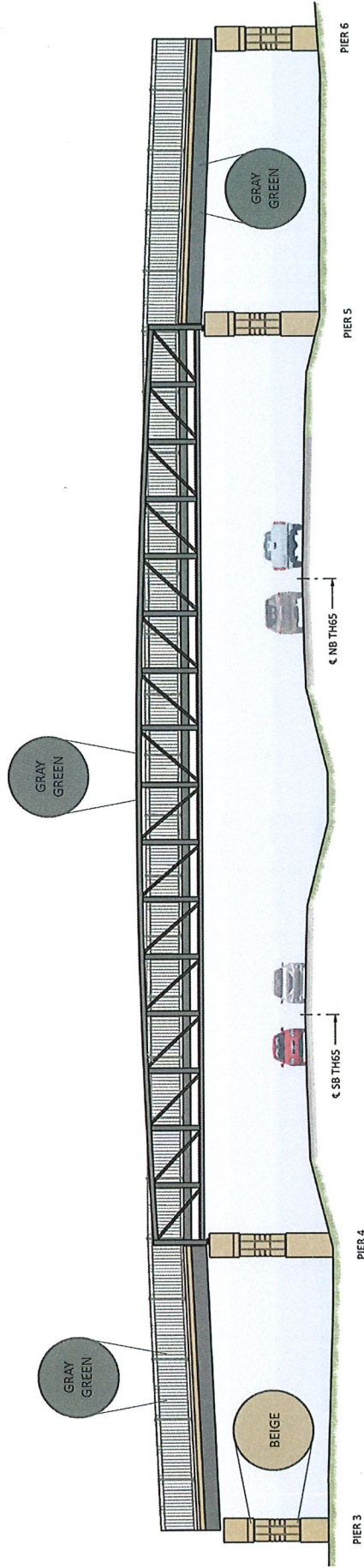


Gray Green Beams & Truss

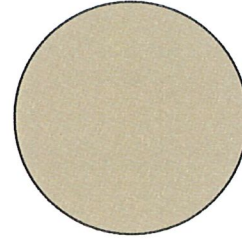
Bridge 02072 - Color Concept 2

Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.

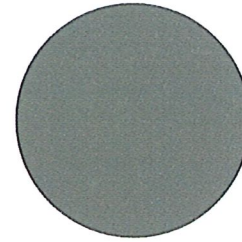
Created 1/6/2025



Ashlar Stone Texture



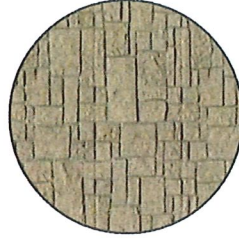
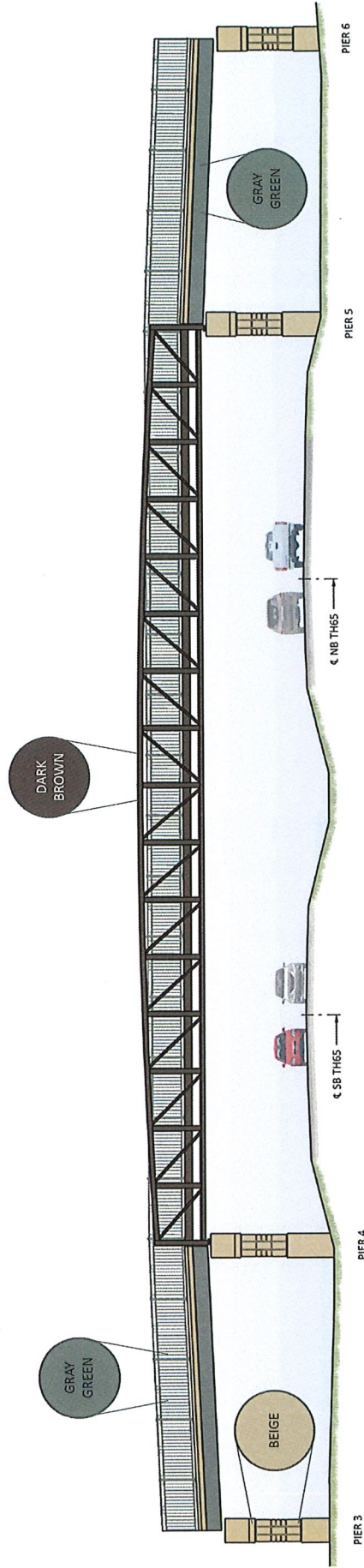
Beige Smooth Concrete



