



City of Blaine

City Council

October 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. Roll Call

4. Awards - Presentations - Organizational Business

4.1. 2025-220 Proclamation Declaring October as National Domestic Violence Awareness Month
Sponsors: City Council

4.2. 2025-221 Oath of Office - City Manager Erik Thorvig
Sponsors: Eric Larson, City Attorney

5. Communications

6. Open Forum

Open Forum is an opportunity for the public to share comments, concerns, or input on other items. While open forum is not intended to provide for response or discussion opportunities, if follow-up is needed, city staff will work to contact the speaker(s) outside of the meeting to arrange for that follow-up. Each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum.

7. 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 so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

7.1. 2025-222 Schedule of Bills Paid
Sponsors: Jason Zimmerman, Finance Director

7.2. 2025-223 Approval of Minutes

Sponsors:

- 7.3.** RES 25-168 Resolution to Approve the 2026 DWI / Traffic Safety Officer Grant and Associated Budget Amendments
Sponsors: Brian Podany, Safety Services Manager/Police Chief
- 7.4.** RES 25-171 Resolution Accepting SCORE Grant Funds and Authorizing the Mayor and City Manager to Execute the 2026 Agreement for The Residential Recycling Program
Sponsors: Jason Zimmerman, Finance Director
- 7.5.** RES 25-170 Resolution to Authorize Parking Restrictions on University Avenue NE at Blaine High School
Sponsors: Daniel Schluender, Director of Engineering
- 7.6.** RES 25-165 Resolution to Award a Contract to North Oaks Paving in the Amount of \$52,656.00 for Maintenance and Repairs to Trails in Territorial Park, Project U2527.
Sponsors: Brent Larson, Project Engineer, Matt Withrow, Public Works Sewer/Storm Supervisor
- 7.7.** 2025-225 Motion to Approve the City Manager's Employment Agreement
Sponsors: City Council

8. 7:00 PM - Public Hearing and Items Published for a Certain Time

9. Development Business

- 9.1.** RES 25-161 Resolution Granting a Conditional Use Permit to Construct a Bank in an Office Research Park (B-4) Zoning District at 11866 Aberdeen Street NE. Trustone Financial Group (Case File No. 25-0037/SLK)
Sponsors: Sheila Sellman, Interim Community Development Director
- 9.2.** ORD 25-2588 First Reading
Ordinance Approving a Rezoning from Single Family Residential (R-1) to Community Commercial (B-2) at 8634 Central Avenue NE. Scott Uram (Case File No. 25-0042/SAS)
Sponsors: Sheila Sellman, Interim Community Development Director
- 9.3.** ORD 25-2587 First Reading
Ordinance Approving an Amendment to Section 34.02 of the Sign Ordinance to Allow for Pylon Signs up to 50 Feet in Height Along Hwy 65. City of Blaine (Case File No. 25-0038/ACK)
Sponsors: Sheila Sellman, Interim Community Development Director

10. Administration

10.1. ORD 25-2590 Second Reading

An Ordinance Amending Sec. 2.07. Salaries of the Blaine City Charter

Sponsors: Cathy Sorensen, City Clerk

10.2. RES 25-172 Resolution Accepting bids and awarding the contract to Fields Contracting, LLC in the Amount of \$84,560.00 for the 2025 Blaine Storm Outlet Project, I/P 25-14

Sponsors: Daniel Schluender, Director of Engineering

11. Other Business

12. Adjournment



City of Blaine Staff Report

File Number: 2025-220

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Proclamation

Awards - Presentations - Organizational Business - City Council

Agenda Item # 4.1

Proclamation Declaring October as National Domestic Violence Awareness Month

Executive Summary

Background

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

Attachment List

1. Proclamation



CITY OF BLAINE, MINNESOTA

PROCLAMATION

DECLARING OCTOBER AS NATIONAL DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and

WHEREAS, over thousands of women and children have and will continue to access assistance from Alexandra House, Inc., a domestic violence service provider; and

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and

WHEREAS, October is ***National Domestic Violence Awareness Month***; and

WHEREAS, during ***National Domestic Violence Awareness Month***, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences and what we, as a concerned community, can do to eliminate its existence.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Blaine hereby proclaims October 2025 to be ***National Domestic Violence Awareness Month*** in the City of Blaine.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Blaine to be affixed this 6th day of October 2025.

Tim Sanders, Mayor



City of Blaine Staff Report

File Number: 2025-221

Agenda Date

October 6, 2025

Status

In Control

City Council

File Type

Presentation

Awards - Presentations - Organizational Business - Eric Larson, City Attorney

Agenda Item # 4.2

Oath of Office - City Manager Erik Thorvig

Executive Summary

Chapter 12.02 of the Blaine City Charter requires that the City Manager of the City of Blaine take an Oath of Office upon entering the duties of such office.

Background

Newly appointed City Manager Erik Thorvig will take his Oath of Office administered by City Attorney Eric Larson.

Strategic Plan Relationship

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

Staff Recommendation

Attachment List

None



City of Blaine

Signature Copy

Resolution:

Oath of Office - City Manager Erik Thorvig



City of Blaine

Signature Copy

Ordinance:

Oath of Office - City Manager Erik Thorvig

CITY OF BLAINE

SCHEDULE OF BILLS PAID

APPROVED ON 10/06/2025 FOR PAYMENTS THE WEEK OF 09/08/2025

Vendor Name	Description	Amount
AFFORDABLE INFLATABLES LLC	Inflatables for WorldFest	\$ 800.00
AMAZON CAPITAL SERVICES	Soft Interview Room furniture	\$ 168.98
AMAZON CAPITAL SERVICES	Sheet Protectors	\$ 10.70
AMAZON CAPITAL SERVICES	CS - voice mail log books and HDMI for dispatch monitor	\$ 55.93
AMAZON CAPITAL SERVICES	HDMI Cable for Engineering meeting room	\$ 6.99
AMAZON CAPITAL SERVICES	Mini-HDMI to HDMI cable	\$ 9.79
AMAZON CAPITAL SERVICES	Football Equipment for season	\$ 439.98
AMAZON CAPITAL SERVICES	Football Equipment for season	\$ 97.98
AMAZON CAPITAL SERVICES	Supplies for backdrop	\$ 35.96
AMAZON CAPITAL SERVICES	CS,Plan,Bldg front counter supplies	\$ 265.12
AMAZON CAPITAL SERVICES	Gun Permits Printer and cartridges	\$ 486.77
AMAZON CAPITAL SERVICES	Vehicle Mat/planner: Mechanic Supplies	\$ 52.49
AMAZON CAPITAL SERVICES	Laptop car charger and external battery for Chief	\$ 97.24
AMAZON CAPITAL SERVICES	Flags for POW MIA table in atrium	\$ 8.98
AMAZON CAPITAL SERVICES	CS/Plan & Bldg - Foam for counter document holders	\$ 33.24
AMAZON CAPITAL SERVICES	4 Pack 3 Ring Binders	\$ 14.98
ARETE ADVISORS LLC	SentinelOne Cybersecurity Software and Monitoring	\$ 7,015.65
ARETE ADVISORS LLC	SentinelOne Cybersecurity Software and Monitoring	\$ 4,301.10
ASCENTEK CORP	Disposal fees; Used Oil/Absorbents waste	\$ 310.50
AT&T MOBILITY	Internet for bait trailer	\$ 66.96
AUTOMATIC SYSTEMS COMPANY	Sonic Wall/SCADA Part-install: Water/Sewer	\$ 6,169.00
AUTOMATIC SYSTEMS COMPANY	Fiber Additions: Well 20 & 21	\$ 18,796.00
AUTOWASH SYSTEMS INC	Repair spinners: PW Car wash	\$ 3,699.42
BAKER TILLY ADVISORY GROUP LP	2024 Continuing Disclosure Services	\$ 2,600.00
BATTERIES PLUS BULBS	Batteries: Well/Plants Water Dept	\$ 183.60
BELAIR JASON	Mileage/Hotel Reimbursement: Belair	\$ 470.63
BLAINE BROTHERS INC	Oil Filter: Jetter 4622	\$ 66.18
BOLTON & MENK INC	Design & Construction Services for I/P 24-04	\$ 59,212.00
BOLTON & MENK INC	Design & Construction Services - 2025 SW Area, I/P 25-06	\$ 39,838.50
BOLTON & MENK INC	Lift Station 1 Force Main-Design/Construction Admin, I/P 22-05	\$ 262.50
BOLTON & MENK INC	Lift Station 13 Force Main-Phase 2 Construction Svcs, I/P 23-30	\$ 19,093.25
BOLTON & MENK INC	Construction Services-Ulysses/117th Roundabout, I/P 23-09	\$ 430.00
BOLTON & MENK INC	Construction Services for Water Tower 2 Rehab, I/P U2315 (24-21)	\$ 10,175.50
BOLTON & MENK INC	AT&T/T-Mobile Telecom Svcs, Tower 2 (7/19/25-8/15/25) I/P 24-21	\$ 4,510.00
BOLTON & MENK INC	Water Modeling Scenarios, I/P 24-08 (U2408) REF PO 24-5253	\$ 1,808.00
BOULDER CONTRACTING LLC	Escrow Refund - 9850 Hamline AVE NE	\$ 2,000.00
BOULDER CONTRACTING LLC	Escrow Refund - 4923 130th CT NE	\$ 4,900.00
BOULDER CONTRACTING LLC	Escrow Refund - 9275 Bataan ST NE	\$ 4,900.00
BOUND TREE MEDICAL LLC	Medical supplies for patrol operations	\$ 67.70
BRAUN INTERTEC CORPORATION	BWS-Phase 2 Geotechnical Eval, I/P 25-08 (P2405)	\$ 10,427.40
BRAUN INTERTEC CORPORATION	BWS-Phase 2 Geotechnical Eval, I/P 25-08 (P2405)	\$ 3,110.70
CENTER FOR ENERGY AND ENVIRONMENT	EDA Loan Program - July 2025	\$ 16,975.00
CENTERPOINT ENERGY	July 2025 Gas Services	\$ 15.37
CINTAS CORPORATION	PW: 2025 Uniform/Rug-Towel Rentals	\$ 405.75
CINTAS CORPORATION	MAYC Mats/Rugs	\$ 38.42
CINTAS CORPORATION	CH mats/rugs	\$ 199.18
CINTAS CORPORATION	PW: 2025 Uniform/Rug-Towel Rentals	\$ 226.09

CONNEXUS ENERGY-UTILITY PAYMENTS	951 124th LN NE - Electric	\$ 12,149.83
CONNEXUS ENERGY-UTILITY PAYMENTS	10801 Town Square DR NE - Electric	\$ 11,644.95
CUSTOM TRUCK ONE SOURCE	Valve Lever Bracket : Loader Truck 1288	\$ 246.94
D R HORTON INC	Escrow Refund - 4809 132nd CT NE	\$ 4,800.00
D R HORTON INC	Escrow Refund - 4825 132nd CT NE	\$ 4,800.00
D R HORTON INC	Escrow Refund - 4841 132nd CT NE	\$ 4,800.00
D R HORTON INC	Escrow Refund - 4626 132nd LN NE	\$ 4,800.00
D R HORTON INC	Escrow Refund - 13184 National ST NE	\$ 7,300.00
D R HORTON INC	Escrow Refund - 13161 National ST NE	\$ 7,300.00
D R HORTON INC	Escrow Refund - 13175 National ST NE	\$ 7,300.00
D R HORTON INC	Escrow Refund - 4590 131st AVE NE	\$ 4,900.00
D R HORTON INC	Escrow Refund - 4570 131st AVE NE	\$ 4,900.00
D R HORTON INC	Escrow Refund - 4550 131st AVE NE	\$ 4,800.00
D R HORTON INC	Escrow Refund - 4540 131st AVE NE	\$ 4,900.00
D R HORTON INC	Escrow Refund - 12994 Erskin ST NE	\$ 4,800.00
D R HORTON INC	Escrow Refund - 3035 126th LN NE	\$ 4,900.00
D R HORTON INC	Escrow Refund - 3044 126th LN NE	\$ 4,800.00
D R HORTON INC	Escrow Refund - 12986 Erskin ST NE	\$ 4,800.00
DAVE'S SPORT SHOP	Extra shirts for Youth Sports Program	\$ 159.50
DAVIDS HYDRO VAC	Service Break dig: 11425 Kenyon Court	\$ 1,300.00
DELEGARD TOOL COMPANY	Mechanic Shop Tools: Delux Auto Multimeters	\$ 1,812.60
DERR THOMAS	Reimbursement - Work boots - Seasonal	\$ 30.00
DIMKE EXCAVATING INC	Escrow Refund - 1985 105th AVE NE	\$ 2,000.00
ECKBERG LAMMERS PC	Civil Legal Services & Retainer Fees for July 2025	\$ 5,337.50
ECKBERG LAMMERS PC	Civil Legal Services & Retainer Fees for July 2025	\$ 16,194.51
ECKBERG LAMMERS PC	Civil Legal Services & Retainer Fees for July 2025	\$ 4,250.00
ECM PUBLISHERS INC	Publish Ad for Bids (8/8 & 8/15), I/P 25-40	\$ 330.00
ECM PUBLISHERS INC	Publication of Legal Notices	\$ 38.50
EDWARDS ALAN	Softball Umpire Fees August 2025	\$ 640.00
ENVIRONMENTAL EQUIPMENT & SERVICES	2025 Capital; HD Street Sweeper #4658	\$ 422,180.41
FACTORY MOTOR PARTS COMPANY	Batteries; PW Stock	\$ 335.92
FAUL PSYCHOLOGICAL	Pre employment testing	\$ 1,965.00
FERGUSON WATERWORKS #2518	Locate Flags; Water	\$ 1,795.20
FERGUSON WATERWORKS #2518	Curb stop Parts; Water	\$ 832.62
FETTIG BRANDON	Reimb. for Expenses (Hotel, meals, transport) During Conference	\$ 1,210.49
FRIENDLY CHEVROLET INC	Sensor & Blend Door; Vehicle #5295	\$ 155.22
FRIENDLY CHEVROLET INC	Brake Parts; Tahoe 5295	\$ 123.96
FUN EXPRESS LLC	Supplies for Playnet	\$ 1,603.28
GARY CARLSON EQUIPMENT COMPANY	Paint Sticks: Water Dept	\$ 142.40
GRAHAM PAULA	Refund -Overage of special assessment installment payments	\$ 621.80
GRAINGER	Faucet	\$ 536.99
GRAINGER	Sifting Shovels: Park Dept	\$ 117.35
GRAINGER	Light bulbs, doorbell chime	\$ 367.06
GROUP HEALTH NON-PATIENT A/R	EAP benefits August 2025	\$ 255.46
GROUP HEALTH NON-PATIENT A/R	Wellness Program Non-Member Charges	\$ 272.16
HANSON SPORTS LLC	Summer Sport Camps	\$ 6,024.47
HAWKINS INC	Water Treatment Chemicals	\$ 8,831.70
HIPERLINE	Coating Sanitary Manhole: Sewer	\$ 5,132.10
HODGSON JOAN	Softball Umpire Fees August 2025	\$ 128.00
HORIZON ROOFING INC	CH roof repairs - drain lead replacement	\$ 3,495.00
HORIZON ROOFING INC	PW roof repairs	\$ 1,253.56
HOSE PROS LLC	Hose for Jetting: Sewer Dept	\$ 842.28
INTERSTATE REMOVAL COMPANY	Escrow Refund - 3701 85th AVE NE	\$ 2,000.00
ISOM HARLAN G	Softball Umpire Fees August 2025	\$ 748.00

I-STATE TRUCK CENTER	Horn; Log Loader Truck 1288	\$ 31.61
I-STATE TRUCK CENTER	Slack Adjuster: Loader #1288	\$ 135.17
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	Fall Rec Connect brochure printing and postage	\$ 20,619.11
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	Postcards Mailing - Temporary Signs	\$ 494.97
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	September MAYCConnect Newsletter	\$ 2,057.90
JONATHAN HOMES OF MN LLC	Escrow Refund - 4720 131st AVE NE	\$ 5,000.00
KNOBLAUCH KYLENE	Softball Umpire Fees August 2025	\$ 512.00
KOCH BARRY	Reimb. for Expenses (Hotel, flight) During Conference	\$ 1,058.69
LAWSON PRODUCTS INC	Mechanics Shop supplies; Steel T bolts	\$ 64.60
LENNAR	Escrow Refund - 4298 129th AVE NE	\$ 4,800.00
LIFE SAFETY SYSTEMS INC	Station 5 Annual monitoring	\$ 325.00
LONG SHOT TRUCKING LLC	Hauling 2025 Spring Street Sweepings	\$ 2,247.50
LOY BECKY	Performance at Worldfest	\$ 1,200.00
MANSFIELD OIL COMPANY	Fuel Delivery - August	\$ 9,741.45
MANSFIELD OIL COMPANY	Fuel Delivery - August	\$ 183.24
MARTIN MARIETTA MATERIALS	Patching Material for Streets	\$ 189.33
MC TOOL & SAFETY SALES	Gloves: Sewer Department	\$ 381.12
MC TOOL & SAFETY SALES	Storm Water supplies: Lanyard/Harness/Carabiner	\$ 790.54
MC TOOL & SAFETY SALES	PW Safety Supplies - Gloves/earplugs	\$ 728.42
MENARDS - BLAINE	Soap, batteries, screws	\$ 50.50
MENARDS - BLAINE	Fly and rat killer, battery	\$ 99.33
MENARDS - BLAINE	Disinfecting wipes: BBC/Parks	\$ 51.72
MENARDS - BLAINE	WTP 1 Supplies: bushing/pipe tee, channellock	\$ 49.04
MENARDS - BLAINE	Toilet repair	\$ 62.97
MENARDS - BLAINE	Irrigation parts; Parks stock	\$ 95.12
MENARDS - BLAINE	Spray Paint for events & latches/hardware for sheds	\$ 79.77
MENARDS - BLAINE	Parts for Tool Racking: Water	\$ 34.14
METRO SALES INCORPORATED	Copier Support and Maintenance	\$ 235.00
METROPOLITAN COUNCIL	MCES 2025 WASTEWATER SERVICES	\$ 473,304.10
MINNESOTA EQUIPMENT - HAM LAKE	Back Pack Blower/Batteries: Parks	\$ 2,648.94
MINNESOTA EQUIPMENT - ISANTI	Vents/Seal: Tractor 2396	\$ 190.68
MINNESOTA RECREATION AND PARK ASSOCIATION	Parks and Recreation Job posting	\$ 175.00
MINNESOTA VALLEY TESTING LABS #2778	Water Testing Lakeside Commons Park	\$ 76.00
MN DEPT OF LABOR AND INDUSTRY	August 2025 State Surcharge	\$ 4,670.34
MN DEPT OF LABOR AND INDUSTRY	July 2025 State Surcharge	\$ 4,900.10
MN DEPT OF LABOR AND INDUSTRY	November 2024 State Surcharge	\$ 7,517.04
MTI DISTRIBUTING INC	Alternator: Mower 2411	\$ 823.04
NUSS TRUCK & EQUIPMENT	Wool wax Undercoat: Plow 1305	\$ 1,845.00
OPTUM FINANCIAL INC	Monthly account fee FSA	\$ 90.00
O'REILLY AUTOMOTIVE INC	Credit	\$ (542.86)
O'REILLY AUTOMOTIVE INC	Filters: PW Stock/Blade #1119	\$ 163.72
O'REILLY AUTOMOTIVE INC	Filters: PW Stock/Blade #1119	\$ 6.91
O'REILLY AUTOMOTIVE INC	Trans Filter: Vehicle 5303	\$ 67.48
O'REILLY AUTOMOTIVE INC	Filter; Truck 4604 / Additives PW Stock	\$ 629.64
O'REILLY AUTOMOTIVE INC	Filter; Truck 4604 / Additives PW Stock	\$ 68.29
PEERLESS NETWORK INC	Telephone Service	\$ 924.62
PRAIRIE RESTORATIONS INC	Service Integrated Plant Mgmt - Monarch Pond, Visit 1	\$ 1,475.00
REPUBLIC SERVICES #894	Shredding for Recycling Saturday Events	\$ 971.28
RICHARD ALAN PRODUCTIONS	Sept birthday lunch entertainment	\$ 275.00
SAXON FLEET SERVICES	2025 Capital; Light Duty Utility Vehicle #4661	\$ 39,323.00
SAXON FLEET SERVICES	2025 Building Inspections - Unit #3437	\$ 39,323.00
STATE OF MINNESOTA DEED	Loan Repayment #CDAP-17-0064-H-FY18, Aug & Sep 2025	\$ 3,136.48
SUNDGAARD JOSHUA	Meal Reimbursement during USPIS operation to Fargo	\$ 18.61
SWANSTON EQUIPMENT COMPANIES	Blades/Bushing: Mower 2336	\$ 1,687.42

TENICITY LLC	Summer Tennis Camp	\$ 651.20
TIGER SUPPLIES	Adult changing tables for BBC	\$ 3,078.42
TOLL GAS & WELDING SUPPLY	Welding Bay Supplies	\$ 126.67
TOLL GAS & WELDING SUPPLY	Nozzle for Mechanic Shop	\$ 89.99
TRI-STATE BOBCAT INC	2023 Capital; Remaining Storm Bond Proceeds: Rotary Brush	\$ 5,890.00
ULINE	Tool Racking: Water Dept	\$ 303.29
ULINE	Storage Cabinet: Water Dept	\$ 1,490.39
VINCO INC	Escrow Refund - 150 Northtown DR NE	\$ 2,000.00
W S & D PERMIT SERVICE	B25-00507 canceled, work not started. Refund 80% of permit fee.	\$ 80.00
WALTERS RECYCLING & REFUSE INC	Garbage and Recycling Contract	\$ 50.51
WM CORPORATE SERVICES INC	2025 Spring Street Sweepings; Storm	\$ 10,975.87
WSB & ASSOCIATES INC	Zest St Final Design & Construction Services, I/P 25-04 (T2504)	\$ 9,375.10
WSB & ASSOCIATES INC	Engineering Svcs TH65 Frontage Rd Utility Improvement, I/P 21-01	\$ 31,038.25
WSB & ASSOCIATES INC	Jim Peterson Park Improvements for Hockey rink and Warming House	\$ 6,290.75
ZAHL-PETROLEUM MAINTENANCE COMPANY	Fuel Tank Monitor/troubleshoot: PW Diesel Tank	\$ 604.00
ZAHL-PETROLEUM MAINTENANCE COMPANY	Fuel Tank Monitor/troubleshoot: PW Diesel Tank	\$ 262.25
ZAYO GROUP LLC	Telephone Service	\$ 1,027.67
ZIEGLER INC	Roller Scraper: Vib Roller 1229	\$ 393.10
ZIEGLER INC	ARC flash assessment: Lift 33	\$ 21,495.00
		\$1,552,172.82

