



City of Blaine

Economic Development Authority

February 19, 2025 | 8:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The meeting was called to order at 8:40PM by Vice President Robertson followed by the Roll Call.

2. Roll Call

PRESENT: Vice President Jess Robertson, Commissioners Terra Fleming, Chris Ford, Leslie Larson, Chris Massoglia, and Tom Newland.

ABSENT: President Tim Sanders.

Quorum Present.

ALSO PRESENT: City Manager Michelle Wolfe; Assistant Community Development Director Sheila Sellman; Community Development Specialist Elizabeth Showalter; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Director of Engineering Dan Schluender; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

3. Approval of Minutes

- 3.1. 2025-65 Approval of the December 16, 2024, Economic Development Authority (EDA) Minutes
Sponsors: Erik Thorvig, Community Development Director

Moved by Commissioner Newland, seconded by Commissioner Massoglia, that the Minutes of December 16, 2024, be approved.

Motion adopted unanimously.

4. New Business

4.1. RES 25-13 Resolution Accepting CDBG Funds for the Heat Tape Replacement Program
Sponsors: Elizabeth Showalter, Community Development Specialist

Community Development Specialist Showalter stated Anoka County awarded the EDA \$60,000 to administer a heat tape installation program for owner-occupants of manufactured homes. The resolution accepts those funds and authorizes the Executive Director to execute any related agreements. The resolution also authorizes the Executive Director to accept additional funds if needed.

Moved by Commissioner Newland, seconded by Commissioner Larson, to adopt a Resolution Accepting CDBG Funds for the Heat Tape Replacement Program.

Commissioner Massoglia asked if staff would be seeking a contractor to complete the heat tape work. Ms. Showalter explained in order to utilize CDBG funding the city had to have sealed bids. She reported staff was working on a bid package with pricing per linear foot for heat tape and various other line items. She commented staff would then enter into a contract with the low bidder for up to \$60,000 of installation. She explained homeowners could then apply to the program and a bundled list would then be provided to the contractor.

Commissioner Newland questioned when the program would be available for manufactured homeowners. Ms. Showalter anticipated the program would be available mid-April with heat tape installation occurring this summer.

Motion adopted unanimously.

5. Old Business

None.

6. Adjournment

Moved by Commissioner Newland, seconded by Commissioner Fleming, to adjourn the meeting at 8:48PM.

Motion adopted unanimously.

Signed by



Tim Sanders, President



Attest by:

Catherine M. Sorensen, CMC, City Clerk