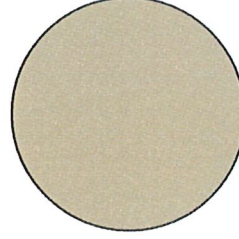
Gray Green Beams, Rail, & Truss

Bridge 02072 - Color Concept 3

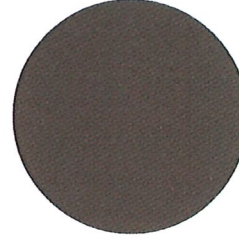
Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.
Created 1/6/2025



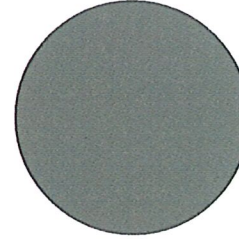
Ashlar Stone Texture



Beige Smooth Concrete



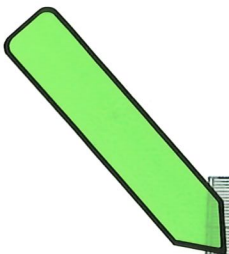
Dark Brown Truss



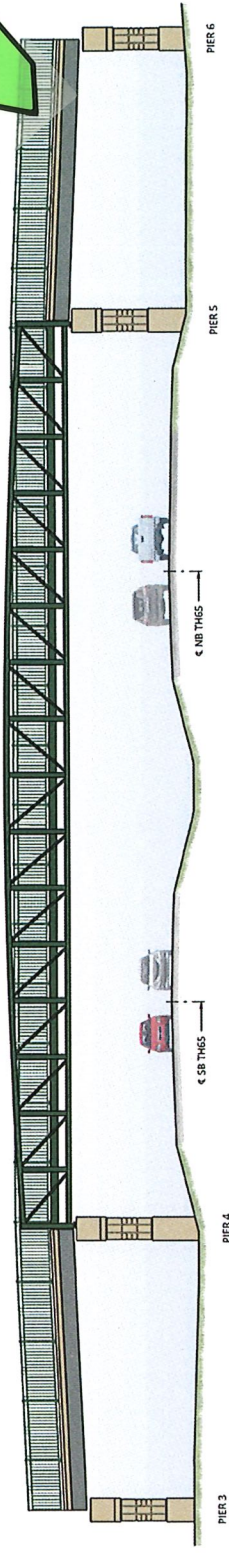
Gray Green Beams, Rail, & Truss

Bridge 02072 - Color Concept 4

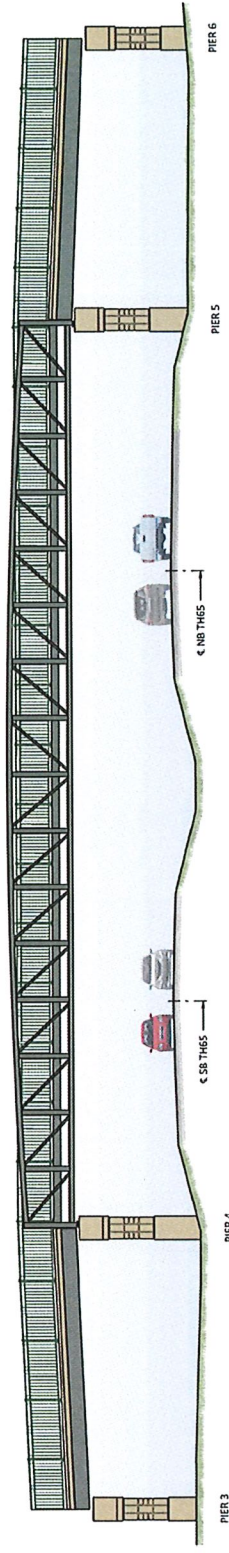
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Created 1/6/2025



