



City of Blaine

Charter Commission

September 23, 2025 | 6:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

The Charter Commission reviews the City Charter and recommends charter amendments in keeping with the state law. Commissioners are citizen volunteers recommended for appointment by the City Council to the Tenth Judicial District Chief Judge. The Charter Commission meets annually as required by statute, but may convene more often as needed. Those interested in having direct input into City government are encouraged to consider serving on the Commission. Appointments are 4-year terms and Commissioners are no longer limited to two 4-year terms per Minnesota Statute. The Charter Commission must consist of a minimum of seven commissioners and no more than 15 commissioners.

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes

3.1. 2025-489 Approval of Minutes
Sponsors:

4. Open Forum for Citizen Input

5. New Business

6. Old Business

6.1. 2025-168 Discussion of Other Sections of Charter for Possible Review - Sec. 6.05 -
Purchases and Contracts
Sponsors: Cathy Sorensen, City Clerk

7. Adjournment



City of Blaine

Charter Commission

August 12, 2025 | 6:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

The meeting was called to order by Vice Chair Goracke at 6:00PM.

2. Roll Call

PRESENT: Chair Jeffrey Lester (arrived at 6:05PM); Commissioners Al Goracke; Jason Hartmann; Ken Anderson; Jason Halpern; Abdi Hussein; Terri Homan; Arman Tagarro; Ashton Ramsammy (arrived at 6:10PM); and Trace Ludewig.

ABSENT: Commissioners Ayman Ali Khan; Nyle Zikmund, Tom Doran, and Jasen Howard

ALSO PRESENT: City Clerk Cathy Sorensen

3. Approval of Minutes

3.1. 2025-448 Approval of Minutes
Sponsors:

Commissioner Tagarro noted the attendance was not fully visible in the final draft and requested that it be corrected prior to final approval.

Motion by Commissioner Anderson, seconded by Commissioner Tagarro, to approve the minutes of the May 13, 2025, minutes as corrected. Motion adopted unanimously.

4. Open Forum for Citizen Input

No one appeared.

5. New Business

None.

6. Old Business

6.1. 2025-145 Charter Amendment - Councilmember Salary Review
Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen recapped the discussion held at the July council workshop regarding the proposed amendment regarding council salaries. She noted that some council preferred the original amendment presented by the commission but there still seemed to be general consensus with the updated language. She said council did suggest one change to include "A review of salaries..." instead of "Council will review salaries...". Commissioner Anderson outlined his memo regarding additional changes to the amendment that he felt better clarified the metric used for cost of living adjustments, which the commission discussed at length.

Motion by Commissioner Goracke, seconded by Commissioner Hartmann, to recommend the proposed charter amendment as presented:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. A review of salaries of mayor and councilmembers will occur in June of every odd numbered year and any adjustments should be based on the prior two years of cost of living adjustments consistent with those provided to staff and established by the U.S. Bureau of Labor Statistics and found in annual data of percent changes in Consumer Price Index for All Urban Consumers (CPI-U), unadjusted 12 months ending in April of each respective year. The mayor and councilmembers, in addition to the above salaries, shall be paid a reasonable sum for each day and their reasonable expenses incurred while traveling outside the city on the city's business.

The motion was adopted unanimously.

Ms. Sorensen said she would bring forward the proposed amendment to a public hearing as outlined in statute and inform the commission as to those meeting dates.

- 6.2.** 2025-175 Review of Proposed Charter Amendment - Council Recall
Sponsors: Cathy Sorensen, City Clerk

This item will be discussed at an upcoming meeting.

- 6.3.** 2025-176 Review of Proposed Charter Amendment - Ward Redetermination
Sponsors: Cathy Sorensen, City Clerk

This item will be discussed at an upcoming meeting.

- 6.4.** 2025-168 Discussion of Other Sections of Charter for Possible Review
Sponsors: Cathy Sorensen, City Clerk

The commission suggested that the commission consider increasing the amount of contracts the city manager is allowed to sign off on without council approval. Discussion was held regarding history of past amounts which was increased from \$10,000 to \$20,000 in 2015 then increased to \$50,000 in 2019 and the importance of setting up the new city manager for success. The commission requested that this topic come forward at a future meeting in September and include a survey of other charter cities' amounts for comparison and review for a possible recommendation. Commission consensus was to schedule this topic for discussion at a meeting on September 23 at 6:00PM.

7. Adjournment

Motion by Commissioner Goracke, seconded by Commissioner Ramsammy, to adjourn the meeting at 6:49PM. Motion adopted unanimously.



City of Blaine

Staff Report

File Number: 2025-168

Agenda Date	Status
September 23, 2025	
In Control	File Type
Charter Commission	Report

Old Business -

Agenda Item # 6.1

Discussion of Other Sections of Charter for Possible Review - Sec. 6.05 - Purchases and Contracts

Executive Summary

Background

As part of a regular of city code and charter, staff had suggested the commission consider amending Sec. 6.05 - Purchases and Contracts to clarify which contracts require the mayor's signature. Current and possible amended language is below:

Sec. 6.05. Purchases and contracts.

The city manager shall be the chief purchasing agent of the city. Contracts for the sale or the purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property shall be made in accordance with the Uniform Municipal Contracting Law, Minn. Stat. § 471.345, as amended. If the amount of the contract is estimated to be fifty thousand dollars (\$50,000) or less, the contract may be made by the city manager. All other purchases and all other contracts shall be submitted to the council for approval. All contracts, bonds and instruments of any kind submitted to the council for approval to which the city is a party shall be signed by the mayor and the city manager on behalf of the city and shall be executed in the name of the city.