CITY OF BLAINE

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID
APPROVED ON 10/06/2025 FOR PAYMENTS THE WEEK OF 09/08/2025**

Vendor Name	Description	Amount
JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	Fall Rec Connect brochure printing and postage	\$ 20,619.11
ZIEGLER INC	ARC flash assessment: Lift 33	\$ 21,495.00
WSB & ASSOCIATES INC	Engineering Svcs TH65 Frontage Rd Utility Improvement, I/P 21-01	\$ 31,038.25
SAXON FLEET SERVICES	2025 Capital; Light Duty Utility Vehicle #4661	\$ 39,323.00
SAXON FLEET SERVICES	2025 Building Inspections - Unit #3437	\$ 39,323.00
BOLTON & MENK INC	Design & Construction Services - 2025 SW Area, I/P 25-06	\$ 39,838.50

CITY OF BLAINE

SCHEDULE OF BILLS PAID

APPROVED ON 10/06/2025 FOR PAYMENTS THE WEEK OF 09/12/2025

ADVANCED GRAPHIX INC	Graphics for camera trailer 5359	\$	353.00
ALL AUTO GLASS LLC	Windshield removal for Police Training Vehicle	\$	100.00
ALL SAFE GLOBAL INC	PW Annual fire extinguisher inspection	\$	800.06
ALLEGRA PRINT & IMAGING	New rebranded business cards for all PD	\$	4,309.05
ALLEGRA PRINT & IMAGING	New rebranded business cards for all PD	\$	118.90
AMAZON CAPITAL SERVICES	Desk riser - Building Inspections	\$	30.78
AMAZON CAPITAL SERVICES	Tablet/phone Cases/bag: Storm Water	\$	388.60
AMAZON CAPITAL SERVICES	Stand up desk legs: PW Office desks	\$	237.49
AMAZON CAPITAL SERVICES	USB splitter and earbuds - Building Inspections	\$	20.40
AMAZON CAPITAL SERVICES	2 Bluetooth keyboards for front computer - Inspections	\$	45.98
ANOKA HENNEPIN COMMUNITY ED	Room rental for Little School	\$	400.00
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	619.05
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	47.97
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	256.35
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	40.45
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	58.99
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	780.96
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	121.90
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$	12.00
AT&T MOBILITY	Employee Cell Phone Service August 2025	\$	655.59
AT&T MOBILITY	Cell phone service August 2025	\$	353.07
BARNUM COMPANIES INC	PD gate planned maintenance	\$	325.00
BARR ENGINEERING COMPANY	Well Interference Response Plan, I/P 23-22	\$	443.00
BARR ENGINEERING COMPANY	General Engineering Services	\$	2,785.00
BAYCOM INC	2025 Squad Toughbook's	\$	20,363.00
BCI CONSTRUCTION INC	Aquatone Bandshell Construction	\$	145,083.36
BLAINE BROTHERS INC	MNDOT Trailer Inspection: #1325	\$	1,187.82
BLAINE CARE GROUP LLC	Remaining escrow refund, SP15-02 Blaine Alzheimer's Special Care	\$	5,000.00
BOLTON & MENK INC	Construction Services for Water Tower 2 Rehab, I/P U2315 (24-21)	\$	18,969.50
BOLTON & MENK INC	Contract: Well Inspections Services; Water	\$	5,520.00
BOLTON & MENK INC	2025 Contract: Risk Assessment Update; Water Dept	\$	274.00
BOLTON & MENK INC	Contract: Tower 4 Inspection; Water Dept	\$	155.00
BOLTON & MENK INC	Contract: Well House 1 & 2 Modeling; Water Dept	\$	2,194.00
BOLTON & MENK INC	Contract: Well House 1 & 2 Scanning; Water Dept	\$	705.00
BOLTON & MENK INC	Contract: Inspection and Compliance Assistance; Water	\$	5,400.00
BOULDER CONTRACTING LLC	Escrow Refund - 13077 Opal ST NE	\$	4,900.00
BOUND TREE MEDICAL LLC	Medical supplies for patrol operations	\$	152.72
BRAUN INTERTEC CORPORATION	Construction Materials Testing (24 SW Area Recon), I/P 24-07	\$	8,524.50
BRAUN INTERTEC CORPORATION	Pavement Eval, Geotech Drilling & Lab Services, I/P 25-05	\$	4,105.50
BRAUN INTERTEC CORPORATION	Construction Materials Testing, LS13 Force Main-P2, I/P 23-30	\$	1,806.50
BRAUN INTERTEC CORPORATION	Construction Materials Testing (24 SW Area Recon), I/P 24-07	\$	6,919.00
CENTURYLINK	911 Service	\$	161.04
CINTAS CORPORATION	MAYC Mats/Rugs	\$	38.42
CINTAS CORPORATION	MAYC medical cabinet supplies	\$	39.94
CINTAS CORPORATION	MAYC medical cabinet supplies	\$	7.53
CINTAS CORPORATION	Cold storage PD first aid cabinet supplies	\$	46.49

CINTAS CORPORATION	PD first aid cabinet supplies	\$ 212.78
CITY OF LEXINGTON	Sewer System Usage Agreement - City of Lexington	\$ 6,922.60
COMCAST	Internet for Public Wi-Fi	\$ 297.89
CREATIVE HOMES INC	Escrow Refund - 12805 Stutz CT NE	\$ 5,000.00
CUB FOODS INC-NORTHTOWN STORE	Items for ice cream social	\$ 121.90
DIAMOND VOGEL INC	Field Lining Paint: Park Department	\$ 3,822.50
DRESEL CONTRACTING INC	2024 Southwest Area Street Reconstruction, I/P 24-07	\$ 1,018,345.98
DUCHENE MARK	Duchene - uniform 4 pants	\$ 266.00
ECM PUBLISHERS INC	PH Notice - Retail Parking Abatement	\$ 572.00
ECM PUBLISHERS INC	PH Notice - Stadium Tax Abatement	\$ 572.00
ECM PUBLISHERS INC	2024 TIF Annual Disclosure	\$ 247.50
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Credit	\$ (55.08)
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Push bumper parts to repair Squad 5343	\$ 1,125.76
ERG-CP NAPLES SOUTH OWNER LLC	Remaining escrow refund, B23-00350 Naples Industrial II	\$ 24,000.00
ETERNITY HOMES LLC/MOVE TO 306444	Escrow Refund - 13044 Packard ST NE	\$ 400.00
FACTORY MOTOR PARTS COMPANY	Batteries; PW Stock	\$ 368.96
FERGUSON WATERWORKS #2518	Silt Socks; Storm water	\$ 120.00
FERGUSON WATERWORKS #2518	Ductile Iron Pipe: Water Gen Supply	\$ 686.80
FRIENDLY CHEVROLET INC	Brake Parts : PD Stock	\$ 926.14
FROST SOLUTIONS	Weather Stations: Street Department	\$ 6,400.00
GUARDIAN FLEET SAFETY LLC	Equipment / Upfit for Squad 5356	\$ 14,322.69
GUARDIAN FLEET SAFETY LLC	Equipment / Upfit for Squad 5355	\$ 13,484.52
HORIZON ROOFING INC	Roof repair	\$ 766.01
IDEAL SERVICE INC	Annual Well VFD; Well 6 & 11	\$ 157.50
INNOVATIVE OFFICE SOLUTIONS	Paper	\$ 468.80
INNOVATIVE OFFICE SOLUTIONS	PW Office Supplies: Pens/Paper/Tape	\$ 173.82
INSIGHT PUBLIC SECTOR INC	Microsoft Azure IaaS	\$ 2,782.66
LANDBRIDGE ECOLOGICAL	2025 BMP & Mitigation Maintenance (Ref PO 25-1362)	\$ 2,073.50
LANDS' END BUSINESS OUTFITTERS	Records Clothing and Uniforms	\$ 125.73
LANDS' END BUSINESS OUTFITTERS	Records Clothing and Uniforms	\$ 62.90
LAWSON PRODUCTS INC	Mechanic shop supplies; nuts/clamps/air coupler/glass cleaner	\$ 464.54
LEAGUE OF MN CITIES INSURANCE TRUST	Workers comp insurance claim 1/1/25-7/31/25	\$ 1,434.27
LIFE SAFETY SYSTEMS INC	HVAC repair	\$ 3,401.00
LIFE SAFETY SYSTEMS INC	Sprinkler system repair	\$ 544.00
LIFE SAFETY SYSTEMS INC	Cold storage annual fire inspection	\$ 325.00
MANAGED SERVICES INC	CH janitorial September	\$ 4,819.00
MANSFIELD OIL COMPANY	Fuel Delivery - August	\$ 13,593.33
MANSFIELD OIL COMPANY	Fuel Delivery - August	\$ 6,905.92
MC TOOL & SAFETY SALES	PPE Safety gear: New Mechanic Joey Johnson	\$ 537.98
MENARDS - BLAINE	Cascade, goo gone	\$ 28.40
MENARDS - BLAINE	Light bulbs, salt pellets	\$ 114.34
MENARDS - BLAINE	Dehumidifier, copper fittings, sealant	\$ 302.36
MENARDS - BLAINE	Folding table: Tower 4	\$ 39.99
MENARDS - BLAINE	Air filters, table, brush, hooks	\$ 196.26
MENARDS - BLAINE	waste/recycle basket, plugs	\$ 32.88
MENARDS - BLAINE	Air sprayer, coupler, and replacement lock	\$ 8.49
METRO AREA MANAGEMENT ASSOCIATION	Lunch cost at MAMA meeting	\$ 35.00
MIDWAY FORD COMPANY	TPM Sensors : Truck 3413	\$ 101.18
MINUTE MAKER SECRETARIAL	Minute Maker Secretarial	\$ 212.50
MINUTE MAKER SECRETARIAL	NRCB Meetings 2025	\$ 212.50
MINUTE MAKER SECRETARIAL	Park Board Meetings 2025	\$ 172.00
MOBILE PRO SYSTEMS	Camera Trailer- Overage Amount of Capital Proposal	\$ 86,445.00
M-R SIGN COMPANY INC	Reflective Sheeting Roll - Signs	\$ 2,497.60

MUELLER JOSEPH	Home Improvement Grant Reimbursement	\$	5,000.00
NORTH ANOKA PLUMBING INC	Wrong permit pulled for permit B25-02486. Reapplied B25-03301.	\$	75.00
NUSS TRUCK & EQUIPMENT	Transmission Dipstick; Plow 1272	\$	333.19
PAFFY'S PEST CONTROL INC	PW monthly pest control	\$	134.00
PAR CATERERS LLC	3M Open Catering, Snacks and Beverages	\$	1,391.08
PREBIL MATTHEW	Prebil - uniform 1 pant (Duluth Trading)	\$	89.50
PRINT CENTRAL	Forestry Door Hangers: Forestry Dept	\$	184.23
PRINT CENTRAL	Business Cards: Ben Arth/Joey Johnson	\$	78.00
QC DANCE INC	Payment for Summer classes	\$	5,128.00
RIVER CITY CLOGGERS LLC	Performance at Worldfest	\$	250.00
ROB CARLSON BUILDERS	Full escrow refund, B22-04395 Advanced Molding	\$	5,700.00
ROTARY CLUB OF BLAINE-HAM LAKE	July through September 2025 Dues - Emily Douglas	\$	200.00
ROTARY CLUB OF BLAINE-HAM LAKE	July through September 2025 Dues - Emily Douglas	\$	200.00
SAKKAL FADEL	Wrong permit pulled for B25-02854 - Refund 80% of permit fee.	\$	80.00
SORENSEN CATHY	Municipal Cannabis Coalition Forum	\$	46.00
SYMBOLARTS, LLC	1000 Rebranded challenge coins with new patch	\$	6,815.50
THE FERGUSON GROUP LLC	2025 Federal Advocacy Services (Approved 12/18/24 by MO 23-644)	\$	5,250.00
TRI-STATE BOBCAT INC	Filters : PW Stock	\$	445.64
TURFCO MFG INC	Full escrow refund, SP21-27 Turfco	\$	18,599.10
WOLFF ROBERT	Secure Shipping for Hard Drive for Data Analysis	\$	167.00
WRUCK EXCAVATING INC	Escrow Refund - 10717 Lincoln ST NE	\$	2,000.00
WSB & ASSOCIATES INC	Jim Peterson Park Improvements for Hockey rink and Warming House	\$	512.00
ZIEGLER INC	Coupling/Hand Control/lever: Excavator 4601	\$	3,588.06
ZIEGLER INC	Installation: Grapple bucket 4601	\$	5,225.34
ZIEGLER INC	Arc flash inspection	\$	9,995.00
		\$	1,543,538.95

CITY OF BLAINE

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID
APPROVED ON 10/06/2025 FOR PAYMENTS THE WEEK OF 09/12/2025**

BAYCOM INC	2025 Squad Toughbook's	\$	20,363.00
ERG-CP NAPLES SOUTH OWNER LLC	Remaining escrow refund, B23-00350 Naples Industrial II	\$	24,000.00

PAYROLL CHECKS & WIRE TRANSFERS

MONTH: AUGUST 2025

PAYROLL CHECKS

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
08/14/25	VENDOR CHECKS	CHECK # 80030 - 80034	\$2,039.48
08/14/25	EMPLOYEES	DIRECT DEPOSITS	\$719,144.04
08/28/25	VENDOR CHECKS	CHECK # 80035 - 80042	\$8,570.63
08/28/25	EMPLOYEES	DIRECT DEPOSITS	\$672,142.12

WIRE TRANSFERS

<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
08/14/25	STATE OF MINNESOTA	PAYROLL TAXES	\$46,987.64
08/14/25	I.R.S.	PAYROLL TAXES	\$215,032.83
08/14/25	P.E.R.A.		\$193,554.22
08/14/25	USCM & US BANK	DEFERRED COMP & H.S.A	\$23,565.71
08/20/25	STATE OF MINNESOTA	JULY SALES TAX	\$58,257.00
08/20/25	21ST CENTURY BANK	CREDIT CARDS	\$38,499.92
08/28/25	STATE OF MINNESOTA	PAYROLL TAXES	\$45,016.69
08/28/25	I.R.S.	PAYROLL TAXES	\$205,454.12
08/28/25	P.E.R.A.		\$191,635.88
08/28/25	USCM & US BANK	DEFERRED COMP & H.S.A	\$23,906.22
08/28/25	STATE OF MINNESOTA	AUGUST SALES TAX	\$0.00
08/28/25	21ST CENTURY BANK	CREDIT CARDS	\$0.00

TOTAL \$2,443,806.50



City of Blaine

City Council Workshop

September 8, 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 (arrived at 5:58PM), Councilmembers Terra Fleming, Chris Ford, Leslie Larson, Chris Massoglia, Tom Newland, and Jess Robertson.

ABSENT: None.

Quorum Present.

ALSO PRESENT: Interim City Manager/Community Development Director Erik Thorvig; Assistant Community Development Director Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Director of Engineering Dan Schluender; Public Works Director Nick Fleischacker; Deputy Public Works Director Jason Grode; Public Works Street Supervisor Pat Parenteau; City Forester Kris Paulseth; and City Clerk Catherine Sorensen.

3. New Business

- 3.1.** 2025-204 Metropolitan Council Representative Peter Lindstrom
Sponsors: Erik Thorvig, City Manager

Interim City Manager/Community Development Director Thorvig stated representatives from Metropolitan Council were in attendance to update the city council on activities occurring at the Metropolitan Council that impact Blaine.

Peter Lindstrom and Elias Montesa, Metropolitan Council, provided the council with an update. Mr. Lindstrom described the services that were provided by the Met Council throughout the metro area which included metro transit, sewer and waste water services, as well as serving as a planning agency and HRA. He reported the city sends the Met Council 1.6 billion gallons of waste water each year for treatment. He explained the challenges facing water and waste water are reduced groundwater recharge and increased water demand along with an aging infrastructure. He stated he was excited for the bus rapid transit F Line to be coming to Northtown in 2028. In addition, he was looking forward to micro transit coming to Blaine. He reviewed the zones that would be covered by Met Council's micro transit program. He commented on the regional guide that was just launched by the Met Council, noting Blaine would begin planning for its next Comprehensive Plan in the coming year. He congratulated the city for receiving grant funding for ash tree removal and provided further information on the water efficiency grants that were available from the Met Council.

Mr. Thorvig explained the city would be working on the 2050 comprehensive plan over the next three years. He noted a staff representative from the Met Council would be discussing the comprehensive plan update at the October 6 workshop meeting.

Councilmember Larson questioned who paid for the micro transit service. Mr. Lindstrom explained the micro transit program would be covered by the sales tax that was enacted in 2023.

Councilmember Newland inquired when the micro transit system would be expanded to the east side of TH65. Mr. Lindstrom reported a whole host of things would be taken into consideration before expanding this service to the east side of TH65.

Councilmember Newland asked how District 10 would expand in the next 15 years. Mr. Lindstrom commented he would have this information for the council in October. He estimated the population of Blaine would grow by another 18,000 people by 2050.

Councilmember Newland questioned if all cities pay the same rate for wastewater treatment services. Mr. Lindstrom stated this was the case.

Councilmember Newland inquired if Met Council positions would become elected at some point. Mr. Lindstrom explained he was uncertain noting the legislature would be making a decision on this matter.

Councilmember Robertson asked how the city can balance groundwater reserves and a constant drive for additional density. She stated the majority of the land left for development in Blaine was wetlands and the city had to consider how to protect the natural resources. She discussed how every community in the metro area was different and it was her hope Blaine would be able to hang on to some of its unique features and larger lots for the residents in Blaine who wish to live on one-acre lots. Mr. Lindstrom stated he looked forward to further discussing these topics with the council in October.

Councilmember Massoglia questioned if Met Council had any future plans for the park and ride at 95th Avenue off of 35W. Mr. Lindstrom reported this park and ride would be getting

more express service.

Councilmember Ford inquired what the numbers are looking like when it comes to affordable housing. Mr. Lindstrom explained there continues to be a great need and noted this topic would be further discussed in October.

Mayor Sanders thanked Mr. Lindstrom and Mr. Montesa for their presentation.

3.2. 2025-205 Forestry Update

Sponsors: Nick Fleischhacker, Public Works Director

City Forester Paulseth presented the following forestry updates:

- Diseased and Hazard tree program
- Staffing
- Tree Inventory
- Tree Replacement
- Maintenance of Urban Forest
- Resident Consultations/Education

Mr. Paulseth estimated the city had an estimated 1,200 boulevard trees that were diseased/dying and needed to be removed. He reported the number of diseased trees in the city's parks was unknown. He estimated it cost \$1,000 to remove a tree and the city has allocated \$150,000 for tree removal. He indicated it would take the city eight years to remove the diseased trees in the boulevards. He explained in-house staff was able to remove some trees and noted staff was also seeking grants to assist with tree removal. He stated his goal would be to hire dedicated arborists to assist with maintenance of the city's trees. He indicated this would assist the forestry department by expanding capabilities and making the department more proactive versus reactive. He discussed the benefits of completing a tree inventory noting the cost would be \$150,000. He discussed how the city offers trees through a tree sale to residents that have lost diseased trees on the boulevard. He stated he would be looking into completing some social media pushes in order to assist with educating the public on pertinent tree information. He commented on the grant the city received to assist with tree removals and reviewed a map of the priority areas where trees would be removed. He indicated he would continue to pursue grant opportunities that would assist property owners with EAB tree removal.

Councilmember Massoglia asked how the boulevard was defined by the city. Mr. Paulseth reported the boulevard was the 15 feet from the back of the curb. He noted the right of way was to be maintained by the property owner, but the city had the right to make these areas better. He noted all the city's funding was focused on boulevard tree removal at this time.

Councilmember Newland inquired how the city addressed diseased trees on private property. Mr. Paulseth indicated he can inspect the trees and deem them a hazard or non-hazard. He reported if a tree is deemed a hazard, he can begin the abatement process. Mr. Thorvig explained the abatement charge is then forwarded to the property owner.

Councilmember Fleming stated she was hearing that staff needed more support in order to

properly address the diseased and hazard trees in the city. Mr. Paulseth indicated he would need more staff in order to properly address the diseased and dying trees in the community. Mr. Thorvig reported the 2026 budget has been set at this point but noted funding for forestry work could be further considered within the 2027 budget.

Councilmember Robertson explained she was pleased the city had a forester on staff as the council had been advocating for this position for some time. She noted a lot of communities are struggling to manage their tree inventory and Emerald ash borer (EAB). She was hopeful it would only take the city eight years to address this concern. She asked how abatement fees were charged to residents. Mr. Paulseth reported the abatement fees were charged to homeowners' property taxes.

Councilmember Robertson indicated she wanted to see the city forestry department properly staffed but noted when she advocated for this position, she did not intend to hire an entire department of arborists. She supported the council further discussing this topic and what the forestry department looks like long term. Mr. Paulseth clarified the three new positions he was proposing would not be new positions; rather, he would take two individuals from the streets positions and one position from parks, noting these individuals were already doing tree work. Public Works Director Fleischhacker explained the city already had a forestry department and the city has invested hundreds of thousands of dollars in forestry equipment. He reported this was a specialized job and noted it was difficult to safely put staff members into positions they are not properly trained for. He noted future hires would take into consideration forestry needs for the city.