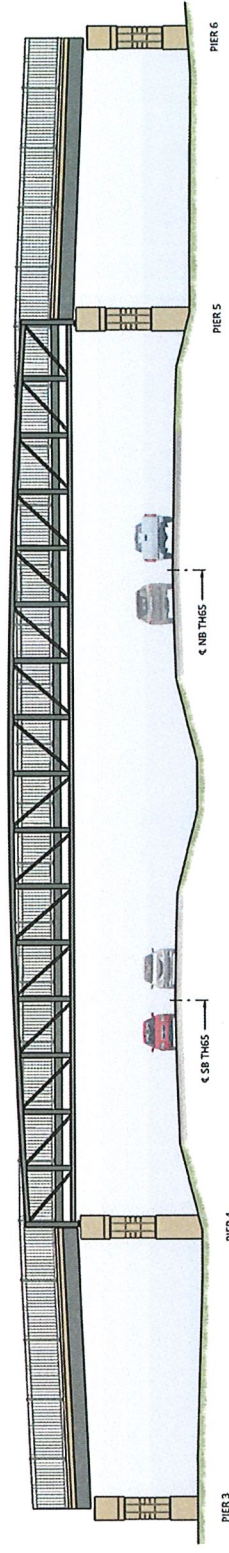
CONCEPT 1



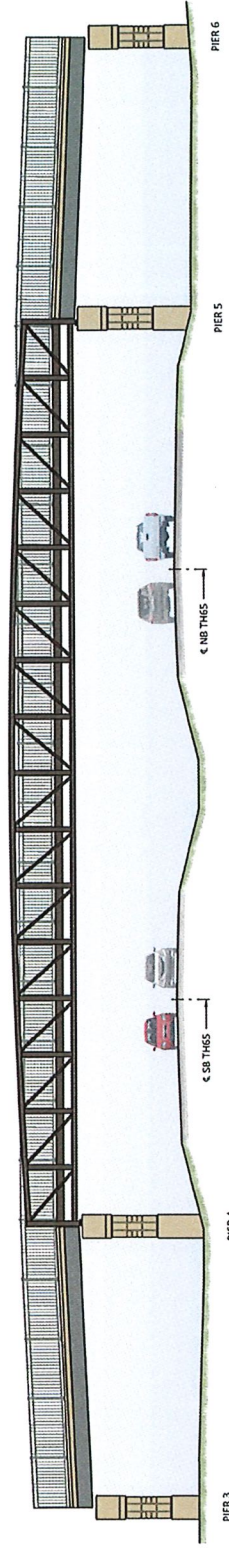
CONCEPT 2



CONCEPT 3

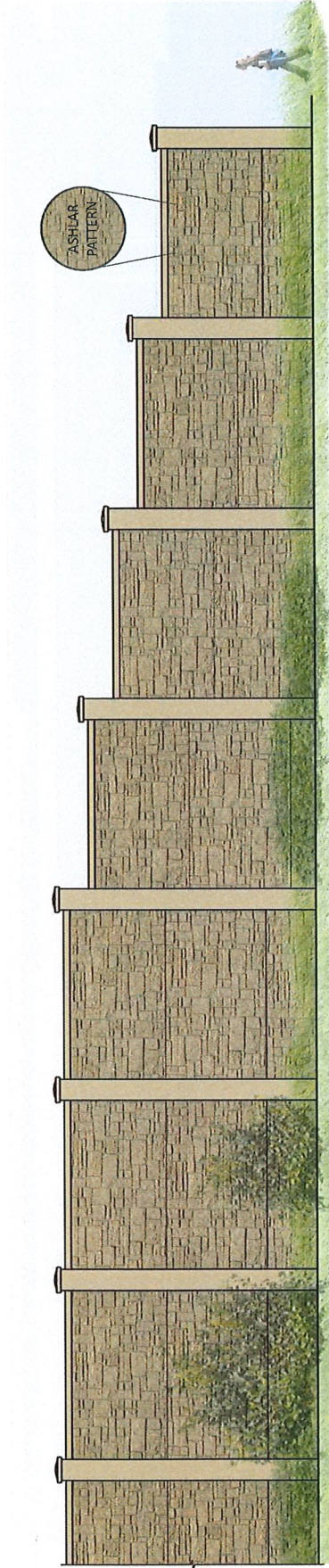


CONCEPT 4

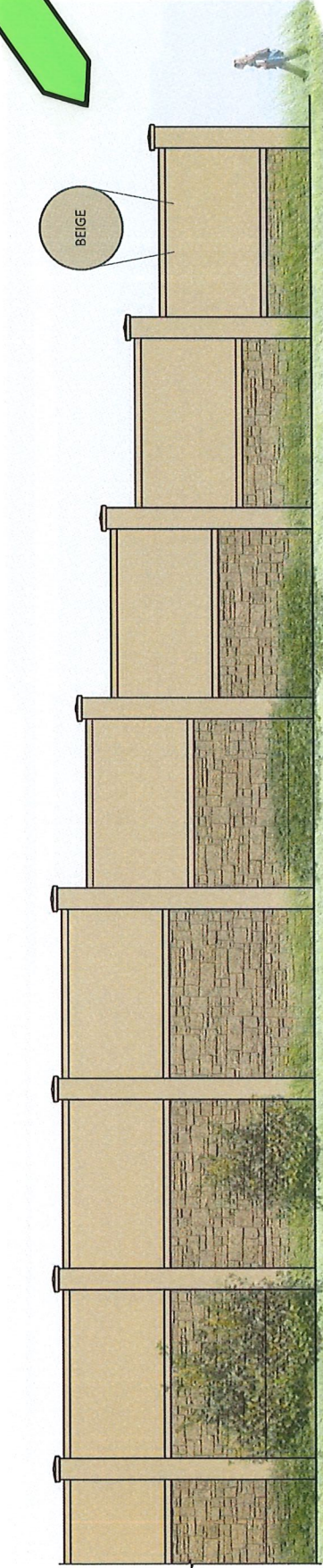
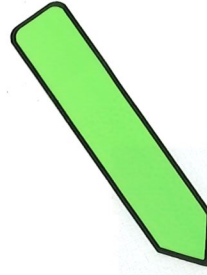


Bridge 02072 - Color Concepts

Images created to show what the proposed bridges may look like and do not necessarily represent the final appearance.
Created 1/6/2025



CONCEPT 1



CONCEPT 2

Textures and colors shown match the proposed bridges.

TH65 Blaine - Concrete Noise Wall Concepts

Images created to show what the proposed walls may look like and do not necessarily represent the final appearance.

Created 1/8/2025



City of Blaine Staff Report

File Number: 2025-54

Agenda Date	Status
February 19, 2025	
In Control	File Type
City Council	Report

New Business - Scott Johnson, Director of Administrative Services

Agenda Item # 3.3

Blaine City Manager Recruitment Process

Background

Staff will provide an update of the Request for Proposals (RFP) that has been sent to recruitment firms for the upcoming City Manager opening. The City Manager is under the direction of the Mayor and City Council, this position directs and manages all city operations to ensure the effective and efficient operation of all city departments. The position develops administrative policies and procedures for the City; enforces the laws, ordinances and resolutions of the City; monitors and drafts legislation; maintains a fiscally sound budget; and manages the daily operations of the City. Additionally, this position will work and communicate with