(Ord. No. 356, 6-6-1974; Ord. No. 676, 2-21-1980; Ord. No. 84-818, 3-15-1984; Ord. No. 99-1800, 8-19-1999; Ord. No. 15-2313, 6-4-2015; Ord. No. 19-2427, 6-17-2019)

In addition, at the August 12 meeting the commission held discussion regarding possibly increasing the contract limit for the city manager from the current level of \$50,000 to something higher. After discussion, the commission requested staff conduct a survey of other charter cities' contract limits to review and discuss, which is attached for review.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

The commission is asked to review and discuss the proposed clarifying amendment and provide input and possible direction on the purchases/contract limits.

Attachment List

1. Purchase Authority Survey - Charter Cities

City	Population	Amount/Language
Anoka	18,068	Contracts for the purchase of merchandise, materials or equipment, or for any kind of construction work shall be governed by the provisions of Minn. Stat. § Section 471.345.
Blaine	75,933	\$50,000
Bloomington	91,975	\$174,999
Coon Rapids	63,331	\$100,000
Crystal	23,092	\$25,000
Fridley	30,679	All purchases on behalf of the City shall be made and all contracts shall be let by the City Manager, or the City Manager's designee(s), provided the City Council has appropriated sums necessary for the contract or purchase, and the amount of the purchase or contract does not exceed that required for competitive bids as established by state statute. Except for those purchase or contracts subject to the authority of the City Manager as set forth herein, all bonds, contracts, conveyances, real estate purchases and sale agreements, and similar instruments shall be approved by the City Council and signed by the Mayor and City Manager, or the City Manager's designee(s), and shall be executed in the name of the City.
Minnetonka	56,162	\$100,000 Section 6.05. Purchasing. Subd. 1. The city manager is the city's chief purchasing agent. The city manager may make purchases or contracts when the amount does not exceed the amount at which competitive bids are required by law, unless the city council adopts an ordinance establishing a limit that is less than the competitive bidding threshold, but no less than \$100,000. In addition, the city manager may make purchases or contracts exceeding the limit established under this subdivision if (a) the item is identified in the approved city budget, (b) the amount is no greater than the budgeted amount, (c) the item is purchased through a cooperative purchasing agreement with another governmental agency, and (d) the council is notified of the purchase within a reasonable time. Subd. 2. The city manager may also make emergency purchases when the immediate procurement is essential to prevent delays in the work of the city that may vitally affect the life, health or convenience of the public or the protection of property. The city manager must inform the council before making the emergency purchase, must prepare a full written report of the circumstances as soon as possible after the emergency purchase, and must publicly inform

		the council at the first council meeting after the emergency purchase. The written report must be available for public inspection. Subd. 3. Other purchases or contracts may be made only by the council after receiving the city manager's recommendation.																																																	
Plymouth	80,038	Require council authorization when competitive bids are required by law and when the value is greater than \$175,000 per our purchasing policy. Section 6.05. - Purchases and Contracts. The manager is the chief purchasing agent of the city. Purchases and contracts may be made by the manager when the amount of the purchase or contract does not exceed the amount at which competitive bids are required by law. Other purchases and contracts are made by the council on the recommendation of the manager. Except for purchases and contracts made by the manager, contracts, bonds and instruments to which the city is a party must be signed by the mayor and the manager on behalf of the city.																																																	
St. Louis Park	49,321	Section 5.05. Purchases and contracts. The city manager is the chief purchasing agent of the city. All purchases on behalf of the city shall be made, and all purchases and contracts shall be let, by the city manager, or city manager's designee, provided that the approval of the council must be given whenever the amount of such purchase or contract exceeds the amount at which competitive bids are required by law. Except for purchases and contracts made by the city manager, or city manager's designee, as set forth herein, contracts, bonds, and instruments to which the city is a party must be signed by the mayor and city manager on behalf of the city. <table><tr><th colspan="7">REVISED 11/10/2020</th></tr><tr><th colspan="2">General Purchasing</th><th colspan="5">Required Approvals</th></tr><tr><th>Amount</th><th>Documentation</th><th>Authorized Purchaser</th><th>Director</th><th>CFO</th><th>City Manager</th><th>Council</th></tr><tr><td>\$9,999 or less</td><td></td><td>2 signatures</td><td></td><td></td><td></td><td></td></tr><tr><td>\$10,000-\$49,999</td><td></td><td>x</td><td>x</td><td>x</td><td></td><td></td></tr><tr><td>\$50,000-\$174,999</td><td></td><td>x</td><td>x</td><td>x</td><td>x</td><td></td></tr><tr><td>\$175,000 and over</td><td></td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr></table>	REVISED 11/10/2020							General Purchasing		Required Approvals					Amount	Documentation	Authorized Purchaser	Director	CFO	City Manager	Council	\$9,999 or less		2 signatures					\$10,000-\$49,999		x	x	x			\$50,000-\$174,999		x	x	x	x		\$175,000 and over		x	x	x	x	x
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White Bear Lake	24,035	Not addressed in charter but by resolution – no amount included just language that the City Manager is authorized to pay claims against the City pursuant to Charter and applicable State laws.
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