Councilmember Ford commented on the history of EAB and stated the city now had numerous dead ash trees that had to be removed. He asked how many residents knew about the EAB injections. Mr. Paulseth anticipated not many residents knew about or participated in the EAB injections.

Councilmember Massoglia inquired if the abatement expenses for removing a tree could be spread out over several years. Mr. Paulseth was uncertain, but noted other cities he has worked for were able to spread the payments out over five years and charged an 8% service fee.

Councilmember Massoglia supported the city looking into this further because he anticipated residents could not afford to pay a \$6,000 abatement fee for a diseased tree in one year. Mr. Paulseth stated he could look into this, noting many trees would be coming down in the next two or three years before they cause property damage in the community.

Councilmember Larson indicated she was curious to learn how other communities were managing dead and diseased trees. Finance Director Zimmerman reported the city had a process in place within city code to address tree abatements. Mr. Paulseth explained there would be a lot of tree abatement going forward due to the large number of dead and hazardous trees on private property.

Further discussion ensued regarding the process the city forester follows in order to deem a tree hazardous.

Mayor Sanders thanked Mr. Paulseth for his detailed presentation.

3.3. 2025-206 Public Works Sidewalk and Trail Plowing
Sponsors: Nick Fleischhacker, Public Works Director

Mr. Fleischhacker stated in the past, this item has come up for discussion relating to the cost and process of the city plowing the sidewalks and trails. Sec. 70-2 of the city code states that for the duty of the owner or occupant of the abutting property: (B)(1) "No owner or occupant of any property, in front of which or adjacent to which a sidewalk has been constructed for the use of the public, shall allow snow to remain upon the sidewalk longer than 48 hours after the snow has ceased to fall thereon." Historically, the city has removed snow from sidewalks which is in conflict of the city ordinance. Staff presented the cost of equipment and labor, and what processes public works currently utilizes to get sidewalks and trails plowed during and after a snow event.

Public Works Street Supervisor Parenteau spoke to the council further regarding the equipment that was used to clear the sidewalks and trails in the city. He described the process that was followed to clear the city's sidewalks and trails, noting this process may have to be done twice if the snow begins to blow, if drifts are created, or if the county goes through and covers the sidewalks. It was noted a full plow of the city was called out for a snow event over two inches.

Mr. Fleischhacker stated he understood the city had a very expensive piece of equipment for removing snow in the sidewalks, but noted this has been the only piece of equipment that has done the job well. He explained if residents were responsible for removing snow from sidewalks, this could reduce overtime for public works staff, but noted there would be a lengthy education process that would have to be followed in order to get residents used to the new procedure. He asked if the council wanted staff to amend or follow the current ordinance.

Councilmember Larson stated if the city completes the snow removal, this would require an ordinance amendment. She wondered if a notice would be sent to residents regarding this change. Mr. Fleischhacker stated there were residents who cleared their sidewalks at this time and if the ordinance were amended he anticipated these same residents would continue to clear their sidewalks. Mr. Thorvig indicated the ordinance could be amended and the city would continue its current practice.

Councilmember Newland inquired what percentage of residents currently cleared their own sidewalks. Mr. Parenteau estimated 15% to 20% of residents cleared their own sidewalks currently.

Councilmember Newland asked if staff knew what the sidewalk only costs were for snow removal events. Mr. Fleischhacker anticipated the city was dispatching staff for 12 sidewalk events per year. Mr. Parenteau stated this was the case, but noted each winter and the labor required for each snow event was different.

Councilmember Newland stated it would benefit the council to have a number on how much was being spent because if it was only \$60,000 to remove snow from sidewalks, the

council may not support a change. However, if this number was closer to \$600,000, the council may want to make a change. He explained at this time, he supported the city continuing to clear sidewalks because 80% of the population was not clearing their sidewalk.

Councilmember Ford supported the service remaining as is in order to keep the sidewalks free and clear. He anticipated it would be a headache for staff to try and enforce a "must clear within 48 hours" mandate.

Councilmember Massoglia questioned what the savings would be if the city did not plow 100+ miles of sidewalk going forward. Mr. Fleischhacker explained there was a lot of nuisances to consider because the city would only be responsible for 11 miles of sidewalk, but would then have to enforce the clearing of all other sidewalks, which would still take staff time to enforce. He stated he did not have a good number as to what this would look like.

Councilmember Fleming commented the city would be taking a service away and would then be adding an enforcement service, which was making it difficult for staff to put a number on.

Councilmember Robertson stated the council was looking for answers to this question because this topic was brought to staff at a previous meeting. She explained the council would have to consider the cost of providing what type of amenities should and should not be provided by the city. She asked if staff cleared trails in the Blaine Wetland Sanctuary (BWS) in the winter months. Mr. Fleischhacker reported these trails were not cleared because it was a boardwalk.

Councilmember Robertson inquired if the proposed concrete segments in the BWS would trigger additional costs or the need for additional equipment as she was not in favor of this. She reiterated the need for the council to consider what services or amenities were required for the city to provide, noting the city could not continue to say yes to everything. She stated the council would have benefited by having five-year average costs for overtime/staffing and equipment costs. Mr. Fleischhacker explained it was difficult for him to estimate future costs because he was uncertain how many residents would not clear their sidewalk. He anticipated he would need the same amount of staff because instead of clearing sidewalks he would now be placing staff members in pickup trucks to drive through the city to see if all of the sidewalks have been cleared by residents.

Councilmember Massoglia stated this may be the case, but noted residents would now have to pay to have their sidewalk cleared if they were unwilling to clear the sidewalk themselves.

Councilmember Fleming asked how long the city has been clearing sidewalks. Mr. Parenteau stated the city has been clearing sidewalks since the mid 1980s.

Councilmember Fleming commented on what staff would have to do if the city was no longer responsible for clearing the sidewalks as she believed the city would be far more efficient to remain in the current situation. She did not support the city stopping this amenity after completing this work for the past 40+ years.

Councilmember Ford agreed, noting a precedent has been set by the actions of the city. He said he did not believe it was right to take this service away just for safety reasons alone. He questioned what amount of money had to be saved in order to equal the same amount of safety the city was currently providing. He was of the opinion the city was not wasting money by keeping the sidewalks free and clear of snow and ice in the winter months.

Councilmember Larson agreed.

Councilmember Massoglia said he did not believe it was efficient for the city to be driving over sidewalks that were already cleared. He indicated this was a waste of city resources.

Councilmember Fleming stated it was a better use of resources than having staff driving through the entire city to see which sidewalks were cleared and which were not. She anticipated if the city council were to complete public works tasks in the winter months, the city council's opinion on this matter would change. She commented further on how the workload for staff would greatly increase if they were required to drive the entire city to see which sidewalks needed to be cleared and then bring back equipment to clear these sidewalks.

Mayor Sanders explained he was able to ride along with a plow driver two years ago and he found it to be a fascinating experience. He supported the council having a further discussion regarding service levels at a future council retreat. He stated his neighborhood was extremely active in the winter months and he would rather see residents walking on the sidewalks versus walking in the streets in the winter months. He was of the opinion Blaine residents did not mind paying for the services that were being provided by the city. He commented further on how valuable it was to residents to have parks mowed and sidewalks plowed.

Councilmember Newland asked what the life expectancy was for one of the sidewalk plows. Mr. Parenteau noted the city has been ordering one of these pieces of equipment every year. He indicated the oldest piece of equipment the city had at this time was 2019, noting the city's fleet has almost been replaced. He estimated these pieces of equipment would last 10+ years.

Councilmember Robertson reiterated that safety was important to her as well, but she supported the council having a further discussion on service level prioritization at a future council retreat.

Councilmember Massoglia indicated if the council wanted to move forward with providing this service, he supported the ordinance being amended. He reiterated that plowing city sidewalks was not an essential city service and by providing this service, the council was not committed to leveling off the tax levy.

Mayor Sanders reported there was enough support to amend the city ordinance in order to continue the ongoing practice and recommended another conversation be held regarding service level prioritization.

Council consensus was to amend the ordinance and continue plowing sidewalks but review

the average cost to continue to plow sidewalks over five years for review at an upcoming service level prioritization retreat.

3.4. 2025-207 Utility Franchise Fees

Sponsors: Erik Thorvig, City Manager, Jason Zimmerman, Finance Director

Mr. Thorvig stated earlier this year, the city council was presented with information on alternative revenue sources to reduce the burden on property taxpayers in the city of Blaine. One of the options discussed was utility franchise fees. The council directed staff to explore franchise fees further. It was noted interim city manager and finance director met with all gas and electric utility providers in Blaine. They include CenterPoint Energy (gas), Xcel Energy (gas and electric), Connexus (electric) and Centennial Utilities (gas). The purpose of the meetings was to inform the utility companies about Blaine's potential desire to establish franchise fees, discuss the process for establishing said fee, and obtain data from the utility companies. Utility providers, like those for gas and electricity, are required by Minnesota law to deliver services that are safe, adequate, and efficient. To do this, they often need to use public areas like roads and sidewalks, which are known as public rights-of-way.

Mr. Thorvig reported because cities are responsible for managing these rights-of-way, they often create franchise agreements with utility companies. A franchise agreement is a contract that gives a utility company the right to install, maintain, and repair its equipment within a city's public grounds or rights-of-way. In Minnesota, cities have broad authority under state law to negotiate these agreements, which are formalized as ordinances. In order to continue the delivery of these utility services and ensure uniform provisions, staff have begun the process of meeting with providers to review existing agreements in preparation for renegotiating with Northern States Power Company (Xcel Energy) and Anoka Electric Cooperative (Connexus Energy). In order to establish a franchise fee, current agreements need to be in place with all utility providers.

Mr. Zimmerman explained per [Minnesota Statute 216B.36](#), a city may impose a franchise fee on a gas or electric utility for the use of the public right-of-way by adopting an ordinance that establishes fee terms, including structure, collection, schedule and effective dates. Historically, the City has not imposed its authority to collect franchise fees related to these utility services, although the concept was informally presented at the [January 13, 2025, City Council Workshop](#) and in subsequent budgetary discussions. There is no cap on the fee rate and the fees can be used for any public purpose. Cities have the option of imposing a flat fee (e.g., \$3 per month) or a percentage fee (e.g., 3 percent) based on utility usage. These fees can vary between residential customers and various commercial customer types. While a flat fee is constant from month-to-month, a percentage-based fee varies seasonally. When comparing franchise fees as a revenue source to property taxes, advantages include:

- Local control of processes and fee structure.
- Wider base than property taxes.
- Inclusion of tax-exempt properties.
- Diversification of the city's revenue sources.
- Reliable source of revenue.

- New construction would contribute immediately, which would eliminate the one-to-two-year lag for the City to receive property taxes for property owners receiving municipal services.

Mr. Zimmemran commented some disadvantages of franchise fees include:

- Unlike cable franchise fees paid only by subscribers, everyone must pay since gas and electricity are essential services.
- Significant administrative time is required to establish franchise fees and implement them concurrently.
- Potential resistance from utility providers to implement fees proposed by the city.

Mr. Zimmerman stated if the council directs staff to continue working on establishing franchise fees, the goal would be to have franchise agreements and fees in place sometime in 2026. The process for establishing fees requires approval by each utility's public utility commission or board of directors. Significant communication by the utility companies to rate payers is also necessary. The city has started the process early enough that implementation is feasible in 2026 and revenue projections available for 2027 budget discussions. While the council isn't limited to how the funds are used, cities typically allocate them to specific capital improvements, such as roads and/or parks.

Councilmember Fleming asked how a franchise fee differed from raising the city's tax levy. Mr. Zimmerman explained there were a couple of benefits from instituting a franchise fee which were those that consumed these services would pay, including tax-exempt properties. He commented further on how a franchise fee could assist the city with reducing its debt load over time. Mr. Thorvig reported the intent of the franchise fee would be to assist in lowering the tax levy.

Mayor Sanders indicated it would be important for the city to properly set the franchise fees so as not to price out certain businesses in the community. He asked that staff further investigate the franchise fees that are being charged by Maple Grove, Lakeville, Coon Rapids, Woodbury and Plymouth. Mr. Zimmerman stated he could look into this further.

Councilmember Larson explained she supported the city looking into a percentage for the franchise fee versus a flat fee.

Council consensus was to continue with the process of establishing franchise fees.

4. Other Business

Mr. Thorvig shared comments regarding media contact on the recent proposed beach ordinance.

5. Adjournment

The workshop was adjourned at 8:09PM.



City of Blaine

City Council Workshop

September 15, 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 (arrived at 5:41PM), Tom Newland, and Jess Robertson.

ABSENT: None.

Quorum Present.

ALSO PRESENT: Interim City Manager/Community Development Director Erik Thorvig; Assistant Community Development Director 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 Eric Larson; Accounting Manager Haley Chapman; and City Clerk Catherine Sorensen.

3. New Business

- 3.1. 2025-209** Traffic Issues Update
Sponsors: Daniel Schluender, Director of Engineering

Director of Engineering Schluender provided an update on 2025 resident traffic issues that have been sent to city council and city staff. He reviewed the log summary that was created by staff and commented on the five different categories of resident concerns. He reported staff would continue to work with residents on Flowerfield Road.

Councilmember Fleming thanked staff for the comprehensive presentation on this topic and for hearing the concerns of the residents.

Councilmember Larson recommended staff look into the intersection of South Lake Boulevard/North Lake Boulevard as she has heard concerns about this intersection. He explained she would like to see this intersection become a four-way stop versus a two-way stop. In addition, she noted there were sight line concerns. Mr. Schluender stated this intersection has been brought up to him and noted a sight line review was completed for all the roads along Lakes Parkway. He indicated Mickman Brothers trimmed all the plants back at the intersections. He anticipated a four-way stop would not be installed at South Lake Boulevard/North Lake Boulevard but noted he would continue to monitor traffic counts.

Councilmember Robertson questioned who should be receiving the traffic complaints. Safety Services Director/Police Chief Podany recommended this information be passed along to Captain Rygg.

Councilmember Robertson indicated many of the complaints on the list from staff were repeated concerns such as the 119th Avenue corridor and questioned how the city could address these problematic areas. Mr. Schluender reported staff has tried many different things along 119th Avenue and indicated different striping techniques have been installed to assist with slowing traffic down, as well as mobile driver feedback signs. He stated this was a difficult corridor because it was built over several decades. He noted staff would continue to monitor this corridor.

Councilmember Newland reported he sends his traffic complaints to the city manager. Interim City Manager/Community Development Director Thorvig stated he forwards the complaints on to the proper departments.

Councilmember Robertson thanked staff for responding to her when she forwards a complaint as this allows her to respond to residents.

Councilmember Massoglia explained he appreciated the traffic safety awareness week because this serves as a good reminder to follow the laws on the local and state roadways. He suggested a local safety awareness week be held in order to bring awareness to the trouble spots in the community. Police Chief Podany commented on the traffic saturation events that have been held in the city as part of traffic safety awareness.

Mayor Sanders asked how traffic has been in the school zones the first couple of weeks of school. Police Chief Podany reported traffic has been good. He stated there are close to 20 schools in the city and staff has been working diligently to address traffic safety surrounding the schools. Mr. Schluender indicated the Anoka Hennepin School District has been very active in addressing their walking routes to schools and noted a new crosswalk was installed near Sunrise and Jefferson Schools. He stated staff met with the school district last week to discuss traffic flow in and out of the Blaine High School campus.

Mr. Thorvig explained the flashing yellow left turn signals at Lexington Avenue and other areas can be difficult to navigate as these intersections were county controlled and Anoka County was working to adjust these lights in order to improve safety.

3.2. 2025-210 2026-2030 Parks and Open Space Capital Improvement Plan (Continuation)
Sponsors: Jason Zimmerman, Finance Director

Finance Director Zimmerman stated the Park and Open Space CIP serves to establish an outline of the significant investments proposed in the city's park and recreation infrastructure. The intent is to provide a blueprint for the management, maintenance, and future enhancements of public park amenities to ensure they meet the expectations of residents and visitors. Projects are proposed based on staff assessment of facilities and infrastructure, the Parks Master Plan, and input from the community, City Council, Park Board, and Natural Resources Conservation Board. Staff provided further information to the council regarding the three categories and funds under which park projects can be classified:

- Neighborhood Park Improvements Fund – park and trail improvements
- Parks Development Fund – development of new parks and improvements to existing regional/community parks
- Open Space Fund – improvement and maintenance of the City's open spaces and trail system

Mr. Zimmerman asked what the desire was of the council to move forward with the BWS trail development project.

Councilmember Newland asked if the city had funding set aside for this project. Mr. Zimmerman indicated the city had \$1 million set aside for preliminary work on this project. He reported the current plan was economically viable, but would draw down the city's funds to a very low balance.

Councilmember Newland indicated his preference would be to let the fund replenish before moving this project forward. Mr. Schluender commented on how the project was broken into three segments in the first phase. He noted any combination of the segments could be completed, or the city could opt to complete only one segment.

Councilmember Newland stated if only segment one moved forward this would cost the city \$1.7 million. Mr. Zimmerman reported this was the case and discussed how there would be economies of scale if more than one segment were completed at a time.

Councilmember Newland stated it appears the city cannot afford to complete the BWS trails at this time. He supported waiting until funding was in place before beginning this project. Mr. Zimmerman stated if the council does not believe it is feasible to move forward with these segments, outreach would have to be done with the public.

Mr. Thorvig reported resident feedback was received on this project. He discussed how the neighborhood to the north of 109th Avenue where trail segment 1 was proposed was because this neighborhood was isolated. He noted if segments 1, 2 and 3 were completed, this neighborhood would be able to get to other parts of the community.

Councilmember Robertson indicated she attended the open house and understood the isolation mindset, however, she believed the council's responsibility was to be fiscally responsible with the city's finances. She explained she did not like residents being frustrated by delayed projects but believed this was the right thing to do at this time because the city did not have adequate funding in place for the BWS trail segments. She supported this project being put on pause for this time.

Councilmember Ford agreed, noting while the BWS trail segments were a great project, he did not support moving this project forward at this time.

Councilmember Massoglia recommended the trail segments be paused until the city wetland credit sales in place to adequately fund the project. He stated he supported the project being completed in the future but would need more clarity on the balance of the wetland credits.

Councilmember Larson agreed, stating the council would have to consider the price of the trail segments along with the future maintenance of these trails.

Mr. Schluender inquired if the council would support moving forward with a portion of the project in order to keep a proper balance in the wetland credit fund.

Councilmember Massoglia indicated he would support having a conversation about this further, but would like to know more about the wetland credit situation from staff.

Councilmember Robertson reported there was still instability in the park dedication fund and she would like to know more about this as well. She reiterated that the council believes this is a good project, but now was not the time to complete the project.

Mr. Zimmerman stated staff would have to further investigate what it would take to unlock future wetland credits, noting this may take some level of investment from the city. Mr. Thorvig explained wetland credits would be further discussed at the November 17 workshop meeting.

Mr. Zimmerman reported staff would postpone this project for one year and bring it back for further discussion in 2026. The council supported this action.

Councilmember Massoglia stated he recalled the council did not support doing the BWS restrooms/structure. He explained \$750,000 would not be enough for this project. He stated the only project on the proposed list that he could support was the new park west of Lexington Avenue and Main Street.

Councilmember Robertson reported she did not have a problem with the BWS restroom/structure noting this project had been postponed to 2030 and anticipated this project may be delayed further. It was her hope the wetland credit fund would become more stable going forward and the city would have funding in place for this project. She anticipated the cost for the BWS restroom structure would be higher than \$750,000 and adjustments should be made to the plan. She noted the projected cost for the new park west of Lexington and Main Street was alarming, but she understood this was the cost to build a new park. She supported the council having a conversation about how to fund the

long-term maintenance of the city's 60+ parks. She commented on the tremendous investments that have been made to Jim Peterson Park and indicated she was not very supportive of the skate park. She recommended the city pursue a community partner for this project.

Councilmember Newland stated he agreed with these comments. He explained Councilmember Massoglia was correct that the council did not support moving forward with the BWS structure. He indicated after all the trails are built out, the council could revisit this topic. He stated he supported the new park west of Lexington/Main Street and recommended the skate park be put on hold long term.

Councilmember Fleming questioned if the city had a plan to maintain its numerous parks. Mr. Zimmerman reported the capital plan does not include maintenance. He discussed how public works maintains the city's parks and he did not foresee any significant investments in the parks to provide anything more from a maintenance perspective. Mr. Thorvig stated the city could look at maintaining less of the areas within the park that were not being used. He indicated staff could take another look at how each of the city's parks are being used.

Mr. Zimmerman asked if the BWS structure should be put on hold or be removed from the plan.

Councilmember Robertson supported the BWS structure remaining in the five-year plan with the understanding the project may not be completed until 2032 or further down the road. Mr. Thorvig stated staff would prioritize the BWS trail plan and the structure would be delayed further.

Councilmember Larson indicated the city had a portable restroom available at the parking lot for residents to use.

Councilmember Robertson commented the NRCB had plans to make the BWS structure a learning center which would require additional planning and finances.

Councilmember Massoglia recommended the transfer to the open space fund not be completed since the BWS trail segments would not be moving forward. Mr. Zimmerman noted the numbers will not remain as presented based on the feedback that has been received from the council.

Mr. Thorvig discussed how alternative revenue sources could be used by the council to assist with funding future parks projects.

Council consensus was to postpone the BWS trail development project and restroom/structure at this time, to review other funding sources, to consider possible segment construction alternatives, to support the proposed new park west of Lexington/125th Avenue, and to remove the proposed wheel park.

4. Other Business

Mr. Thorvig reported the council would be holding a special workshop meeting on September 29

to discuss utility and refuse funds.

Mayor Sanders shared that Council will be adding Item 4.2 to approve the appointment of the city manager.

5. Adjournment

The workshop was adjourned at 6:49PM.