citizens, business interests, commissioners, federal, state and local government entities and elected officials, and others regarding the City and its priorities. The deadline for the RFP is February 21, 2025 at 12 noon. Council will have an opportunity to review the proposals and select a firm.

Staff Recommendation

Informational

Questions for Council

Attachment List

1. City of Blaine RFP_City Manager_Feb 2025



Request for Proposals

Executive Search Consulting Services for: City Manager City of Blaine, Minnesota

Submittal Deadline: February 21, 2025, at 12 noon



February 11, 2025

Enclosed you will find a Request for Proposals to assist the City of Blaine in the recruitment and selection efforts for a new City Manager. Through this proposal, we hope to gain an understanding of how your company could successfully assist us in our recruitment efforts.

Blaine is one of Minnesota's fastest growing suburban cities, with a current population of 73,546 and projections to reach a population of 85,000 by 2030. As the population increases, city staffing will increase as well. Through recruitment efforts, we hope to find the right candidate to fill the important position of City Manager and be part of a highly successful, achievement-focused team.

We place great importance on the recruitment and selection process. As you review this Request for Proposals, please feel free to contact Scott Johnson at 763-785-6154 ScottJohnson@BlaineMN.gov or myself at 763-785-6121 mwolfe@blainemn.gov with any questions. Proposals must be submitted to Scott by 12:00 p.m. on February 21, 2025.