City of Blaine

City Council

September 15, 2025 | 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 7:00PM 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, Chris Ford, Leslie Larson, Chris Massoglia, Tom Newland, and Jess Robertson.

ABSENT: None.

Quorum Present.

ALSO PRESENT: Interim City Manager/Community Development Director Erik Thorvig; Assistant Community Development Director 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 Eric Larson; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

Mayor Sanders discussed how many Minnesotans were hurting due to the numerous acts of violence that have occurred in recent weeks. He believed America was in a crisis at this time and from this crisis there comes an opportunity to respond. He urged all Blaine residents and all Minnesotans to choose goodness and love. He hoped residents could make the right decision on how to treat each other. He encouraged residents to treat one another with dignity, honor, love and respect. He asked that everyone in the council chambers join him in a moment of silence.

Motion by Mayor Sanders, seconded by Councilmember Robertson, to adopt the agenda as amended adding Item 4.2 Appointment of the City Manager.

4. Awards - Presentations - Organizational Business

4.1. 2025-211 Police Officer Swearing-in Ceremony
Sponsors: Brian Podany, Safety Services Manager/Police Chief

Safety Services Director/Police Chief Podany stated when new officers successfully complete the field training program and advance to solo patrol, a swearing-in ceremony is performed in front of the city council. This is a special time for new officers and their families to celebrate their accomplishments and be recognized in front of the city mayor, councilmembers, city manager, Police Chief Podany, fellow police staff, and the public. He thanked the council for their continued support of the police department and then introduced new officers Mikael Dahlstrom and Michael Marohnic to the city council.

City Clerk Sorensen administered the oath of office to Officers Mikael Dahlstrom and Michael Marohnic and welcomed them to the Blaine Police Department. Badges were pinned on and a round of applause was offered by all in attendance.

Mayor Sanders stated Blaine had tremendous leadership within the Blaine Police Department and he thanked each of the officers for their sense of duty and service to the community. He stated he was grateful that these two new officers chose Blaine.

4.2 - City Manager Appointment

Motion by Mayor Sanders, second by Councilmember Robertson, to appoint Erik Thorvig as City Manager effective immediately.

Mayor Sanders reported the city received 40 applicants from its nationwide search for a new city manager. He explained this was a highly sought position and he was pleased to see the best candidate rose to the top for Blaine. He appreciated the commitment and steady hand Mr. Thorvig would bring to the city.

A roll call vote was conducted. Motion adopted unanimously.

A round of applause and standing ovation was offered by all in attendance.

City Manager Thorvig thanked the council for the trust they have placed in him first as the interim city manager and now as the city manager. He explained he was looking forward to continuing his relationship with each of the councilmembers, noting they were a great group to work with. He expressed his gratitude to all the employees who work for the city of Blaine stating the employees make this a great community to live and work in. Lastly, he stated he was excited to lead this community into the future.

5. Communications

None.

6. Open Forum

Open Forum is an opportunity for the public to share comments, concerns, or input on other items. While open forum is not intended to provide for response or discussion opportunities, if

follow-up is needed, city staff will work to contact the speaker(s) outside of the meeting to arrange for that follow-up. Each speaker will be limited to 3 minutes with a maximum of 15 minutes set aside for open forum.

Mayor Sanders opened the Open Forum at 7:26PM.

Bruce Manthei, 4101 99th Avenue NE, shared comments regarding city ordinance, noting anything over 3 feet is a safety hazard. He disagreed with staff's interpretation of sight line issues at 99th Avenue/Lexington due to the new electrical box. He indicated the new electrical box was 4 foot 9 inches high due to the platform to box was on. He explained this was a tremendous safety concern. He reported he was also has concerned with the fact bicyclists no longer need to stop at stop signs and the potential safety concern this would create.

Susan Nygard, Scooter's Coffee, shared comments regarding her upcoming item for a second reading and adoption to allow off-site directional signage. She discussed the concerns the landlord was having in finding tenants for her building. She explained MAC supported the requested off-site directional signage. She commented further on the reasons for the off-site directional signage and requested council support.

Dana Carlson, 287 117th Avenue NE, shared concerns regarding possible crimes being committed against his family and other concerns.

Brent Nygard, Scooter's Coffee, shared Scooters was the only drive-thru in this area and if the off-site directional signage were approved, the city would not be setting a precedent.

There being no further input, Mayor Sanders closed the Open Forum at 7:42PM.

7. 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 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.

Councilmember Massoglia thanked the Blaine Festival for their generous donation for the Aquatore Park basketball court.

Motion adopted unanimously.

7.1. 2025-212 Schedule of Bills Paid
 Sponsors: Jason Zimmerman, Finance Director

7.2. 2025-213 Approval of Minutes

Sponsors: Cathy Sorensen, City Clerk

- 7.3.** RES 25-127 Resolution Granting Final Plat Approval to Create Four Lots and Three Outlots to be Known as Lexington Crossing Second Addition at the Southwest Corner of Lexington Avenue and 125th Avenue NE. Blaine Lex Crossings 2025, LLC (Case File No. 25-0039/SAS)

Sponsors: Sheila Sellman, Interim Community Development Director

- 7.4.** RES 25-167 Resolution to Accept a Donation from the Blaine Festival Committee in the amount of \$26,632 for the Aquatore Park Basketball Court and Associated Budget Amendments

Sponsors: Jerome Krieger, Sr. Recreation Manager

8. 7:00 PM - Public Hearing and Items Published for a Certain Time

- 8.1.** RES 25-149 Conduct Public Hearing and Adopt a Resolution to Vacate the Drainage and Utility Easements on Outlot B, Lexington Crossing, According to the Recorded Plat Thereof, Anoka County, Minnesota; Vacation No. V25-03

Sponsors: Daniel Schluender, Director of Engineering

Director of Engineering Schluender stated the city received a petition dated July 31, 2025 from Chris Moe representing HJ Development, LLP, requesting the vacation of all the drainage and utility easements lying over, under, and across Outlot B, Lexington Crossing; according to the recorded plat thereof, Anoka County, Minnesota. The property was originally platted as Outlot B, Lexington Crossing. The existing drainage and utility easements are no longer needed and new easements will be platted in accordance to the requirements with the platting of Lexington Crossing Second Addition. Engineering staff has reviewed the request and agrees with the vacation.

Mayor Sanders opened the public hearing at 7:44PM.

There being no public input, Mayor Sanders closed the public hearing at 7:44PM.

Moved by Councilmember Robertson, seconded by Councilmember Massoglia, to adopt a Resolution to Vacate the Drainage and Utility Easements on Outlot B, Lexington Crossing, According to the Recorded Plat Thereof, Anoka County, Minnesota; Vacation No. V25-03.

Motion adopted unanimously.

- 8.2.** ORD 25-2590 First Reading
An Ordinance Amending Sec. 2.07. Salaries of the Blaine City Charter

City Clerk Sorensen stated council was asked to hold a public hearing regarding the proposed charter amendment and then hold first reading of the proposed ordinance regarding salaries of mayor and councilmembers.

Mayor Sanders opened the public hearing at 7:47PM.

There being no public input, Mayor Sanders closed the public hearing at 7:47PM.

Declared by Mayor Sanders that Ordinance No. 25-2590, "An Ordinance Amending Sec. 2.07. Salaries of the Blaine City Charter," be introduced and placed on file for second reading at the October 6, 2025 Council meeting.

9. Development Business

9.1. ORD 25-2584 Second Reading

Ordinance Approving a Rezoning from Heavy Industrial (I-2) to Heavy Industrial (I-2A) at 2801 101st Avenue NE. Manning Transfer (Case File No. 25-0032/SLK)

Sponsors: Sheila Sellman, Interim Community Development Director

Assistant Community Development Director Sellman stated the applicant is requesting a rezoning from Heavy Industrial (I-2) to Heavy Industrial (I-2A) to allow a reconfiguration of the outside storage/parking of trucks/trailers on two combined lots. Staff provided further comment on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt the Second Reading of Ordinance No. 25-2584, Approving a Rezoning from Heavy Industrial (I-2) to Heavy Industrial (I-2A) at 2801 101st Avenue NE.

Motion adopted unanimously.

9.2. RES 25-134 Resolution Granting a Conditional Use Permit for the Reconfiguration of the Outside Storage of Trucks and Trailers for the Existing Truck Terminal, Truck Repair Use and Two Buildings on One Parcel in the Heavy Industrial (I-2A) Zoning District at 2775 and 2801 101st Avenue NE. Manning Transfer (Case File No. 25-0032/SLK)

Sponsors: Sheila Sellman, Interim Community Development Director

Ms. Sellman stated the applicant is requesting a conditional use permit (CUP) to allow a reconfiguration of the outside storage/parking of trucks/trailers on two combined lots, and for two buildings on one lot. Staff provided further comment on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt a Resolution Granting a Conditional Use Permit for the Reconfiguration of the Outside Storage of Trucks and Trailers for the Existing Truck Terminal, Truck Repair Use and Two Buildings on One Parcel in the Heavy Industrial (I-2A) Zoning District at 2775 and 2801 101st Avenue NE.

Motion adopted unanimously.

9.3. ORD 25-2585 Second Reading

Ordinance Considering an Amendment to Section 34.09 of the City of Blaine Zoning Ordinance to Allow for Off-Site Directional Signage. Scooters Coffee (Case File No. 25-0035/ACK)

Sponsors: Sheila Sellman, Interim Community Development Director

Ms. Sellman stated the council is asked to consider the second reading of an ordinance to allow off-site directional signage. Staff provided background information on the request, reviewed the concerns staff had with this off-site signage request and reported the planning commission recommended denial of the ordinance amendment.

Moved by Councilmember Robertson, seconded by Councilmember Newland, to recommend denial of the Second Reading of Ordinance No. 25-2585, Considering an Amendment to Section 34.09 of the City of Blaine Zoning Ordinance to Allow for Off-Site Directional Signage.

Councilmember Larson asked if the amendment would allow for the directional signage requested by the applicant. Ms. Sellman reported this was the case.

Councilmember Larson inquired if the amendment language referring to the airport land would ensure the off-site directional signage could not be replicated elsewhere. Ms. Sellman indicated that was the reason this language was included. However, she noted there was other property along 105th Avenue that abuts the airport.

Councilmember Robertson questioned if there was any language in the current sign ordinance that did not allow them to put up current signage. Ms. Sellman stated the directional signage was not allowed, but as far as the building signage goes, the applicant would have to meet the site plan, but the building owner was not signing off on this permit.

Councilmember Ford reported he supported this request originally, but indicated this request goes against the city's ordinances. He explained he wanted to see small businesses in Blaine succeeding, but he did not want to open the city up to future requests for directional signs so for this reason he would not be supporting the off-site directional signage request.

Councilmember Newland stated he agreed with Councilmember Ford and noted he would not be able to support this exception. He explained he had a problem with the specific language that was written for this property as he wanted all businesses in Blaine to be

treated the same. He indicated he would be supporting denial of the request.

Councilmember Larson reported he understood the council's concerns when it came to consistency, however, some requests required additional discussion. She stated with this request, the applicant was asking for assistance in order to thrive in the community.

Motion adopted 6-1 (Councilmember Larson opposed).

10. Administration

- 10.1.** RES 25-152 Resolution Accepting a Bid and Award a Contract to R & K Industries LLC DBA Diversified Paving in the Amount of \$242,892.00 for the 2025 Trail Improvement Project, Improvement Project No. P2501.
Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated accept a bid for the 2025 Trail Maintenance Project, Improvement Project No. P2501 and award a contract in the amount of \$242,892.00 to R & K Industries LLC DBA Diversified Paving. Bids have been checked and tabulated, and it has been determined that R & K Industries LLC DBA Diversified Paving of St. Augusta, Minnesota is the lowest bidder. The parks department has worked with Diversified Paving on previous contracts. The base bid project plans include maintenance on trails that were identified by the parks trail rating program and includes 1,000 feet of trail within Kane Meadows Park that were damaged during sanitary sewer repairs. Alternate bid #1 project plans include approximately 1,500 feet of trails within Carrara West Park. Alternate bid #2 project plans include approximately 2,100 feet of trail within Territorial Park.

Mr. Schluender reported staff recommends that the low base bid plus the alternate bid #1 be accepted in the amount of \$242,892.00, and a contract be entered into with R & K Industries LLC DBA Diversified Paving. The base bid work is identified as 2025 trail maintenance in the parks CIP and will be funded as such. The 1,000 feet of trail within Kane Meadows that were damaged during sanitary repairs will be funded by the 2025 sanitary sewer and storm water maintenance budgets. Staff recommends not awarding the alternate #2 bid as part of the 2025 trail improvement project. This work will be awarded under a separate contract as a separate agenda item through public works sanitary sewer maintenance. City council is also asked to approve a 10% contingency to bring the total project budget to \$267,181.20. The funding source for this project is the 2025 parks CIP funds and 2025 sewer operating fund.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to adopt a Resolution Accepting a Bid and Award a Contract to R & K Industries LLC DBA Diversified Paving in the Amount of \$242,892.00 for the 2025 Trail Improvement Project, Improvement Project No. P2501.

Motion adopted unanimously.

11. Other Business

City Manager Thorvig announced Ms. Sellman will now be serving as the Interim Community Development Director.

12. Adjournment

Moved by Councilmember Newland, seconded by Councilmember Robertson, to adjourn the meeting at 8:09PM.

Motion adopted unanimously.



City of Blaine Staff Report

File Number: RES 25-168

Agenda Date

October 6, 2025

Status

In Control

City Council

File Type

Resolution

Approval of Consent Agenda: - Brian Podany, Safety Services Manager/Police Chief

Agenda Item # 7.3

Resolution to Approve the 2026 DWI / Traffic Safety Officer Grant and Associated Budget Amendments

Executive Summary

Resolution to Approve the 2026 DWI / Traffic Safety Officer Grant and Associated Budget Amendments

Background

The Police Department applied for and was awarded a grant through the Minnesota Department of Public Safety - Office of Traffic Safety for a DWI / Traffic Safety Officer Grant. The DWI / Traffic Safety Officer will work the peak nights and times when data indicates impaired driving is most likely to occur. While primarily seeking to detect and interdict impaired drivers, the DWI / Traffic Safety Officer will also focus on the enforcement of the dangerous driving behaviors of speeding, distracted driving and occupant protection.

Strategic Plan Relationship

Acceptance of the grant will help maintain a safe, livable community by dedicating funds for the police department removing impaired drivers from our roadways.

Board/Commission Review

Financial Impact

Acceptance of the grant provided funds will fully offset the cost of the DWI Officer, which is a budgeted position. The term of the grant contract agreement is from October 1, 2025, to September 30, 2026. The staff recommended budget amendments are included in the accompanying resolution.

Public Outreach/Input

Staff Recommendation

Approve the resolution accepting the 2026 DWI / Traffic Safety Officer Grant, authorizing the Mayor and City Manager to execute the grant agreement, and approving related budget amendments.

Attachment List

1. 2026 DWI / Traffic Safety Officer Grant



City of Blaine

Signature Copy

Resolution: RES 25-168

Resolution to Approve the 2026 DWI / Traffic Safety Officer Grant and Associated Budget Amendments

WHEREAS, the City of Blaine has prepared a grant proposal for the purpose of a DWI / Traffic Safety Officer; and

WHEREAS, the City of Blaine's DWI / Traffic Safety Officer Grant application was accepted and approved; and

WHEREAS, the Minnesota Department of Public Safety – Office of Traffic Safety selected Blaine to receive grant funding up to \$149,768; and

WHEREAS, the Minnesota Department of Public Safety – Office of Traffic Safety requires that the City of Blaine enter into an agreement that identifies the terms and conditions of the funding award; and

WHEREAS, Minn. Stat. § 465.03 requires a City to accept grants by resolution expressing the terms prescribed by the donor in full; and

WHEREAS, a resolution from the City Council authorizing the City of Blaine to accept grants is required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine, Anoka and Ramsey County, Minnesota as follows:

1. Acceptance of DWI / Traffic Safety Officer Grant funding for the City of Blaine is hereby authorized in accordance with the terms set forth herein.
2. The Mayor and City Manager are hereby authorized to execute the above agreement with the Minnesota Department of Public Safety – Office of Traffic Safety.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Blaine approve the following revenue increases to the 2026 budget:

Fund	Amount
Police Grants - DWI (CFDA 26.608) - Federal Grants 214.40.460.462.9001.004623-3310	\$149,768

BE IT FURTHER RESOLVED that the City Council of the City of Blaine approve the following expenditure increases to the 2026 budget:

Fund	Amount
Police Grants - Fulltime Regular 214.40.460.462.9001.004623-4101	\$149,768

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



Minnesota Department of Public Safety ("State") Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101	Grant Program: 2026 NHTSA: DWI / Traffic Safety Officer Grant Contract Agreement No.: A-OFFICR26-2026-BLAINEPD-015
Grantee: Blaine Police Department 10801 Town Square Drive NE Blaine, MN 55449	Grant Contract Agreement Term: Effective Date: 10/01/2025 Expiration Date: 09/30/2026
Grantee's Authorized Representative: Sergeant Dan Stefczak 10801 Town Square Drive NE Blaine, MN 55449 (763)717-2681 dstefczak@blainemn.gov	Grant Contract Agreement Amount: Original Agreement \$ 149,768.00 Matching Requirement \$ 0.00
State's Authorized Representative: Duane Siedschlag, Impaired Driving Program Coordinator 445 Minnesota Street, Suite 1620 Saint Paul, MN 55101 (651)221-7078 Duane.siedschlag@state.mn.us	Federal Funding: CFDA/ALN: 20.608 & 20.608 & 20.600 FAIN: 69A37525300001640MNA & 69A37525300001640MNA & 69A37525300004020MNO State Funding: N/A Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2026 NHTSA: DWI / Traffic Safety Officer Application ["Application"] which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 620, Saint Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2026 NHTSA: DWI / Traffic Safety Officer Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-OFFICR26-2026-BLAINEPD-015 / 3000107374

Project No.26-03-03

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Budget Summary

Budget				
Budget Category		State Reimbursement		Local Match
Salary				
2026 DWI Officer Salary		\$149,768.00		\$0.00
Total		\$149,768.00		\$0.00
Operating Expenses				
2026 Operating Expenses		\$0.00		\$0.00
Total		\$0.00		\$0.00
Total		\$149,768.00		\$0.00



City of Blaine

Staff Report

File Number: RES 25-171

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Jason Zimmerman, Finance Director

Agenda Item # 7.4

Resolution Accepting SCORE Grant Funds and Authorizing the Mayor and City Manager to Execute the 2026 Agreement for The Residential Recycling Program

Executive Summary

Council is requested to consider accepting SCORE grant funds and authorizing the Mayor and City Manager to execute the 2026 Agreement for the Residential Recycling Program with Anoka County. These funds will be used to help fund recycling and recycling education activities.

Background

In 1980, the Minnesota Legislature adopted the Waste Management Act. Part of this law requires counties to reduce the amount of solid waste generated. As part of Anoka County's Solid Waste Management Plan, Select Committee on Recycling and the Environment (SCORE) funds are made available to municipalities in order to help fund recycling programs and related recycling education activities. Additional funding is also available to fund recycling and organics diversion programs for large community events and to assist multi-unit complexes in promoting and expanding their recycling programs. These funds come in part from a State of Minnesota sales tax on solid waste management.

For the period of January 1 through December 31, 2026, Blaine is eligible to receive revenues of up to \$134,400. The execution of a Joint Powers Agreement will allow the transfer of anticipated funding from Anoka County to Blaine's sanitation fund.

Strategic Plan Relationship

SCORE funds provide a revenue source for recycling efforts and help achieve the financial stability of the city's sanitation fund.

Board/Commission Review

Not required.

Financial Impact

SCORE funds allow the city to maintain affordable sanitation and recycling utility rates for Blaine residents. This amount has already been included in the refuse fund, so no budget amendment is needed.

Public Outreach/Input

Not required.

Staff Recommendation

Adopt the resolution authorizing the Mayor and City Manager to execute the 2026 SCORE Grant funding agreement with Anoka County.

Attachment List

1. Blaine - 2026 SCORE CONTRACT



City of Blaine

Signature Copy

Resolution: RES 25-171

Resolution Accepting SCORE Grant Funds and Authorizing the Mayor and City Manager to Execute the 2026 Agreement for The Residential Recycling Program

WHEREAS, the City of Blaine ("City") prepared a grant proposal for the purpose of funding expenses for programs to encourage and provide opportunities for residential recycling and waste reduction; and

WHEREAS, the City of Blaine's Select Committee on Recycling and the Environment (SCORE) grant application was accepted and approved; and

WHEREAS, Anoka County selected the City to receive grant funding up to \$134,400; and

WHEREAS, Anoka County requires that the City of Blaine enter into an agreement that identifies the terms and conditions of the funding award; and

WHEREAS, Minnesota Statute §465.03 requires the City to accept grants by resolution expressing the terms prescribed by the donor in full; and

WHEREAS, a resolution from the City Council authorizing the City of Blaine to accept grants is required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine as follows:

1. Acceptance of grant title funding for the City of Blaine is hereby authorized in accordance with the terms set forth herein.
2. The Mayor and City Manager are hereby authorized to execute the grant agreement with Anoka County.

PASSED by the City Council of the City of Blaine on this 6h day of October 2025.

2026 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2026, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF BLAINE, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2026 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2026; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,639,033.00; and

WHEREAS, the current County Solid Waste Management Plan (SWMP) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the current SWMP was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter "Grant Program") Contract Documents include: the **Anoka County Municipal Waste**

Abatement Grant Funding Application submitted by the Municipality for the current contract year, and this Agreement for Residential Recycling Program and attachments issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; and 2) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2026, through December 31, 2026, unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:
 - a. “Full-Service Recycling Drop-off Center” means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.
 - b. “Multi-family dwellings” means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.
 - c. “Community Partner” means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2026, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$134,400.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2026 Grant Program Funding Application.

The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or, LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 7,808 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.
- a. The Municipal recycling program shall include the following components:
 - i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
 - iii. The Municipality shall implement a public information program that contains at least one of the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or
 - (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
 - b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
- ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
- iv. Organize and manage a Full-Service Recycling Drop-off Center.
- v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.
- vi. Develop additional opportunities for source-separated compostable materials collection.
- vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
- d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.
- f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

- g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.
6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:
- a. June 1, 2026 – Deadline for submitting via Re-TRAC the 2027 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments
 - b. July 15, 2026 – Deadline for submitting via Re-TRAC the 2026 January – June Anoka County Municipal Reimbursement Report Form and all required attachments
 - c. July 31, 2026 – Deadline for submitting via Re-TRAC the 2026 January – June Anoka County Municipal Tonnage Report Form and all required attachments
 - d. November 16, 2026 – Deadline for submitting via DocuSign the signed 2027 Agreement for Residential Recycling Program
 - e. January 8, 2027 – Deadline for submitting via Re-TRAC the 2026 July – December Anoka County Municipal Reimbursement Report Form and all required attachments
 - f. January 29, 2027 – Deadline for submitting via Re-TRAC the 2026 July – December Anoka County Municipal Tonnage Report Form and all required attachments
 - g. For the Anoka County **Municipal Waste Abatement Grant Funding Application, using set categories in Re-TRAC**, the:
 - Municipality is required to follow application instructions
 - Municipality must refer to list of eligible expenses when completing the application
 - Municipality is required to upload in Re-TRAC a complete and accurate 2026 Staffing Metric and Drop-off Calculator
 - Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events
 - h. For the Anoka County **Municipal Reimbursement Report Form, using set categories in Re-TRAC**, the:
 - Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
 - If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2026 Municipal Waste Abatement Grant Funding Application
 - Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
 - Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
 - Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form
- i. For the **Municipal Tonnage Report Form**, using **set categories in Re-TRAC**, the:
- Municipality is required to follow tonnage report form instructions
 - Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
 - When calculating all tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
 - Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
 - If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
 - If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
 - Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
 - For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs
- j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or

standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

- i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.
11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF BLAINE

COUNTY OF ANOKA

By: _____
Tim Sanders
Mayor

By: _____
Cindy Cesare
Chief Human Services Officer

Date: _____

Date: _____

By: _____
Jim Dickinson
County Administrator

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Kurt Deile
Assistant County Attorney
Date: _____

Attachment A

Minnesota Statutes Referenced in Agreement for Residential Recycling Program

Chapter 115A WASTE MANAGEMENT

Minn. Stat. §115A.03 Definitions

Subdivision 1. **Applicability.**

For the purposes of this chapter, the terms defined in this section have the meanings given them, unless the context requires otherwise.

Subd. 2. **Agency.**

"Agency" means the Pollution Control Agency.

Subd. 3.

[Repealed, [1989 c 335 art 1 s 270](#)]

Subd. 3a. **Arrange for management.**

"Arrange for management" means an activity undertaken by a person that determines the ultimate disposition of solid waste that is under the control of the person, including delivery of the waste to a transfer station for transport to another solid waste management facility. Knowledge of the destination of waste by a generator is by itself insufficient for arranging for management unless the generator knows that the destination is an environmentally inferior facility as defined in this section, has the ability to redirect the waste to an environmentally superior facility and ensure its delivery to that facility, and chooses not to redirect the waste.

Subd. 4. **Cities.**

"Cities" means statutory and home rule charter cities and towns authorized to plan under sections [462.351](#) to [462.364](#).

Subd. 5. **Collection.**

"Collection" means the aggregation of waste from the place at which it is generated and includes all activities up to the time the waste is delivered to a waste facility.

Subd. 6. **Commercial waste facility.**

"Commercial waste facility" means a waste facility established and permitted to sell waste processing or disposal services to generators other than the owner and operator of the facility.

Subd. 6a. **Commissioner.**

"Commissioner" means the commissioner of the Pollution Control Agency.

Subd. 7. Construction debris.

"Construction debris" means waste building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings and roads.

Subd. 7a. Containment.

"Containment" means isolating, controlling, and monitoring waste in a waste facility in order to prevent a release of waste from the facility that would have an adverse impact upon human health and the environment.

Subd. 8. Development region.

"Development region" means a region designated pursuant to sections [462.381](#) to [462.397](#).

Subd. 8a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 9. Disposal or dispose.

"Disposal" or "dispose" means the discharge, deposit, injection, dumping, spilling, leaking, or placing of any waste into or on any land or water so that the waste or any constituent thereof may enter the environment or be emitted into the air, or discharged into any waters, including groundwaters.

Subd. 10. Disposal facility.

"Disposal facility" means a waste facility permitted by the agency that is designed or operated for the purpose of disposing of waste on or in the land, together with any appurtenant facilities needed to process waste for disposal or transfer to another waste facility.

Subd. 10a. Environmentally inferior.

"Environmentally inferior" means a solid waste management method that is lower on the list of preferred waste management methods in section [115A.02](#) than a solid waste management method chosen by a county or, as applied to a facility, means a waste management facility that utilizes a waste management method that is lower on the list of preferred waste management methods than the waste management method chosen by a county. In addition, as applied to disposal facilities, a facility that does not meet the standards for new facilities in Code of Federal Regulations, title 40, chapters 257 and 258, is environmentally inferior to a facility that does meet these standards.

Subd. 11. Generation.

"Generation" means the act or process of producing waste.

Subd. 12. Generator.

"Generator" means any person who generates waste.

Subd. 13. Hazardous waste.

"Hazardous waste" has the meaning given it in section [116.06, subdivision 11](#).

Subd. 13a. Industrial waste.

"Industrial waste" means solid waste resulting from an industrial, manufacturing, service, or commercial activity that is managed as a separate waste stream.

Subd. 14. Intrinsic hazard.

"Intrinsic hazard" of a waste means the propensity of the waste to migrate in the environment, and thereby to become exposed to the public, and the significance of the harm or damage likely to result from exposure of natural resources or the public to the waste, as a result of such inherent or induced attributes of the waste as its chemical and physical stability, solubility, bioconcentratability, toxicity, flammability, and corrosivity.

Subd. 15. Intrinsic suitability.

(a) "Intrinsic suitability" of a land area or site means that, based on existing data on the inherent and natural attributes, physical features, and location of the land area or site, there is no known reason why the waste facility proposed to be located in the area or site cannot reasonably be expected to qualify for permits in accordance with agency rules. Agency certification of intrinsic suitability shall be based on data submitted to the agency by the proposing entity and data included by the administrative law judge in the record of any public hearing on recommended certification, and applied against criteria in agency rules and any additional criteria developed by the agency in effect at the time the proposing entity submits the site for certification.

(b) In the event that all candidate sites selected by the board before May 3, 1984, are eliminated from further consideration and a new search for candidate sites is commenced, "intrinsic suitability" of a land area or site shall mean that, because of the inherent and natural attributes, physical features, and location of the land area or site, the waste facility proposed to be located in the area or site would not be likely to result in material harm to the public health and safety and natural resources and that therefore the proposed facility can reasonably be expected to qualify for permits in accordance with agency rules.

Subd. 16.

[Repealed, [1997 c 7 art 1 s 26](#)]

Subd. 17. Local government unit.

"Local government unit" means cities, towns, and counties.

Subd. 17a. Major appliances.

"Major appliances" means clothes washers and dryers, dishwashers, hot water heaters, heat pumps, furnaces, garbage disposals, trash compactors, conventional and microwave ovens, ranges and stoves, air conditioners, dehumidifiers, refrigerators, and freezers.

Subd. 18. Metropolitan area.

"Metropolitan area" has the meaning given it in section [473.121](#).

Subd. 19. Metropolitan Council.

"Metropolitan Council" means the council established in chapter 473.

Subd. 20.

[Repealed, [1994 c 628 art 3 s 209](#)]

Subd. 21. **Mixed municipal solid waste.**

(a) "Mixed municipal solid waste" means garbage, refuse, and other solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, except as provided in paragraph (b).

(b) Mixed municipal solid waste does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Subd. 22. **Natural resources.**

"Natural resources" has the meaning given it in chapter 116B.

Subd. 22a.

[Repealed, [1Sp2005 c 1 art 2 s 162](#)]

Subd. 22b. **Packaging.**

"Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product. "Packaging" includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.

Subd. 23. **Person.**

"Person" has the meaning given it in section [116.06](#), but does not include the Pollution Control Agency.

Subd. 24. **Political subdivision.**

"Political subdivision" means any municipal corporation, governmental subdivision of the state, local government unit, special district, or local or regional board, commission, or authority authorized by law to plan or provide for waste management.

Subd. 24a. **Problem material.**

"Problem material" means a material that, when it is processed or disposed of with mixed municipal solid waste, contributes to one or more of the following results:

(1) the release of a hazardous substance, or pollutant or contaminant, as defined in section [115B.02, subdivisions 8, 13, and 15](#);

(2) pollution of water as defined in section [115.01, subdivision 13](#);

(3) air pollution as defined in section [116.06, subdivision 4](#); or

(4) a significant threat to the safe or efficient operation of a solid waste facility.

Subd. 24b. Postconsumer material.

"Postconsumer material" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

Subd. 24d. Prepared sewage sludge.

"Prepared sewage sludge" means exceptional quality sewage sludge, as defined in Minnesota Rules, part 7041.0100, subpart 20, applied to a lawn or home garden and sold or given away in a bag or other container that:

- (1) meets low limits on metal concentrations;
- (2) has been treated to ensure pathogens, pollutants, and vectors that can transport disease have been carefully managed; and
- (3) is labeled with the nutrient content.'

Subd. 25. Processing.

"Processing" means the treatment of waste after collection and before disposal. Processing includes but is not limited to reduction, storage, separation, exchange, resource recovery, physical, chemical, or biological modification, and transfer from one waste facility to another.

Subd. 25a. Recyclable materials.

"Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.

Subd. 25b. Recycling.

"Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form or using them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

Subd. 25c. Recycling facility.

"Recycling facility" means a facility at which materials are prepared for reuse in their original form or for use in manufacturing processes that do not cause the destruction of the materials in a manner that precludes further use.

Subd. 25d. Refuse-derived fuel.

"Refuse-derived fuel" means a product resulting from the processing of mixed municipal solid waste in a manner that reduces the quantity of noncombustible material present in the waste, reduces the size of waste components through shredding or other mechanical means, and produces a fuel suitable for combustion in existing or new solid fuel-fired boilers.

Subd. 26. Regional development commission.

"Regional development commission" means a commission established pursuant to sections [462.381](#) to [462.397](#).

Subd. 26a. Resource conservation.

"Resource conservation" means the reduction in the use of water, energy, and raw materials.

Subd. 27. Resource recovery.

"Resource recovery" means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.

Subd. 28. Resource recovery facility.

"Resource recovery facility" means a waste facility established and used primarily for resource recovery, including related and appurtenant facilities such as transmission facilities and transfer stations primarily serving the resource recovery facility.

Subd. 28a. Retrievable storage.

"Retrievable storage" means a method of disposal whereby wastes are placed in a facility established pursuant to sections [115A.18](#) to [115A.30](#) for an indeterminate period in a manner designed to allow the removal of the waste at a later time.

Subd. 28b. Sanitary district.

"Sanitary district" means a sanitary district with the authority to regulate solid waste.

Subd. 29. Sewage sludge.

"Sewage sludge" means solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. It includes, but is not limited to, scum or solids removed in primary, secondary, or advanced wastewater treatment processes and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works. Sewage sludge that is acceptable and beneficial for recycling on land as a soil conditioner and nutrient source is also known as biosolids.

Subd. 30. Sewage sludge disposal facility.

"Sewage sludge disposal facility" means property owned or leased by a political subdivision and used for interim or final disposal or land spreading of sewage sludge.

Subd. 31. Solid waste.

"Solid waste" has the meaning given it in section [116.06, subdivision 22](#).

Subd. 32. Solid waste management district or waste district.

"Solid waste management district" or "waste district" means a geographic area extending into two or more counties in which the management of solid waste is vested in a special district established pursuant to sections [115A.62](#) to [115A.72](#).

Subd. 32a.

MS 1994 [Renumbered subd 32c]

Subd. 32a. **Source-separated compostable materials.**

"Source-separated compostable materials" means materials that:

- (1) are separated at the source by waste generators for the purpose of preparing them for use as compost;
- (2) are collected separately from mixed municipal solid waste, and are governed by the licensing provisions of section [115A.93](#);
- (3) are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the commissioner has determined that no other person is willing to accept the paper for recycling;
- (4) are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
- (5) may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the commissioner determines that no other person is willing to accept the materials.

Subd. 32b.

MS 1994 [Renumbered subd 32d]

Subd. 32b. **Source-separated recyclable materials.**

"Source-separated recyclable materials" means recyclable materials, including commingled recyclable materials, that are separated by the generator.

Subd. 32c. **Stabilization.**

"Stabilization" means a chemical or thermal process in which materials or energy are added to waste in order to reduce the possibility of migration of any hazardous constituents of the resulting stabilized waste in preparation for placement of the waste in a stabilization and containment facility.

Subd. 32d. **Stabilization and containment facility.**

"Stabilization and containment facility" means a waste facility that is designed for stabilization and containment of waste, together with other appurtenant facilities needed to process waste for stabilization, containment, or transfer to another facility.

Subd. 33. **Transfer station.**

"Transfer station" means an intermediate waste facility in which waste collected from any source is temporarily deposited to await transportation to another waste facility.

Subd. 34. **Waste.**

"Waste" means solid waste, sewage sludge, and hazardous waste.

Subd. 35. Waste facility.

"Waste facility" means all property, real or personal, including negative and positive easements and water and air rights, which is or may be needed or useful for the processing or disposal of waste, except property for the collection of the waste and property used primarily for the manufacture of scrap metal or paper. Waste facility includes but is not limited to transfer stations, processing facilities, and disposal sites and facilities.

Subd. 36. Waste management.

"Waste management" means activities which are intended to affect or control the generation of waste and activities which provide for or control the collection, processing and disposal of waste.

Subd. 36a. Waste management method chosen by a county.

"Waste management method chosen by a county" means:

- (1) a waste management method that is mandated for waste generated in the county by section [115A.415](#), [473.848](#), [473.849](#), or other state law, or by county ordinance based on the county solid waste management plan developed, adopted, and approved under section [115A.46](#) or [458D.05](#) or the county solid waste management master plan developed, adopted, and approved under section [473.803](#); or
- (2) a waste management facility or facilities, developed under the county solid waste management plan or master plan, to which solid waste generated in a county is directed by an ordinance developed, adopted, and approved under sections [115A.80](#) to [115A.893](#).

Subd. 36b. Waste reduction or source reduction.

"Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

- (1) reusing a product in its original form;
- (2) increasing the life span of a product;
- (3) reducing material or the toxicity of material used in production or packaging; or
- (4) changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

Subd. 37. Waste rendered nonhazardous.

"Waste rendered nonhazardous" means (1) waste excluded from regulation as a hazardous waste under the delisting requirements of United States Code, title 42, section 6921 and any federal and state delisting rules, and (2) other nonhazardous residual waste from the processing of hazardous waste.

Subd. 38. Yard waste.

"Yard waste" means garden wastes, leaves, lawn cuttings, weeds, shrub and tree waste, and prunings.

History:

[1980 c 564 art 1 s 3](#); [1981 c 352 s 1,2](#); [1983 c 373 s 5,6](#); [1984 c 640 s 32](#); [1984 c 644 s 1,2](#); [1985 c 274 s 1-3](#); [1986 c 425 s 12-17](#); [1987 c 348 s 1,2](#); [1988 c 524 s 1](#); [1988 c 685 s 3,4,21](#); [1989 c 325 s 3](#); [1989 c 335 art 1 s 128,129,269](#); [1Sp1989 c 1 art 18 s 3](#); [art 20 s 1,2](#); [1991 c 303 s 1](#); [1991 c 337 s 6,7,44](#); [1992 c 593 art 1 s 5-7,28](#); [1993 c 249 s](#)

[7,8,61](#); [1994 c 548 s 1](#); [1994 c 585 s 3](#); [1994 c 639 art 5 s 3](#); [1995 c 220 s 96](#); [1995 c 247 art 1 s 66](#); [1996 c 470 s 2-5](#); [1Sp2005 c 1 art 2 s 161](#); [2008 c 357 s 32,33](#); [2011 c 107 s 81](#); [2014 c 248 s 14](#); [1Sp2015 c 4 art 4 s 104,105](#)

Minn. Stat. § 115A.151 RECYCLING REQUIREMENTS; PUBLIC ENTITIES; COMMERCIAL BUILDINGS; SPORTS FACILITIES.

(a) A public entity, the owner of a sports facility, and an owner of a commercial building shall:

- (1) ensure that facilities under its control, from which mixed municipal solid waste is collected, also collect at least three recyclable materials, such as, but not limited to, paper, glass, plastic, and metal; and
- (2) transfer all recyclable materials collected to a recycler.

(b) For the purposes of this section:

(1) "public entity" means the state, an office, agency, or institution of the state, the Metropolitan Council, a metropolitan agency, the Metropolitan Mosquito Control Commission, the legislature, the courts, a county, a statutory or home rule charter city, a town, a school district, a special taxing district, or any entity that receives an appropriation from the state for a capital improvement project after August 1, 2002;

(2) "metropolitan agency" and "Metropolitan Council" have the meanings given them in section [473.121](#);

(3) "Metropolitan Mosquito Control Commission" means the commission created in section [473.702](#);

(4) "commercial building" means a building that:

- (i) is located in a metropolitan county, as defined in section [473.121](#);
 - (ii) contains a business classified in sectors 42 to 81 under the North American Industrial Classification System; and
 - (iii) contracts for four cubic yards or more per week of solid waste collection; and
- (5) "sports facility" means a professional or collegiate sports facility at which competitions take place before a public audience.

History: [1Sp1989 c 1 art 18 s 9](#); [1991 c 337 s 12](#); [1996 c 457 s 10](#); [2002 c 312 s 2](#); [2014 c 225 s 4](#); [2014 c 312 art 13 s 24](#)

Minn. Stat. §115A.46 REGIONAL AND LOCAL SOLID WASTE MANAGEMENT PLAN; REQUIREMENTS.

Subdivision 1. General.

(a) Plans shall address the state policies and purposes expressed in section [115A.02](#) and may not be inconsistent with state law.

(b) Plans for the location, establishment, operation, maintenance, and postclosure use of facilities and facility sites, for ordinances, and for licensing, permit, and enforcement activities shall be consistent with the rules adopted by the agency pursuant to chapter 116.

(c) Plans shall address:

- (1) the resolution of conflicting, duplicative, or overlapping local management efforts;
- (2) the establishment of joint powers management programs or waste management districts where appropriate; and
- (3) other matters as the rules of the agency may require consistent with the purposes of sections [115A.42](#) to [115A.46](#).
- (d) Political subdivisions preparing plans under sections [115A.42](#) to [115A.46](#) shall consult with persons presently providing solid waste collection, processing, and disposal services.
- (e) Plans must be submitted to the commissioner for approval. When a county board is ready to have a final plan approved, the county board shall submit a resolution requesting review and approval by the commissioner. After receiving the resolution, the commissioner shall notify the county within 45 days whether the plan as submitted is complete and, if not complete, the specific items that need to be submitted to make the plan complete. Within 90 days after a complete plan has been submitted, the commissioner shall approve or disapprove the plan. If the plan is disapproved, reasons for the disapproval must be provided.
- (f) After initial approval, each plan must be updated and submitted for approval at least every ten years. The plan must be revised as necessary so that it is not inconsistent with state law.
- (g) Rules that regulate plan content under subdivision 2 must reflect demographic, geographic, regional, and solid waste system differences that exist among the counties.

Subd. 2. Contents.

- (a) The plans shall describe existing collection, processing, and disposal systems, including schedules of rates and charges, financing methods, environmental acceptability, and opportunities for improvements in the systems.
- (b) The plans shall include an estimate of the land disposal capacity in acre-feet which will be needed through the year 2000, on the basis of current and projected waste generation practices. In assessing the need for additional capacity for resource recovery or land disposal, the plans shall take into account the characteristics of waste stream components and shall give priority to waste reduction, separation, and recycling.
- (c) The plans shall require the most feasible and prudent reduction of the need for and practice of land disposal of mixed municipal solid waste.
- (d) The plans shall address at least waste reduction, separation, recycling, and other resource recovery options, and shall include specific and quantifiable objectives, immediately and over specified time periods, for reducing the land disposal of mixed municipal solid waste and for the implementation of feasible and prudent reduction, separation, recycling, and other resource recovery options. These objectives shall be consistent with statewide objectives as identified in statute. The plans shall describe methods for identifying the portions of the waste stream such as leaves, grass, clippings, tree and plant residue, and paper for application and mixing into the soil and use in agricultural practices. The plans shall describe specific functions to be performed and activities to be undertaken to achieve the abatement, reduction, separation, recycling, and other resource recovery objectives and shall describe the estimated cost, proposed manner of financing, and timing of the functions and activities. The plans shall describe proposed mechanisms for complying with the recycling requirements of section [115A.551](#), and the household hazardous waste management requirements of section [115A.96, subdivision 6](#).
- (e) The plans shall include a comparison of the costs of the activities to be undertaken, including capital and operating costs, and the effects of the activities on the cost to generators and on persons currently providing solid waste collection, processing, and disposal services. The plans shall include

alternatives which could be used to achieve the abatement objectives if the proposed functions and activities are not established.

(f) The plans shall designate how public education shall be accomplished. The plans shall, to the extent practicable and consistent with the achievement of other public policies and purposes, encourage ownership and operation of solid waste facilities by private industry. For solid waste facilities owned or operated by public agencies or supported primarily by public funds or obligations issued by a public agency, the plans shall include criteria and standards to protect comparable private and public facilities already existing in the area from displacement unless the displacement is required in order to achieve the waste management objectives identified in the plan.