Thank you for your assistance. We look forward to hearing how your company can assist us during this exciting process.

Sincerely,

Michelle A. Wolfe
City Manager

INDEX

SECTION	DESCRIPTION
I.	General Information About Blaine
II.	Position Description
III.	City/Consultant Responsibilities
IV.	Performance Specifications
V.	Instructions on Submitting Proposals
VI.	Selection Procedure

SECTION I – GENERAL INFORMATION ABOUT BLAINE

The Blaine Community

Blaine, MN (pop.73,549), the 9th largest city in the state, is one of the fastest growing cities in Minnesota and the largest in Anoka County. Situated just 11 miles from downtown Minneapolis and 13 miles from downtown St. Paul, Blaine is one of the metro area's largest suburbs. Since its incorporation in 1964, Blaine has rapidly grown from a small rural community to a booming business and residential center. Blaine consists of 34 square miles of pristine wetlands and preserved woodland areas made even more appealing by attractive residential areas, viable industrial and commercial business parks, and thoughtful planning. Blaine has over 2.5 million square feet of commercial development making it a regional hub for retail activity in the north metro area. Shopping options include Northtown Mall, National Market Center, Northcourt Commons Victory Village, and Village of Blaine. Blaine is home to nearly 1,500 businesses, including the corporate headquarters of Aveda Corporation, Bermo, Inc., Dayton Rogers Manufacturing Company, and Infinite Campus, a software development company. The Anoka County Airport is located in Blaine and is the Metro Area's busiest reliever airport.

Blaine is also home to Minnesota's Olympic-class training facility, the National Sports Center (NSC). The NSC is host to the Target USA Cup, which brings over 1,150 teams each summer from across the globe. Also, the NSC has the Super Rink, eight sheets under one roof. The NSC draws over 4 million people to Blaine each year. In 2000, the City saw the opening of the new Tournament Players Club (TPC) of the Twin Cities, a private 18-hole professional golf course, designed and owned by the PGA. This course is home to the 3M Open, a PGA Tour event that attracts 100,000 spectators annually. Also in Blaine is the Four Season's Curling Club, an Olympic training facility for curling.

The City of Blaine has 66 parks encompassing 753 acres of land. Blaine has many larger community parks that contain major athletic facilities, picnic areas and natural environment resources characteristic of Blaine. Over 75 miles of trail corridors interconnect parks, schools and open spaces. There is also an extensive City-County trail system with connections to County parks, pool facilities, campgrounds and nature parks. Blaine has 826 acres of open space land which includes 521 acres for the Blaine Wetland Sanctuary.

The City of Blaine is served by three school districts (Anoka-Hennepin #11, Centennial #12, and Spring Lake Park #16) with nearly 12,000 local students, as well as one community college. The University of Minnesota, the University of St. Thomas and six other colleges/universities are within easy commuting distance from Blaine.

City Government

The City of Blaine operates as a Home-Rule Charter City and is governed under the Council-Manager form of government. The City Council is a seven-member elected body with the Mayor elected at-large for a four-year term. Councilmembers are elected for four-year staggered terms on a Ward basis. The City has three Council Wards with two councilmembers representing each district. Only one of the two ward representatives is up for re-election in any given year. The Mayor and Council are elected on a non-partisan basis.

The City Council appoints the City Manager who serves as the City's Chief Administrative Officer responsible for the day-to-day management of the City, its operations and overall financial administration/condition. The city employs 257 full-time personnel and functions with an overall \$78 million operating budget, including a \$50 million General Fund. Several commissions and committees support municipal government including, but not limited to, the Charter Commission, Parks Advisory Board, Planning Commission, Senior Advisory Committee, Natural Resource Conversation Board, and Special Board of Review.

Services

The City Manager is responsible for the daily operations of the City. Reporting to the City Manager are the Department Directors as well as Parks and Recreation. The Council delegates operational authority to the City Manager who, in turn, delegates specific functional authority and budgetary responsibility to department heads in accordance with the City Charter and Council Policies. There are six (6) administrative departments that report to the City Manager:

Department

Administration
Community Development
Engineering
Finance
Public Works
Safety Services

Director

Scott Johnson, Director
Erik Thorvig, Director
Dan Schluender, Director
Jason Zimmerman, Director
Nick Fleischhacker, Director
Brian Podany, Director/Police Chief

Fire protection is provided by the Spring Lake Park/Blaine/Mounds View Fire Department (SBMFD), which has a combination of full-time and paid volunteer staff. SBMFD has five fire stations, with four of them being in Blaine.

SECTION II – POSITION DESCRIPTION

City Manager

Under the direction of the Mayor and City Council, this position directs and manages all city operations to ensure the effective and efficient operation of all city departments. The City Manager will develop administrative policies and procedures for the City; enforce the laws, ordinances and resolutions of the City; monitor and draft legislation; maintain a fiscally sound budget; and manage the daily operations of the City. Additionally, this position will work and communicate with citizens, business interests, commissioners, federal, state and local government entities and elected officials, and others regarding the City and its priorities. The City Manager is expected to exercise an open and enthusiastic management style in order to create an environment of high morale where creative problem solving is commonplace.

MANAGEMENT PROFILE

The City Manager is expected to be an energized, self-motivated and pragmatic leader with a high degree of integrity and professionalism. He/she will be a strong communicator, who takes care to consider all aspects of the decisions made, from the City Council, citizens, and employees' perspectives. He/she will be decisive, effective in offering alternatives/options, and serve as a stabilizing force in difficult circumstances. Appreciating the role of elected officials, the City Manager will be gifted in presenting information objectively, factually and thoroughly to allow for knowledgeable and effective decisions by policy makers.

The City Manager must be open to change and innovation and encourage the same in others. This is a position of public trust and there can be no question regarding personal or professional ethics. The City Manager will be well grounded in his/her judgments and must clearly be a coalition builder, role model and mentor to the organization at all levels. The City Manager should display a long-term commitment to the community, which will aide in helping to establish a strong vision and being present to help facilitate or implement programs associated with that vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs and controls operations of the municipality. Works closely with Department Heads and Department Directors to plan and coordinate activities and follow-ups to ensure compliance with City Council objectives and effective service to the public and efficient conduct of all municipal affairs.

2. Provides accountability to the City Council on all aspects of the City's operations. Works closely with elected officials, assisting with policy development and defining implications of City Council decisions. Provides timely, useful and accurate information for policy decisions. Keeps the City Council fully advised of all significant matters and important activities and developments which may affect the administration of City government and which they will need to know to perform effectively as City Council members and make recommendations on critical issues. Responds promptly and effectively to City Council requests and directives. Advises City Councilmember's on concerns of citizens. Maintains accessibility to the public and deals personally with public opinion and inquiries and provides timely feedback to customer and resident issues.
3. Ensures the financial integrity of the City through budget development, monitoring, regular reporting on the financial condition of the City, and effective management of its fiscal resources. Recognizes and recommends opportunities to secure funding for desirable projects from federal, state, county and/or other agencies when the use of such funding would be advantageous for the City.
4. Manages the City with consideration for not only fiscal soundness, but also for the long-term economic and environmental impacts on the community which are the result of rapid high growth while protecting open space, sensitive environments and wildlife.
5. Creates and maintains a positive and dynamic working environment to foster high productivity and favorable labor relations.
6. Leads the City's management team to ensure overall effective integration of departmental activities and effective implementation of City Council policies. Sets goals and strategies, plans and coordinates the administration of all City departments. Ensures the desired level of service is being provided on a basis consistent with City Council directives.
7. Exercises supervisory authority over all city employees. Through a division head and department head structure, oversees all hiring, promotion, termination, rewards, discipline, performance appraisal and other employment conditions.
8. Communicates with citizens, including interest for the long-term and newer residential base, along with the business community in the modes selected.
9. Works collaboratively with other public agencies: schools, cities, county, etc. Participates in community associations, events and connects with business contacts.
10. Maintains personal integrity and ethical workplace practices that will provide a standard of conduct for all City personnel.
11. Ensures that overall City objectives are being met by reviewing and evaluating all department operations.

12. Attends all City Council meetings to report on City affairs and problems, presents recommendations concerning policies and objectives as well as specific actions, participates in discussions as appropriate and implements City Council decisions. Directs the preparation of the City Council agendas.