(g) The plans shall establish a siting procedure and development program to assure the orderly location, development, and financing of new or expanded solid waste facilities and services sufficient for a prospective ten-year period, including estimated costs and implementation schedules, proposed procedures for operation and maintenance, estimated annual costs and gross revenues, and proposals for the use of facilities after they are no longer needed or usable.

(h) The plans shall describe existing and proposed county and municipal ordinances and license and permit requirements relating to solid waste management and shall describe existing and proposed regulation and enforcement procedures.

Subd. 3.

[Repealed, [1984 c 644 s 82](#)]

Subd. 4. Delegating solid waste responsibilities.

A county or a solid waste management district established under sections [115A.62](#) to [115A.72](#) may not delegate to another governmental unit or other person any portion of its responsibility for solid waste management unless it establishes a funding mechanism to assure the ability of the entity to which it delegates responsibility to adequately carry out the responsibility delegated.

Subd. 5. Jurisdiction of plan.

(a) After a county plan has been submitted for approval under subdivision 1, a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not enter into a binding agreement governing a solid waste management activity that is inconsistent with the county plan without the consent of the county.

(b) After a county plan has been approved under subdivision 1, the plan governs all solid waste management in the county and a public entity, as defined in section [16C.073, subdivision 1](#), within the county may not develop or implement a solid waste management activity, other than an activity to reduce waste generation or reuse waste materials, that is inconsistent with the county plan that the county is actively implementing without the consent of the county.

History:

[1980 c 564 art 5 s 5](#); [1982 c 569 s 13](#); [1984 c 644 s 32,33](#); [1987 c 404 s 140](#); [1989 c 131 s 3](#); [1989 c 325 s 6](#); [1989 c 335 art 1 s 269](#); [1Sp1989 c 1 art 20 s 3,4](#); [1991 c 337 s 15,16](#); [1995 c 247 art 1 s 8](#); [art 2 s 12](#); [2003 c 13 s 1](#); [1Sp2005 c 1 art 2 s 161](#); [2014 c 196 art 1 s 5](#)

Minn. Stat. §115A.471 PUBLIC ENTITIES; MANAGING SOLID WASTE.

Subdivision 1. Definitions.

(a) Prior to entering into or approving a contract for the management of mixed municipal solid waste which would manage the waste using a waste management practice that is ranked lower on the list of preferred waste management practices in section [115A.02, paragraph \(b\)](#), than the waste management practice selected for such waste in the county plan for the county in which the waste was generated, a public entity must:

(1) determine the potential liability to the public entity and its taxpayers for managing the waste in this manner;

(2) develop and implement a plan for managing the potential liability; and

(3) submit the information from clauses (1) and (2) to the agency.

(b) For the purpose of this subdivision, "public entity" means the state; an office, agency, or institution of the state; the Metropolitan Council; a metropolitan agency; the Metropolitan Mosquito Control District; the legislature; the courts; a county; a statutory or home rule charter city; a town; a school district; another special taxing district; or any other general or special purpose unit of government in the state.

History: [1995 c 247 art 1 s 9](#)

Minn Stat. §115A.551 RECYCLING.

Subdivision 1. Definitions.

(a) For the purposes of this section, "recycling" means, in addition to the meaning given in section [115A.03, subdivision 25b](#), yard waste and source-separated compostable materials composting and recycling that occurs through mechanical or hand separation of materials that are then delivered for use in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.

(b) For the purposes of this section, "total solid waste generation" means the total by weight of:

(1) materials separated for recycling;

(2) materials separated for yard waste and source-separated compostable materials composting;

(3) mixed municipal solid waste plus motor and vehicle fluids and filters, tires, lead acid batteries, and major appliances; and

(4) residential waste materials that would be mixed municipal solid waste but for the fact that they are not collected as such.

Subd. 2

[Repealed, [2014 c 312 art 13 s 48](#)]

Subd. 2a. **County recycling goals.**

(a) By December 31, 2030, each county will have as a goal to recycle the following amounts:

(1) for a county outside of the metropolitan area, 35 percent by weight of total solid waste generation; and

(2) for a metropolitan county, 75 percent by weight of total solid waste generation.

(b) Each county will develop and implement or require political subdivisions within the county to develop and implement programs, practices, or methods designed to meet its recycling goal. Nothing in

this section or in any other law may be construed to prohibit a county from establishing a higher recycling goal.

(c) Any quantified recyclable materials that meet the definition in subdivision 1, paragraph (a), or section [115A.03, subdivision 25a](#), are eligible to be counted toward a county's recycling goal under this subdivision.

Subd. 3. Interim goals; nonmetropolitan counties.

The commissioner shall establish interim recycling goals for the nonmetropolitan counties to assist them in meeting the goals established in subdivision 2a.

Subd. 4. Interim monitoring.

The commissioner shall monitor the progress of each county toward meeting the recycling goals in subdivision 2a. The commissioner shall report to the senate and house of representatives committees having jurisdiction over environment and natural resources as part of the report required under section [115A.411](#). If the commissioner finds that a county is not progressing toward the goals in subdivision 2a, the commissioner shall negotiate with the county to develop and implement solid waste management techniques designed to assist the county in meeting the goals, such as organized collection, curbside collection of source-separated materials, and volume-based pricing.

Subd. 5. Failure to meet goal.

(a) A county failing to meet the interim goals in subdivision 3 shall, as a minimum:

- (1) notify county residents of the failure to achieve the goal and why the goal was not achieved; and
- (2) provide county residents with information on recycling programs offered by the county.

(b) If, based on the recycling monitoring described in subdivision 4, the commissioner finds that a county will be unable to meet the recycling goals established in subdivision 2a, the commissioner shall, after consideration of the reasons for the county's inability to meet the goals, recommend legislation for consideration by the senate and house of representatives committees having jurisdiction over environment and natural resources and environment and natural resources finance to establish mandatory recycling standards and to authorize the commissioner to mandate appropriate solid waste management techniques designed to meet the standards in those counties that are unable to meet the goals.

Subd. 6. County solid waste plans.

Each county shall include in its solid waste management plan described in section [115A.46](#), or its solid waste master plan described in section [473.803](#), a recycling implementation strategy for meeting the recycling goal established in subdivision 2a along with mechanisms for providing financial incentives to solid waste generators to reduce the amount of waste generated and to separate recyclable materials from the waste stream.

Subd. 7. Recycling implementation strategy.

Each county shall submit to the commissioner for approval the recycling implementation strategy required in subdivision 6. The recycling implementation strategy must be submitted by October 31, 1995, and must:

- (1) be consistent with the approved county solid waste management plan;

- (2) identify the materials that are being and will be recycled in the county to meet the goals under this section and the parties responsible and methods for recycling the material;
- (3) provide a budget to ensure adequate funding for needed county and local programs and demonstrate an ongoing commitment to spending the money on recycling programs; and
- (4) include a schedule for implementing recycling activities needed to meet the goals in subdivision 2a.

History:

1Sp1989 c 1 art 18 s 12; 1991 c 337 s 19-21; 1992 c 593 art 1 s 14-16,54; 1993 c 249 s 13,14,61; 1994 c 639 art 5 s 3; 1995 c 247 art 1 s 14-17; art 2 s 15; 1996 c 470 s 27; 1999 c 73 s 4; 1Sp2005 c 1 art 2 s 161; 2012 c 272 s 67,68; 2014 c 312 art 13 s 26,27; 1Sp2015 c 4 art 4 s 108; 2016 c 158 art 1 s 26-28

Minn. Stat. §115A.552 OPPORTUNITY TO RECYCLE.

Subdivision 1. County requirement.

Counties shall ensure that residents, including residents of single and multifamily dwellings, have an opportunity to recycle. At least one recycling center shall be available in each county. Opportunity to recycle means availability of recycling and curbside pickup or collection centers for recyclable materials at sites that are convenient for persons to use. Counties shall also provide for the recycling of problem materials and major appliances. Counties shall assess the operation of existing and proposed recycling centers and shall give due consideration to those centers in ensuring the opportunity to recycle. To the extent practicable, the costs incurred by a county for collection, storage, transportation, and recycling of major appliances must be collected from persons who discard the major appliances.

Subd. 2. Recycling opportunities.

An opportunity to recycle must include:

- (1) a local recycling center in the county and sites for collecting recyclable materials that are located in areas convenient for persons to use them;
- (2) curbside pickup, centralized drop-off, or a local recycling center for at least four broad types of recyclable materials in cities with a population of 5,000 or more persons; and
- (3) monthly pickup of at least four broad types of recyclable materials in cities of the first and second class and cities with 5,000 or more population in the metropolitan area.

Subd. 3. Recycling information, education, and promotion.

(a) Each county shall provide information on how, when, and where materials may be recycled, including a promotional program that publishes notices at least once every three months and encourages source separation of residential, commercial, industrial, and institutional materials.

(b) The commissioner shall develop materials for counties to use in providing information on and promotion of recycling.

(c) The commissioner shall provide technical assistance to counties to help counties implement recycling programs.

§

Subd. 4 .Nonresidential recycling.

Each county shall encourage building owners and managers, business owners and managers, and collectors of commercial mixed municipal solid waste to provide appropriate recycling services and opportunities to generators of commercial, industrial, and institutional solid waste in the county.

History: [1Sp1989 c 1 art 18 s 13](#); [1991 c 337 s 22-24](#); [1994 c 639 art 5 s 3](#); [1Sp2005 c 1 art 2 s 161](#)

Minn. Stat. §115A.557 COUNTY WASTE REDUCTION AND RECYCLING FUNDING.

Subdivision 1. Distribution; formula.

Any funds appropriated to the commissioner for the purpose of distribution to counties under this section must be distributed each fiscal year by the commissioner based on population, except a county may not receive less than \$55,000 in a fiscal year. If the amount available for distribution under this section is less or more than the amount available in fiscal year 2001, the minimum county payment under this section is reduced or increased proportionately. For purposes of this subdivision, "population" has the definition given in section [477A.011, subdivision 3](#). A county that participates in a multicounty district that manages solid waste and that has responsibility for recycling programs as authorized in section [115A.552](#), must pass through to the districts funds received by the county in excess of the minimum county payment under this section in proportion to the population of the county served by that district.

Subd. 2. Permissible expenditures.

(a) A county receiving money distributed by the commissioner under this section may use the money only for the development and implementation of programs to:

- (1) reduce the amount of solid waste generated;
- (2) recycle the maximum amount of solid waste technically feasible;
- (3) create and support markets for recycled products;
- (4) remove problem materials from the solid waste stream and develop proper disposal options for them;
- (5) inform and educate all sectors of the public about proper solid waste management procedures;
- (6) provide technical assistance to public and private entities to ensure proper solid waste management;
- (7) provide educational, technical, and financial assistance for litter prevention;
- (8) process mixed municipal solid waste generated in the county at a resource recovery facility located in Minnesota;
- (9) compost source-separated compostable materials, including the provision of receptacles for residential composting;
- (10) prevent food waste or collect and transport food donated to humans or to be fed to animals; and
- (11) process source-separated compostable materials that are to be used to produce class I or class II compost, as defined in Minnesota Rules, part [7035.2836](#), after being processed in an anaerobic digester, but not to construct buildings or acquire equipment.

(b) Beginning in fiscal year 2015 and continuing thereafter, of any money distributed by the commissioner under this section to a metropolitan county, as defined in section [473.121, subdivision 4](#), that exceeds the amount the county was eligible to receive under this section in fiscal year 2014: (1) at

least 50 percent must be expended on activities in paragraph (a), clauses (9) to (11); and (2) the remainder must be expended on activities in paragraph (a), clauses (1) to (7) and (9) to (11), that advance the county toward achieving its recycling goal under section [115A.551](#).

Subd. 3. Eligibility.

(a) To be eligible to receive money distributed by the commissioner under this section, a county shall within one year of October 4, 1989:

- (1) create a separate account in its general fund to credit the money; and
- (2) set up accounting procedures to ensure that money in the separate account is spent only for the purposes in subdivision 2.

(b) In each following year, each county shall also:

(1) have in place an approved solid waste management plan or master plan including a recycling implementation strategy under section [115A.551, subdivision 7](#), and a household hazardous waste management plan under section [115A.96, subdivision 6](#), by the dates specified in those provisions;

(2) submit a report by April 1 of each year to the commissioner, which may be submitted electronically and must be posted on the agency's website, detailing for the previous calendar year:

(i) how the money was spent including, but not limited to, specific recycling and composting activities undertaken to increase the county's proportion of solid waste recycled in order to achieve its recycling goal established in section [115A.551](#); specific information on the number of employees performing SCORE planning, oversight, and administration; the percentage of those employees' total work time allocated to SCORE planning, oversight, and administration; the specific duties and responsibilities of those employees; and the amount of staff salary for these SCORE duties and responsibilities of the employees; and

(ii) the resulting gains achieved in solid waste management practices; and

(3) provide evidence to the commissioner that local revenue equal to 25 percent of the money sought for distribution under this section will be spent for the purposes in subdivision 2.

(c) The commissioner shall withhold all or part of the funds to be distributed to a county under this section if the county fails to comply with this subdivision and subdivision 2.

Subd. 4. Report.

The commissioner shall report on how the money was spent and the resulting statewide improvements in solid waste management to the senate and house of representatives committees having jurisdiction over ways and means, finance, environment and natural resources, and environment and natural resources finance. The report shall be included in the report required under section [115A.411](#).

History:

[1Sp1989 c 1 art 19 s 1](#); [1991 c 337 s 26](#); [1992 c 593 art 1 s 17,54](#); [1994 c 585 s 13](#); [1994 c 639 art 5 s 3](#); [1995 c 247 art 1 s 19,20](#); [1996 c 470 s 27](#); [2000 c 490 art 10 s 1](#); [1Sp2001 c 2 s 125](#); [2002 c 374 art 6 s 2](#); [2004 c 284 art 2 s 11](#); [1Sp2005 c 1 art 2 s 161](#); [2009 c 37 art 1 s 42](#); [2012 c 272 s 69](#); [2014 c 312 art 13 s 28,29](#); [1Sp2015 c 4 art 4 s 109](#)

Chapter 473 METROPOLITAN GOVERNMENT

Minn. Stat. §473.8441 LOCAL RECYCLING DEVELOPMENT PROGRAM.

Subdivision 1. Definitions.

"Number of households" has the meaning given in Minnesota Statutes 1992, section [477A.011, subdivision 3a](#).

Subd. 2. Program.

The commissioner shall encourage the development of permanent local recycling programs throughout the metropolitan area. The commissioner shall make grants to qualifying metropolitan counties as provided in this section.

Subd. 3. Grants; eligible costs.

Grants may be used to pay for planning, developing, and operating yard waste composting and recycling programs.

Subd. 4. Grant conditions.

The commissioner shall administer grants so that the following conditions are met:

- (a) A county must apply for a grant in the manner determined by the commissioner. The application must describe the activities for which the grant will be used.
- (b) The activities funded must be consistent with the metropolitan policy plan and the county master plan.
- (c) A grant must be matched by equal local expenditures for the activities for which the grant is made. A local expenditure may include, but is not limited to, an expenditure by a local unit of government, tribal government, or private sector or nonprofit organization.
- (d) All grant funds must be used for new activities or to enhance or increase the effectiveness of existing activities in the county. Grant funds shall not be used for research or development of a product that would be patented, copyrighted, or a subject of trade secrets.
- (e) Counties shall provide support to maintain effective municipal recycling where it is already established.

Subd. 5. Grant allocation procedure.

- (a) The commissioner shall distribute the funds annually so that each qualifying county receives an equal share of 50 percent of the allocation to the program described in this section, plus a proportionate share of the remaining funds available for the program. A county's proportionate share is an amount that has the same proportion to the total remaining funds as the number of households in the county has to the total number of households in all metropolitan counties.
- (b) To qualify for distribution of funds, a county, by April 1 of each year, must submit to the commissioner for approval a report on expenditures and activities under the program during the preceding fiscal year and any proposed changes in its recycling implementation strategy or performance funding system. The report shall be included in the county report required by section [473.803, subdivision 3](#).

History: [1987 c 348 s 46](#); [1989 c 325 s 63](#); [1993 c 249 s 41](#); [1995 c 247 art 2 s 47-49](#); [1Sp2005 c 1 art 2 s 161](#); [2016 c 158 art 1 s 194](#); [2018 c 134 s 1](#)

Minn. Stat. § 473.848 RESTRICTION ON DISPOSAL.

Subdivision 1. Restriction.

(a) For the purposes of implementing the waste management policies in section [115A.02](#) and metropolitan area goals related to landfill abatement established under this chapter, a person may not dispose of unprocessed mixed municipal solid waste generated in the metropolitan area at a waste disposal facility unless the waste disposal facility meets the standards in section [473.849](#) and:

- (1) the waste has been certified as unprocessable by a county under subdivision 2; or
- (2)(i) the waste has been transferred to the disposal facility from a resource recovery facility;
- (ii) no other resource recovery facility serving the metropolitan area is capable of processing the waste; and
- (iii) the waste has been certified as unprocessable by the operator of the resource recovery facility under subdivision 3.

(b) For purposes of this section, mixed municipal solid waste does not include street sweepings, construction debris, mining waste, foundry sand, and other materials, if they are not capable of being processed by resource recovery as determined by the council.

Subd. 2. County certification; office approval.

(a) By April 1 of each year, each county shall submit an annual certification report to the office detailing:

- (1) the quantity of waste generated in the county that was not processed prior to transfer to a disposal facility during the year preceding the report;
- (2) the reasons the waste was not processed;
- (3) a strategy for development of techniques to ensure processing of waste including a specific timeline for implementation of those techniques; and
- (4) any progress made by the county in reducing the amount of unprocessed waste.

The report shall be included in the county report required by section [473.803, subdivision 3](#).

(b) The Pollution Control Agency shall approve a county's certification report if it determines that the county is reducing and will continue to reduce the amount of unprocessed waste, based on the report and the county's progress in development and implementation of techniques to reduce the amount of unprocessed waste transferred to disposal facilities. If the Pollution Control Agency does not approve a county's report, it shall negotiate with the county to develop and implement specific techniques to reduce unprocessed waste. If the Pollution Control Agency does not approve two or more consecutive reports from any one county, the Pollution Control Agency shall develop specific reduction techniques that are designed for the particular needs of the county. The county shall implement those techniques by specific dates to be determined by the Pollution Control Agency.

Subd. 3. Facility certification.

The operator of each resource recovery facility that receives waste from counties in the metropolitan area shall certify as unprocessable each load of mixed municipal solid waste it does not process. Certification must be made to each county that sends its waste to the facility at intervals specified by the county. Certification must include at least the number and size of loads certified as unprocessable and the reasons the waste is unprocessable. Loads certified as unprocessable must include the loads that would otherwise have been processed but were not processed because the facility was not in operation,

but nothing in this section relieves the operator of its contractual obligations to process mixed municipal solid waste.

Subd. 4. Pollution Control Agency report.

The Pollution Control Agency shall include, as part of its report to the Environment and Natural Resources Committees of the senate and house of representatives, the Finance Division of the senate Committee on Environment and Natural Resources, and the house of representatives Committee on Environment and Natural Resources Finance required under section [473.149](#), an accounting of the quantity of unprocessed waste transferred to disposal facilities, the reasons the waste was not processed, a strategy for reducing the amount of unprocessed waste, and progress made by counties to reduce the amount of unprocessed waste. The Pollution Control Agency may adopt standards for determining when waste is unprocessable and procedures for expediting certification and reporting of unprocessed waste.

Subd. 5. Definition.

For the purpose of this section, waste is "unprocessed" if it has not, after collection and before disposal, undergone separation of materials for resource recovery through recycling, incineration for energy production, production and use of refuse-derived fuel, composting, or any combination of these processes so that the weight of the waste remaining that must be disposed of in a mixed municipal solid waste disposal facility is not more than 35 percent of the weight before processing, on an annual average.

History:

[1985 c 274 s 35](#); [1989 c 325 s 66](#); [1991 c 337 s 81,82](#); [1993 c 249 s 43,44](#); [1994 c 585 s 49,50](#); [1995 c 247 art 2 s 51,52](#); [1996 c 470 s 27](#); [1Sp2005 c 1 art 2 s 161](#)

CHAPTER 16C. STATE PROCUREMENT

Minn. Stat. § 16C.05 CONTRACT MANAGEMENT; VALIDITY AND REVIEW.

Subdivision 1. Agency cooperation and delegation.

Agencies shall fully cooperate with the commissioner in the creation, management, and oversight of state contracts. Authority delegated to agencies shall be exercised in the name of the commissioner and under the commissioner's direct supervision and control. A delegation of duties may include, but is not limited to, allowing individuals within agencies to acquire goods, services, construction, and utilities within dollar limitations and for designated types of acquisitions. Delegation of contract management and review functions must be filed with the secretary of state. The commissioner may withdraw any delegation at the commissioner's sole discretion. The commissioner may require an agency head or subordinate to accept delegated responsibility to procure goods, services, or construction intended for the exclusive use of the agency receiving the delegation.

Subd. 2. Creation and validity of contracts.

(a) A contract and amendments are not valid and the state is not bound by them and no agency, without the prior written approval of the commissioner granted pursuant to subdivision 2a, may authorize work to begin on them unless:

(1) they have first been executed by the head of the agency or a delegate who is a party to the contract;

(2) they have been approved by the commissioner; and

(3) the accounting system shows an encumbrance for the amount of the contract liability, except as allowed by policy approved by the commissioner and commissioner of management and budget for routine, low-dollar procurements and section 16B.98, subdivision 11.

(b) Grants, interagency agreements, purchase orders, work orders, and annual plans need not, in the discretion of the commissioner and attorney general, require the signature of the commissioner and/or the attorney general. A signature is not required for work orders and amendments to work orders related to Department of Transportation contracts. Bond purchase agreements by the Minnesota Public Facilities Authority do not require the approval of the commissioner.

(c) Amendments to contracts must entail tasks that are substantially similar to those in the original contract or involve tasks that are so closely related to the original contract that it would be impracticable for a different contractor to perform the work. The commissioner or an agency official to whom the commissioner has delegated contracting authority under section [16C.03, subdivision 16](#), must determine that an amendment would serve the interest of the state better than a new contract and would cost no more.

(d) A record must be kept of all responses to solicitations, including names of bidders and amounts of bids or proposals. A fully executed copy of every contract, amendments to the contract, and performance evaluations relating to the contract must be kept on file at the contracting agency for a time equal to that specified for contract vendors and other parties in subdivision 5. These records are open to public inspection, subject to section [13.591](#) and other applicable law.

(e) The attorney general must periodically review and evaluate a sample of state agency contracts to ensure compliance with laws.

(f) Before executing a contract or license agreement involving intellectual property developed or acquired by the state, a state agency shall seek review and comment from the attorney general on the terms and conditions of the contract or agreement.

Subd. 2a. Emergency authorization.

The commissioner may grant an agency approval to authorize work to begin on a contract prior to the full execution of the contract in the event of an emergency as defined in section [16C.10, subdivision 2](#).

Subd. 3.

[Repealed by amendment, [2014 c 196 art 2 s 4](#)]

Subd. 4. Contract administration.

A contracting agency shall diligently administer and monitor any contract it has entered into. The commissioner may require an agency to report to the commissioner at any time on the status of any contracts to which the agency is a party.

Subd. 5. Subject to audit.

A contract or any pass-through disbursement of public funds to a vendor of goods or services or a grantee made by or under the supervision of the commissioner or any county or unit of local government must include, expressed or implied, an audit clause that provides that the books, records, documents, and accounting procedures and practices of the vendor or other party, that are relevant to the contract or transaction, are subject to examination by the contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. If the contracting agency is a local unit of government, and the governing body of the local unit of government requests that the state auditor examine the books, records, documents, and accounting procedures and practices of the vendor or other party pursuant to this subdivision, the contracting agency shall be liable for the cost of the examination. If the contracting agency is a local unit of government, and the grantee, vendor, or other party requests that the state auditor examine all books, records, documents, and accounting procedures and practices related to the contract, the grantee, vendor, or other party that requested the examination shall be liable for the cost of the examination. An agency contract made for purchase, lease, or license of software and data from the state is not required to contain this audit clause.

Subd. 6. Authority of attorney general.

The attorney general may pursue remedies available by law to avoid the obligation of an agency to pay under a contract or to recover payments made if services performed or goods received under the contract are so unsatisfactory, incomplete, or inconsistent that payment would involve unjust enrichment. The contrary opinion of the contracting agency does not affect the power of the attorney general under this subdivision.

Subd. 7. Contracts with Indian tribes and bands.

Notwithstanding any other law, an agency may not require an Indian tribe or band to deny its sovereignty as a requirement or condition of a contract with an agency.

History:

[1994 c 632 art 3 s 33](#); [1998 c 386 art 1 s 6](#); [1999 c 86 art 1 s 11](#); [1999 c 230 s 1](#); [2000 c 488 art 2 s 1](#); [1Sp2001 c 8 art 2 s 10](#); [1Sp2001 c 10 art 2 s 37](#); [2003 c 130 s 12](#); [1Sp2003 c 1 art 2 s 48,49](#); [2004 c 206 s 7](#); [2007 c 148 art 2 s 35,36](#); [2009 c 101 art 2 s 109](#); [2014 c 187 s 3](#); [2014 c 196 art 1 s 5](#); [art 2 s 4](#)

Anoka County Municipal Waste Abatement Grant Funding Application

Cycle: *Annual* | Year: *2025* | Status: *Verified*

Member Name: *City of Blaine*

2026 Applications are due June 2, 2025.

City of Blaine is requesting the following funding for their 2026 Anoka County municipal waste abatement program efforts.

General Instructions

This application is provided to each municipality in Anoka County for funds to support and increase recycling activities and programs within the municipality.

The funds allocated in this application are based on the number of households in the municipality. The number of households is determined using the most current Met Council household data available. For calendar year 2026, 2023 Met Council data has been used to determine the number of households for this application.

There are three sections in this funding application:

- Base Funding
- Enhancement Funding
- Supplemental Funding

The Enhancement Funding section of the application also has three parts:

- Drop-off
- General Enhancement
- Organics Program Funding

Please complete each section of the grant application. A number value must be entered in each field before submitting the application. If no funds are being requested for any given field, enter a zero. If a completed funding application isn't submitted by June 2, 2025, the municipality will not be eligible for funding.

In a separate Re-TRAC form, reimbursement requests will be submitted twice a year.

USER TIPS

To contact support from within this form: Click "Support" at the top of the screen or "Program Support Request" in the green bar at the top of the form.

To print this form: Click the "Export" button found on upper top right corner of the form. You must save the form before you can export it.

To see eligible expenses within each section: Click "view eligible expense" in each section.

Click [here](#) to download the full Eligible Expenses document.

To save this form while working on it: Click "Save" at the bottom of the form and select "Save as Draft".

To submit this form: Click “Save” at the bottom of the form and if there are no errors, click the “Mark as Complete” option. Note that once you mark the form as complete, you cannot make changes to it.

Eligible Expenses

The following items are examples of eligible expenses allowed for reimbursement.

Collection Expenses: If residents are charged recycling fees for curbside or recycling events, waste abatement funds will reimburse the difference between the fees collected and the cost of recycling or composting the materials.

Equipment: The cost to purchase, maintain and repair equipment that is used exclusively to operate the recycling or composting program.

Containers: The cost for recycling or organics containers.

Promotion: The entire cost of a publication if totally dedicated to waste reduction, recycling or composting information or a percentage of the cost for the portion of a municipal publication dedicated to waste management information.

Staffing: Labor and staffing directly related to recycling program administration and implementation may be funded up to 75% of total funding allocation (not including Supplemental Funding). See Labor & Staffing section below for more information.

Ineligible Expenses

The following general operating expenses should NOT be submitted for reimbursement.

Standard Operational Expenses/Building Overhead: Since most of the municipal recycling coordinators are part-time positions and staff serve multiple roles at the municipality, standard operating expenses including office space rental, leasing office equipment and general office supplies, are not eligible for reimbursement.

Project Expenses: Specific to transportation, energy or ground water protection.

Collection Costs: The costs for general waste and recycling collection at municipal buildings, trash costs when advertised as being accepted at a recycling/cleanup day, and costs associated with road side cleanup of illegally dumped materials should not be included in this application.

General Municipal Staff: Staff time related to standard municipal operations (city administrator, office administration, facilities management, finance and legal staff) are not eligible for reimbursement if municipal staff do not assist the recycling coordinator directly on activities to help the municipality achieve its recycling goal, e.g. communications and collecting, processing or marketing recyclable materials and organics, their time will not be reimbursed.

 [Click here to view the previous years Application](#)

 [Click here to view the previous years Reimbursements](#)

Click [here](#) to download the full Eligible Expenses document.

 **MANAGE ONLY**

Funding Allocation

Your Community has access to the following funds for 2026:

\$ 209,562.00

(An additional \$20,000 in discretionary funds may be available through the Supplemental Funding section.)

2026 BASE Funding Allocation

All municipalities are eligible for base waste abatement grant funding. When completing this application, base funding requests should fall under one of the following categories:

- regular curbside collection,
- general operations of a drop-off center,
- costs for spring and fall recycling days,
- basic promotion,
- yard waste collection and
- percentage of time the recycling coordinator spends on waste abatement activities.

Base Funding is \$10,000.00 base, plus \$5.00/household (household counts are based on 2022 Met Council estimates)

Municipality Name:

City of Blaine

 **MANAGE ONLY**

of households

26,366

Base Funding

\$ 10,000.00

Base Funding Additional (based on \$5/household)

\$ 131,830.00

Total Base Funding Allocation

\$ 141,830.00

Curbside Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Click [here](#) to download the Curbside Collection Eligible Expenses document.

Collection Service Provider Expenses

\$ 1,175,000.00

Contamination Fees

\$ 0.00

Additional Expenses

\$ 0.00

Curbside Collection Expense Subtotal

\$ 1,175,000.00

Estimated Revenue

\$ 1,175,000.00

Curbside Collection Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

General Operations of a Drop-Off Center/Spring or Fall Recycling Day(s)

Click [here](#) to download the General Operations of a Drop-off Center/Spring or Fall Recycling Days Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

DO NOT include any expenses for tires, oil, antifreeze & oil filters. These expenses should be listed in the Problem Materials section.

Collection Service Provider Expenses

\$ 0.00

Equipment

\$ 0.00

Facility Expenses

\$ 0.00

General Operations of a Drop-off Expense Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

General Operations of a Drop-off Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

Promotion -- Base Funding

Click [here](#) to download the Promotion Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Printing

\$ 15,000.00

Postage

\$ 21,000.00

Advertising

\$ 0.00

Volunteer Incentives

\$ 0.00

Educational Entertainment

\$ 1,000.00

Promotion -- Base Funding Expenses

\$ 37,000.00

Yard Waste/Tree Waste

Click [here](#) to download the Yard/Tree Waste Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 0.00

Equipment

\$ 0.00

Yard Waste/Tree Waste Expenses Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

Yard Waste/Tree Waste Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

Problem Materials**(Tires, Oil, Antifreeze, and Oil Filters)**

Click [here](#) to download the Problem Materials Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses

\$ 0.00

Estimated Revenue

\$ 0.00

Problem Material Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

Program Administration -- Base Funding

Click [here](#) to download the Program Administration Eligible Expenses document.

Complete ALL required fields below, if value is zero, enter "0.00".

Office supplies

\$ 500.00

Training

\$ 500.00

Mileage

\$ 100.00

Membership Dues, Periodicals

\$ 300.00

Professional Services

\$ 1,000.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Program Administration- Base Funding Expenses

\$ 2,400.00

Total BASE Funding Requested

\$ 39,400.00

2026 Funding Remaining

\$ 170,162.00

(Funding allocation minus Base Funding Requested)

Complete ALL required fields below, if value is zero, enter "0.00".

2026 ENHANCEMENT Funding Allocation

The purpose of the Anoka County Municipal Waste Abatement grant funding program is to increase recycling and organics diversion and help the County achieve the State mandated goal of 75% recycling/composting by 2030. The County recognizes that this funding is needed to support established infrastructure costs that exceed the Base and each communities funding. To be eligible for grant funds, municipalities must apply for these funds. Applicants must itemize expenditures within each of the three grant sections, Drop-off, General Enhancement and Organics Program, below and calculate the total grant request for each category.

Drop-off Grant

This grant is allocated to cover additional drop-off center costs or events beyond the regularly scheduled spring and fall recycling days.

The grant for this section is \$10,000.00 for municipalities with up to 4,999 households and \$15,000.00 for municipalities with household counts 5,000 and over.

Below are examples of materials that can be collected for reuse or recycling. Only list organics expenses in the organics section.

Additional Reusable or Recyclable Materials Collected at Permanent Drop-off Centers or Special Events:

Appliances, Electronics, Mattresses*, Confidential Document Destruction, Fluorescent Bulbs, Household Batteries, Fire Extinguishers, Propane Tanks, Bicycles**, and Clothing**.

Additional Items:

Block and Shape Polystyrene, Cell Phones, Film Plastic/Bags, Furniture* **, Household Goods**, String

* None of these materials should be advertised as being collected on a Recycling Day and then disposed of as trash

** Items that should be evaluated for reuse prior to recycling

 **MANAGE ONLY**

Drop-off Grant Amount Available

\$ 15,000.00

Click [here](#) to download the Drop-off Eligible Expenses document.

Permanent Drop-off Center Enhancements

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 0.00

New Equipment & Supplies

\$ 0.00

New Construction

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Permanent Drop-off Center Enhancement Expenses Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

Permanent Drop-off Center Enhancement Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

Monthly or Quarterly Drop-off Events

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 12,000.00

New Equipment & Supplies

\$ 0.00

User Coupon Incentives

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Monthly or Quarterly Drop-off Events Expense Subtotal

\$ 12,000.00

Estimated Revenue

\$ 0.00

Monthly or Quarterly Drop-off Event Expenses

\$ 12,000.00

*Negative values here will not carry forward to other sections.***Total Drop-off Grant Requested**

\$ 12,000.00

General Enhancement Grant

The grant amount available for this section is calculated using \$1.00/household.

General Enhancement Grant Amount Available

\$ 26,366.00

Click [here](#) to download the General Enhancement Eligible Expenses document.

Park Recycling

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 0.00

Recycling Containers

\$ 0.00

Recycling Bags

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Park Recycling Expenses

\$ 0.00

Special Municipal Programs or Events - Please list any organics expenses in the organics section.

Complete ALL required fields below, if value is zero, enter "0.00".

Service Provider Expenses

\$ 20,000.00

Supplies & Containers

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Special Municipal Program or Event Expenses**Subtotal**

\$ 20,000.00

Estimated Revenue

\$ 0.00

Special Municipal Program or Event Expenses

\$ 20,000.00

Negative values here will not carry forward to other sections.

Special Curbside Recycling Collection

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 0.00

Subsidy to Resident

\$ 0.00

Special Curbside Recycling Collection Expenses Subtotal

\$ 0.00

Estimated Revenue

\$ 0.00

Special Curbside Recycling Collection Expenses

\$ 0.00

Negative values here will not carry forward to other sections.

Multi-Family Recycling Outreach

Complete ALL required fields below, if value is zero, enter "0.00".

Supplies & Containers

\$ 0.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Multi-Family Recycling Outreach Expenses

\$ 0.00

Promotion -- Enhancement Funding

Complete ALL required fields below, if value is zero, enter "0.00".

Printing

\$ 4,000.00

Postage

\$ 9,000.00

Advertising

\$ 0.00

Volunteer Incentives

\$ 0.00

Educational Entertainment

\$ 0.00

Promotion -- Enhancement Funding Expenses

\$ 13,000.00

Total General Enhancement Grant Requested

\$ 33,000.00

Organics Program Grant

The grant amount for this section is \$0.50/household if additional curbside or drop-off grant programs are not offered to residents or \$1.00/household if curbside or drop-off organics programs are offered to residents.

Does your municipality offer curbside or drop-off organics programs to your residents? *☒ Yes☐ No**Amount Available**

\$ 26,366.00

Click [here](#) to download the Organics Eligible Expenses document.

Organics Program Expenses

Complete ALL required fields below, if value is zero, enter "0.00".

Collection Service Provider Expenses

\$ 5,000.00

Organics Equipment

\$ 5,000.00

Organics Only - Promotion

\$ 10,000.00

Please enter Labor & Staffing expenses in Labor & Staffing section below.

Organics Program Expenses Subtotal

\$ 20,000.00

Estimated Revenue

\$ 0.00

Organics Program Expenses

\$ 20,000.00

Negative values here will not carry forward to other sections.

Total ENHANCEMENT Funding Requested

\$ 65,000.00

Maximum Funding Available

\$ 209,562.00

(Base plus Enhancement NOT including

Supplemental)

Total Funding Requested

\$ 104,400.00

(not including Staffing)

Funding Remaining

\$ 105,162.00

(Total Requested minus Max Amount available)

Labor & Staffing (All Programs)

 HIDDEN

Labor & Staffing Calculations

Maximum Available for Labor and Staffing based on 75% of total funding allocation:

\$ 157,171.50

Salary and labor expenses must be directly related to recycling program operations and administration. These expenses may be funded up to 75% of funding allocation (not including supplemental funding). The final % and expense amount for salary and labor will be determined after Anoka County approves the submitted staffing and labor metric.

Upload 2026 Staffing Metric and Drop-off Calculator *

2026 Staffing Metric and Drop-off Calculator.xlsx

Upload a scanned pdf of recent promotion for your current curbside or drop-off opportunities. It can be from a brochure, newsletter or from your website, for how your special curbside collection program works, and/or what is accepted at your city or town offices (during business hours), spring recycling event, permanent drop-off centers or other drop-off events.

*

2025-recyclingsaturdaysflyer 3 Final postcard.pdf

Click [here](#) to download the Curbside Collection Eligible Expenses document.

 MANAGE ONLY

Admin only: The approved Labor and Staffing % from your 2024 Staffing Metric has been inserted to provide an estimate of typical Labor and Staffing costs for your community. In general, this percentage has not changed much over the last several years.

37 %

 MANAGE ONLY

Labor & Staffing Maximum Funds Available

\$ 77,537.94

General Program Administration

\$ 30,000.00

Program Implementation

\$ 0.00

Total Labor & Staffing Expenses Requested:

\$ 30,000.00

 HIDDEN**Admin-Only- Additional Staff
Funding**

\$

 HIDDEN**GRAND TOTAL LABOR & STAFFING FUNDING
REQUESTED**

\$ 30,000.00

Supplemental Funding Request

Supplemental grant funding is currently available to help support municipal waste abatement programs and/or new program development. Supplemental funding, however, should not be depended on for long-term program sustainability. Before requesting supplemental additional grant program dollars, it is critical that your municipality is willing to support and sustain the services before implementation.

Please be aware that there is a limited amount of supplemental funding available for this section. If the County receives more funding requests than funds, the funds may be reduced or denied for a municipalities supplemental funding request. Grants will be evaluated based on which projects best help the County meet the State mandated goal of 75% by 2030.

The maximum supplemental grant available may be up to \$20,000.00 per municipality.

Supplemental Funding – may include:

- Collection service provider expenses for additional materials
- Additional expenses from construction and paving projects
- Large equipment purchases
- New program expenses

Do you need additional funds to grow existing waste abatement programs? *

☐ Yes ☒ No

In the box below, please include the following information:

- Identify need for supplemental funding;
- Describe project scope and design;
- Describe how the project may benefit multiple municipalities or the County as a whole;
- Note key stakeholders participating in project activities, including project collaborators;
- Quantify and list expected outcomes, such as, new materials to be collected, projected amount to be collected, percentage increase of currently collected materials if supplemental grant funding is approved.

 HIDDEN

Supplemental Funding - Maximum
Amount Available

0.00

Summary of Funding Requested

Base Funding Requested

\$ 39,400.00

Enhancement Funding Requested

Drop-off Grant Requested

\$ 12,000.00

General Enhancement Grant
Requested

\$ 33,000.00

Organics Program Grant
Requested

\$ 20,000.00

Total Enhancement Funding Requested

\$ 65,000.00

Labor & Staffing Funding Requested

\$ 30,000.00

Supplemental Funding Requested

\$

Total Funding Requested

\$ 134,400.00

Date: *

05/29/2025

Name: *

Kyle Howard

Title: *

UB Supervisor

Total Funding Granted

 [MANAGE ONLY](#)

Base Funding Granted

39,400.00

 **MANAGE ONLY**

Drop-off Funding Granted

12,000.00

 **MANAGE ONLY**

**General Enhancement Funding
Granted**

33,000.00

 **MANAGE ONLY**

**Organics Program Funding
Granted**

20,000.00

 **MANAGE ONLY**

Labor & Staffing Funding Granted

30,000.00

 **MANAGE ONLY**

Supplemental Funding Granted

Total Funding Granted

\$ 134,400.00

 **MANAGE ONLY**

*****Office Use Only*****

Received By:

Sue Doll

Date:

07/17/2025

Manager Notes for Reporters:

Received the initial application on time, 5/30/25. This request is revised by the city based on further discussion with staff.

Created: May 2, 2025 at 03:54 PM CDT

Katie Hanson 

katie.hanson@anokacountymn.gov

Last Updated: Jul 18, 2025 at 01:06 PM CDT

Sue Doll 

Sue.doll@anokacountymn.gov



City of Blaine

Staff Report

File Number: RES 25-170

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Resolution

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

Agenda Item # 7.5

Resolution to Authorize Parking Restrictions on University Avenue NE at Blaine High School

Executive Summary

Authorize no parking restrictions on the east side of University Avenue NE at Blaine High School from a point approximately 410 feet north of 125th Avenue (first drive into school parking lot) to a point approximately 780 feet north of 125th Avenue (second drive into the school parking lot), year-round.

Background

The Engineering Department has been working with the Anoka-Hennepin School District on possible improvements for pedestrian and vehicular traffic to safely ingress/egress their campus. The district would like to better manage pick-up and drop off by separating the bus traffic from car traffic. To accomplish this, they have requested to add no parking signage on a portion of University Avenue. See attached map. Staff has reviewed the request and agrees this would be a safety improvement to their campus and the traveling public on University Avenue.

Installation of regulatory stop, no parking and speed limit signs requires authorization by the City Council. The requested regulatory signs proposed meet warrants established in the Minnesota Manual of Uniform Traffic Control Devices and/or Minnesota State Statutes. The proposed Council action will prohibit parking on University Avenue NE, located on the east side of University Avenue NE from a point approximately 410 feet north of 125th Avenue to a point approximately 780 feet north of 125th Avenue, year-round.

Strategic Plan Relationship

This project aligns with the City's strategic plan goal of well-maintained infrastructure by providing high quality city streets.

Board/Commission Review

N/A

Financial Impact

Signs would be installed by the City of Blaine Public Works Department and there is sufficient budget allocated for signs in the yearly operating budget to cover these costs.

Public Outreach/Input

Staff Recommendation

Staff recommends Council discuss the submitted request and, by motion, either approve or deny the resolution.