These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description and responsibilities are subject to change as the needs of the employer and requirements of the job change.

SECTION III – CITY/CONSULTANT RESPONSIBILITIES

Recruiting

Working with City staff, the consultant will develop a strategy that identifies the most qualified candidates and recruit those individuals who best fit the position profile and Blaine culture. The consultant is expected to make personal contact with prospective candidates and develop a recruiting strategy that produces a diverse, highly qualified pool of candidates. The consultant will develop an advertising strategy utilizing a variety of professional organizations, publications, newsletters, and websites that will assist in reaching a broad and diverse spectrum of applicants. Creativity in job posting creation, outreach, marketing the position, and developing a diverse candidate pool will be top priorities for the selected consultant(s).

Accepting Applications

The consultant will accept, acknowledge, and evaluate applications.

Data

City staff will cooperate with the selected consultant in providing requested information and scheduling meetings.

SECTION IV - PERFORMANCE SPECIFICATIONS

Scope of Services

- Evaluate the City's needs based on organizational goals, financial condition, existing programs, etc., to determine appropriate areas of expertise required by candidates.
- Evaluate the City Council's and Department Heads' expectations for use in the screening process.
- Recommend the appropriate recruitment/interview process.
- Recommend a list of questions to be utilized for interviews.
- Develop a timeline for the recruitment process up to the final offer based on the City's preferences gathered from the above processes.
- Check references and perform necessary background checks.

Reports and Timing

- The consultant will electronically submit all documents, including a report of the methods and criteria to be used in the screening process, and a report recommending the candidates for interview.
- The consultant will proceed with the project with expeditious timing of the entire process. This item must be addressed in the proposal.

SECTION V - INSTRUCTIONS ON SUBMITTING PROPOSALS

Proposals must be emailed by 12:00 PM, February 21, 2025, to:

Scott Johnson, Director of Administrative Services

ScottJohnson@BlaineMN.gov

The proposal shall include the following information:

- A statement of your understanding of the work, description of the approach, explanation of the procedures to be used, and timetable to be followed.
- The City is also interested in proposers providing an option for the use of a leadership assessment tool to assist in further evaluating candidates.
- Qualifications of the personnel proposed to supervise and perform the work. This should include biographies, including experience of the individuals who will be assigned to the work and relevant experience of each in working with municipalities.
- A listing of Minnesota cities that your firm has provided consulting services to during the past three years. Include telephone numbers and the contact person. Specifically note similar positions successfully recruited.
- Provide information on recent City Manager recruitments that your firm has conducted.
- The not-to-exceed fee for performing the work, including out-of-pocket expenses. Include a breakdown of this showing the hours to be worked by category of personnel, hourly billing rate, estimated out-of-pocket expenses, and total cost.
- Indicate the fee payment schedule.
- Strategy for recruiting a diverse recruitment pool.

SECTION VI - SELECTION PROCEDURE

The proposals will be evaluated upon the following factors:

- Relevant experience of the firm.
- Reputation of the firm based on references.
- Qualifications of personnel to be assigned.
- Agreement to meet or exceed the performance specifications.
- Commitment to complete the process in a timely manner.
- Ability to communicate work plans in an organized, clear, and convincing manner.
- The ability of the firm, as determined by the City, to successfully recruit the position in this RFP.
- Estimated cost of the selection. While not the determining factor in the selection of the proposing firm, cost will be considered in the City's selection process.
- Thoroughness of response and extent to which Section III and IV are directly addressed.



City of Blaine Staff Report

File Number: 2025-55

Agenda Date

February 19, 2025

Status

In Control

City Council

File Type

Workshop Item

New Business - Michelle Wolfe, City Manager, Daniel Schluender, Director of Engineering, Erik Thorvig, Community Development Director, Brian Podany, Safety Services Manager/Police Chief

Agenda Item # 3.4

Federal and State Lobbying Update

Background

Staff will provide a brief update regarding state and federal lobbying activities. Specifically, there will be a discussion about legislation Blaine is proposing, as well as legislation impacting Blaine. At the federal level, we are working closely with The Ferguson Group to finalize our FY26 earmark requests, while continuing to monitor our FY25 request (mobile command unit).

Staff Recommendation

Discussion and feedback.

Questions for Council

Attachment List

None