Attachment List

1. University Ave No Parking



City of Blaine

Signature Copy

Resolution: RES 25-170

Resolution to Authorize Parking Restrictions on University Avenue NE at Blaine High School

WHEREAS, the City Council is cognizant of providing regulation of vehicular traffic in a safe and responsible manner; and

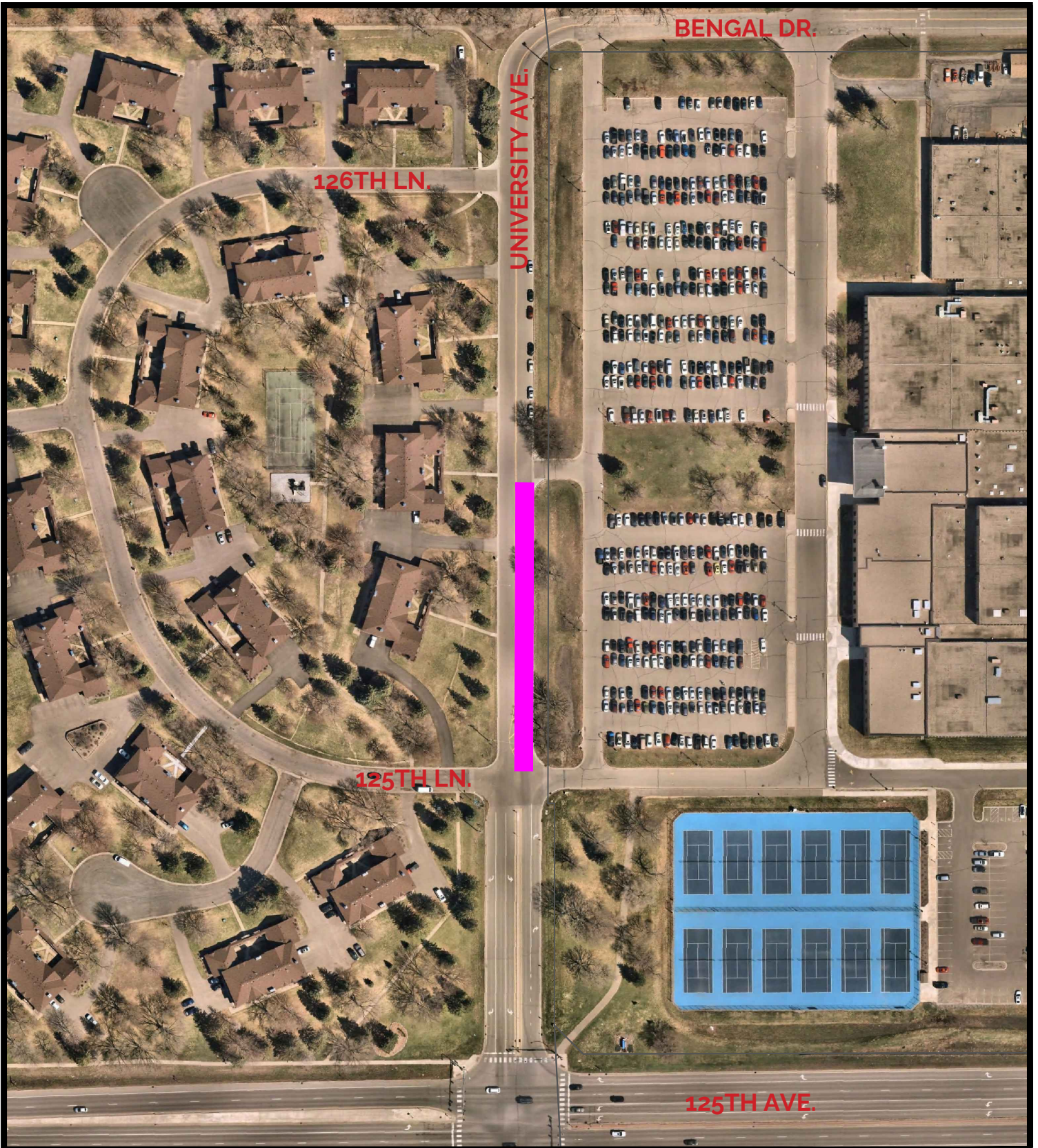
WHEREAS, City Ordinance requires a Council Resolution specifying the placement of regulatory signs; and

WHEREAS, the regulatory signs are considered to meet warrants for traffic control established in the Minnesota Manual of Uniform Traffic Control Devices,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Blaine that regulatory signs are hereby authorized to be installed as follows:

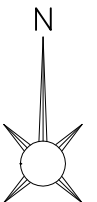
- No Parking restrictions on the east side of University Avenue NE from a point approximately 410 feet north of 125th Avenue to a point approximately 780 feet north of 125th Avenue, year-round.

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



**NO PARKING
UNIVERSITY AVE EAST SIDE OF ROAD
BETWEEN HIGH SCHOOL ENTRANCES**

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





City of Blaine Staff Report

File Number: RES 25-165

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Resolution

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

Agenda Item # 7.6

Resolution to Award a Contract to North Oaks Paving in the Amount of \$52,656.00 for Maintenance and Repairs to Trails in Territorial Park, Project U2527.

Executive Summary

Quotes were received for the maintenance and repair of trails within Territorial Park. A total of 8 quotes were received and staff recommends the project be awarded to North Oaks Paving of Cambridge, Minnesota with a quote of \$52,656.00

Background

Maintenance of various sanitary sewer and storm ponds within Territorial Park was necessary and completed in 2024-2025. As no alternate access routes were available to access the project except along the existing trails. Approximately 2100 feet of trail was damaged to various extents during construction. These trails were already nearing the end of their useful life and were in need of some repair prior. A total of 8 quotes were received to repair the trails. Staff has reviewed the quotes and recommends the project be awarded to North Oaks Paving of Cambridge, Minnesota with a quote of \$52,656.00

City Council is also asked to approve a 10% contingency to bring the total project budget to \$57,921.60.

The funding source for this project is the Storm and Sewer Funds.

Strategic Plan Relationship

This project aligns with the City's strategic plan goal of Infrastructure Management.

Board/Commission Review

N/A

Financial Impact

This project was not anticipated during the creation of the 2025-2029 Capital Improvement Plan. Existing funds will be reallocated from the Sewer and Stormwater operating accounts to the corresponding capital funds for each utility. The associated budget amendment is contained within the attached resolution.

Public Outreach/Input

N/A

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Territorial Park Trail Plan



City of Blaine

Signature Copy

Resolution: RES 25-165

Resolution to Award a Contract to North Oaks Paving in the Amount of \$52,656.00 for Maintenance and Repairs to Trails in Territorial Park, Project U2527.

WHEREAS, pursuant to City purchasing policy a minimum of 2 quotes are required for projects exceeding \$50,000 and a total of 8 quotes were received.

AND WHEREAS, it is determined that North Oaks Paving of Cambridge, Minnesota is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine, as follows:

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with North Oaks Paving for the designated improvements in the amount of \$52,656.10.
2. A 10% contingency is hereby approved to bring the total project budget to \$57,921.60 and the Sewer-Storm Supervisor is hereby authorized to sign all change orders up to the authorized project budget amount.
3. The City Clerk is hereby authorized and directed to return forthwith to all bidders the bid bonds submitted with their bids, except the three lowest bidders. When a contract is duly executed, the bid bond of the remaining unsuccessful bidder will be returned. The bid bond of the successful bidder will be retained until the performance and payment bonds have been executed and approved, after which the bid bond will be returned.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Blaine hereby authorizes the following interfund transfer(s) for the 2025 budget:

From Fund	To Fund	Purpose	Transfer Amount
602 - Sewer Fund (Operating)	612 - Sewer Utility Capital Fund	Interfund Transfer from the Sewer Fund to the Sewer Utility Capital Fund	\$28,96
604 - Storm Drainage Fund (Operating)	613 - Storm Utility Capital Fund	Interfund Transfer from the Storm Drainage Fund to the Storm Utility Capital Fund	\$28,96

NOW, THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Blaine hereby authorizes the following revenue increase(s) to the 2025 budget:

Fund/Account
Sewer Utility Capital Fund - Transfer In 612.50.530.538.5590-3910 - Interfund Transfer
Storm Utility Capital Fund - Transfer In 613.50.530.539.5590-3910 - Interfund Transfer

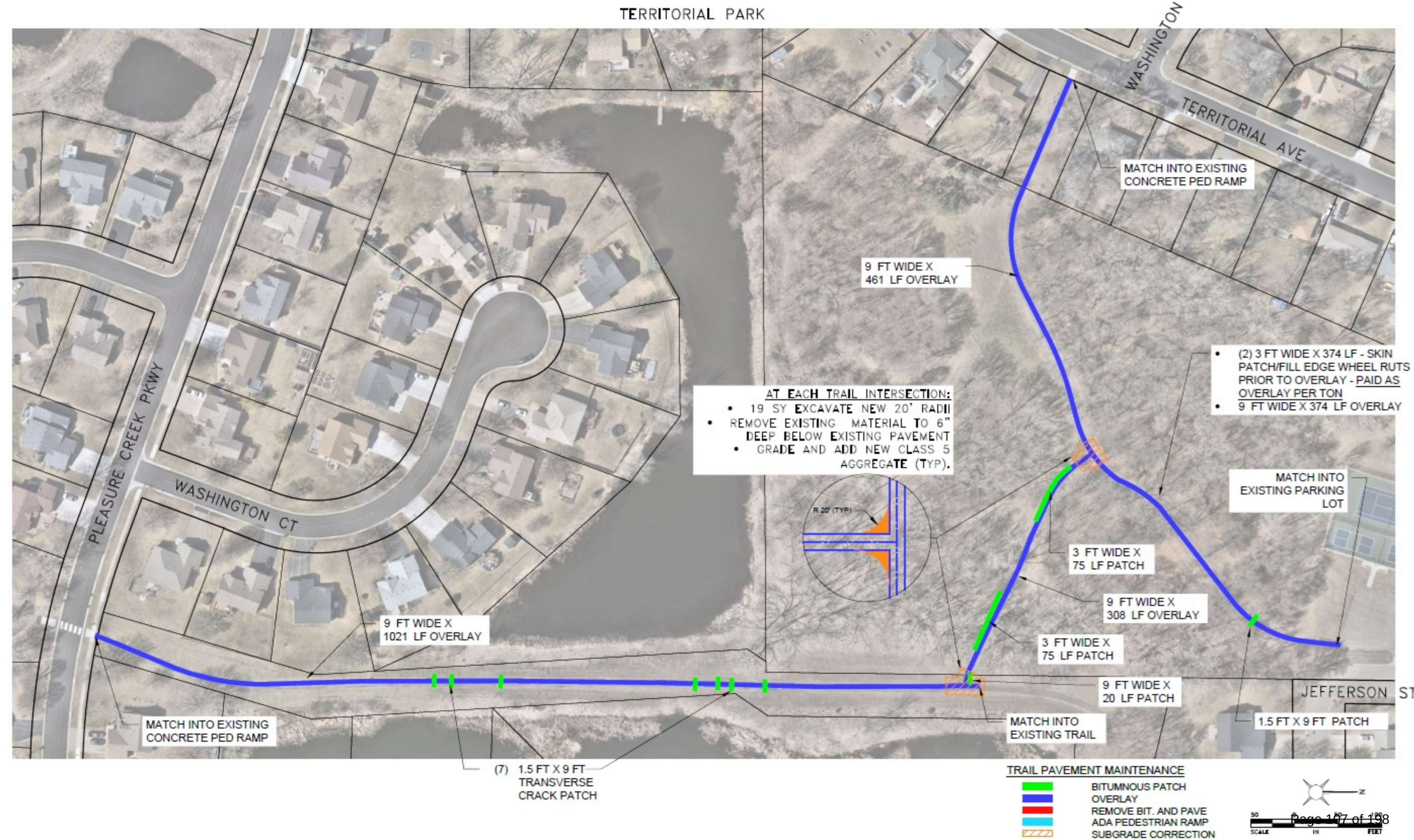
BE IT FURTHER RESOLVED that the City Council of the City of Blaine hereby authorizes the following expenditure increase(s) to the 2025 budget:

Fund/Account	Amount
Sewer Fund - Transfer Out 602.50.530.538.5522-4510 - Interfund Transfer	\$28,961
Storm Drainage Fund - Transfer Out 604.50.530.539.5530-4910 - Interfund Transfer	\$28,961
Sewer Utility Capital Fund - Territorial Park Trail Improvements 612.50.530.538.5590-4590 - U2527	\$28,961
Storm Utility Capital Fund - Territorial Park Trail Improvements 613.50.530.539.5590-4590 - U2527	\$28,961

BE IT FURTHER RESOLVED that the City Council of the City of Blaine hereby authorizes the following expenditure decrease(s) to the 2025 budget:

Fund/Account	Amount
Sewer Fund - Sewage Collection 602.50.530.538.5522-4399 - Other Contractual	\$28.961
Storm Drainage Fund - Storm Sewer Maintenance 604.50.530.539.5530-4399 - Other Contractual	\$28.961

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





City of Blaine Staff Report

File Number: 2025-225

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - City Council

Agenda Item # 7.7

Motion to Approve the City Manager's Employment Agreement

Executive Summary

The requested council action would approve the employment agreement with new City Manager Erik Thorvig.

Background

In late June, the City of Blaine partnered with Strategic Government Resources (SGR) to initiate a comprehensive search for its next city manager. The recruitment process yielded 45 applications, with 30 candidates meeting the established qualifications.

A City Council Sub-Committee was established to review applications and resumes, ultimately selecting three finalists. These candidates were invited to participate in interviews with both the City Council and a staff panel. One finalist withdrew before the final interview date.

Following a thorough evaluation, the City Council unanimously appointed Erik Thorvig as the new city manager at the September 15, 2025, council meeting. Thorvig, who had been serving as Interim City Manager and Community Development Director, emerged as the top candidate.

The City Attorney, in collaboration with the council sub-committee, negotiated a contract with Thorvig, which awaits final approval by council motion.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

The financial terms of the contract are factored into the 2026 budget projections.

Public Outreach/Input

Staff Recommendation

By motion, approve the employment contract with City Manager Erik Thorvig.

Attachment List

1. Employment Agreement

CITY MANAGER EMPLOYMENT AGREEMENT

Contents

ARTICLE I – Duties and Term	3
Section 1.1. Term.	3
Section 1.2. Duties and Authority.	3
Section 1.3. Discharge of Duties.....	3
ARTICLE II – Compensation and Benefits	4
Section 2.1. Compensation.	4
Section 2.2. Insurance.	4
Section 2.3. Vacation, Holidays and Sick Leave.	4
Section 2.4. Retirement.....	5
Section 2.5. Professional Development.	5
ARTICLE III – General Work Conditions	5
Section 3.1. Performance Evaluation.....	5
ARTICLE IV – Employment Separation	6
Section 4.1. Discontinuance.....	6
Section 4.2. Notice.....	6
Section 4.3. Definitions.....	6
Section 4.4. Payment Upon Involuntary Separation.....	6
Section 4.5. Payment Upon Voluntary Termination.....	7
ARTICLE V – General Covenants.....	7
Section 5.1. Indemnification.	7
Section 5.2. Bonding.....	7
Section 5.3. General Provisions.	8

THIS EMPLOYMENT AGREEMENT (“Agreement”), is made and entered in to this ____ day of _____, 2025, by and between the City of Blaine, a Minnesota municipal corporation (“City”) and Erik Thorvig (“Employee” or “City Manager”), an individual, both of whom agree as follows:

ARTICLE I – Duties and Term

Section 1.1. Term.

This Agreement will remain in full force and effect from September 15, 2025 until terminated by the City or Employee as provided in Article IV of this Agreement.

Section 1.2. Duties and Authority.

City agrees to employ Erik Thorvig as City Manager to perform the functions and duties specified in the City’s Charter and Ordinances and the job description for the City Manager, and such other duties which are consistent therewith as may be assigned from time to time by the City Council. Subject to and consistent with applicable federal and state law, City Charter and ordinances, and the policies of the City Council, the regulation, or City’s agreement with any other person, Employee shall have the ultimate supervisory and managerial authority and responsibility to hire, direct, assign, reassign, evaluate, change the terms and conditions of employment, and terminate the employment of all other employees of the City, which authority may be delegated by Employee to such other employees as Employee deems appropriate.

Section 1.3. Discharge of Duties.

The City Manager shall be paid a salary as a professional employee exempt from the provisions of the Fair Labor Standards Act and shall not be paid overtime for hours worked in excess of forty (40) hours per week and similarly shall be able to be absent in consideration of extraordinary time expenditures. The discharge of City Manager duties requires work outside the normal workday for meetings and projects. To that end, the City Manager will work flexible hours as necessary for the City Manager to discharge the duties of his position and may be absent from the office to a reasonable extent during normal work hours in consideration of extraordinary time expenditures at other than normal working hours.

ARTICLE II – Compensation and Benefits

Section 2.1. Compensation.

- (A) City agrees to pay City Manager an annual base salary of \$225,000.00 per year, less required deductions and withholding, payable in installments at the same time that the other management employees of the City are paid.
- (B) Employer agrees to provide deferred compensation in the annual gross amount of \$14,947, which funds will be provided and deposited in an appropriate and designated post-employment account.
- (C) This Agreement shall be deemed automatically amended to reflect any salary adjustments that are fixed by the City Council for the City Manager.

Section 2.2. Insurance.

The City shall provide medical, dental, life and disability insurance benefits to the City Manager consistent with that provided to the City's non-union employees.

Basic life insurance in the amount of \$50,000 will be provided by the City for the City Manager. The City may provide the City Manager an additional \$400,000 group term life insurance policy, the cost of which, if allowed under IRS code, would be deducted from the City Manager's base compensation and considered to fall within the Governor's Salary Cap.

Section 2.3. Vacation, Holidays and Sick Leave.

For purposes of employment benefits such as sick leave, vacation leave, and the like, City Manager will retain the balances of all accrued leaves through the date of September 14, 2025.

City Manager employee benefit accruals below are intended to be consistent with the current employee benefits for non-union, exempt employees in the positions of department directors and shall automatically be adjusted to those identified benefits when they are revised and become effective.

- (A) Vacation. The City Manager shall accrue days of vacation on the first day of each month equal to an annual rate of eight hours (8.0 hours) every two weeks. The City Manager shall not be required to use vacation leave except for a whole day's absence from performing City Manager's duties.
- (B) Holidays. The City Manager shall have the same paid holidays off from work as the City's non-union employees.
- (C) Sick Leave. The City Manager shall accrue earned sick and safe time at the same rate as other City's non-union employees, currently four (4) hours per pay period. Accrued sick leave may be carried over from year to year in accordance with City policies with a maximum

accumulation of 960 hours. When City Manager leaves City employment, he shall be paid for accrued sick leave in accordance with City policies.

Section 2.4. Retirement.

The City shall contribute to the Minnesota Public Employment Retirement Association (PERA) as required by state law for the City Manager. The City Manager shall, in addition to the retirement benefits provided above, be allowed to participate, at City Manager's own expense, in IRS approved deferred compensation plans offered through the City.

Section 2.5. Professional Development.

The City shall pay travel and subsistence expenses of City Manager for professional and official travel, meetings, and occasions adequate to continue the professional development of City Manager and to adequately pursue necessary official and other functions for the City, including, but not limited to, the Annual Conference of International City Management Association, the League of Minnesota Cities, and such other national, regional, state and local governmental groups and committees thereof on which City Manager serves as a member, as approved by the City Council and in accordance with existing City policies.

The City shall reimburse or directly pay for actual expenses reasonably incurred by the City Manager that are directly related to performing City Manager's duties. The parties contemplate that the City Manager will incur expenses for travel, attendance at meetings, etc. The City Manager will be reimbursed for business use of the City Manager's personal car at the current IRS rate, excluding travel between the City Manager's residence and place of business.

The City recognizes the desirability of the City Manager's participation in local civic and other community organizations. Payment for the dues and other expenses thereof by the City must be approved in advance by the City Council. However, nothing herein shall prohibit the City Manager from joining such civic or other organizations at his own expense.

ARTICLE III – General Work Conditions

Section 3.1. Performance Evaluation.

City Council shall evaluate the performance of the City Manager after six (6) months following initial appointment. This initial evaluation will not accompany any adjustments to base compensation and will include a written summary of findings. Upon attainment of successful evaluation six months thereafter, (at the end of the City Manager's initial year of employment), the City Council shall evaluate/review the performance of the City Manager, subject to a process, form, criteria, and format which shall be mutually agreed upon by the City Manager and the City Council. The City Manager shall be eligible for a base compensation adjustment upon attainment of successful evaluation.

Annually thereafter, the City Council and City Manager shall define the goals and objectives which they determine are necessary for the proper operation of the City, establish a priority among these

goals, considering time and budgetary limitations, and place these goals and objectives in writing. A performance evaluation based on the attainment of the City's goals and objectives will occur with any base compensation adjustment to be dependent upon the results of the evaluation and consistent with approved Annual City Budget appropriations. City Council shall provide the City Manager with a written summary of findings and provide an opportunity for the City Manager to discuss his evaluation with the City Council.

ARTICLE IV – Employment Separation

Section 4.1. Discontinuance.

The City Manager shall not be terminated or otherwise removed from the City Manager position without cause through September 15, 2026. After which, the City Manager shall be removable by the City Council at will subject only to the limitations imposed by the City Charter, City Code, and/or State Statute.

Section 4.2. Notice.

The City Manager shall give the City ninety (90) days' notice prior to discontinuing City Manager's employment, where there has been no event constituting an involuntary separation as hereinafter set forth. If City Manager voluntarily resigns City Manager's position with City, there shall be no payment due to the City Manager under Section 4.5.

Section 4.3. Definitions.

For purposes of this Agreement the term "involuntary separation" shall mean a formal request adopted at a public meeting by the City Council that the City Manager resign, an action adopted by the City Council terminating this Agreement without the written consent of the City Manager, or an action adopted by the City Council acknowledging that all parties have agreed to termination of this Agreement and have further agreed to consider the termination an "involuntary separation" for purposes of Section 4.4. The term "involuntary separation" shall also mean the resignation of the City Manager within thirty (30) days of the effective occurrence of any of the following:

- (A) If the City, at any time, reduces the salary or other financial benefits of City Manager in a greater percentage than in an across-the-board reduction for all City management employees;
- (B) If City Manager resigns following the suggestion, whether formal or informal, made by four (4) of the seven (7) members of the City Council that the City Manager resign;
- (C) If the City refuses, following written notice, to comply with the other provisions of this Agreement benefiting or affecting City Manager.

Section 4.4. Payment Upon Involuntary Separation.

In the event of an involuntary separation, the City Manager shall be entitled to the following:

- (A) Payment of all accrued vacation time at its full value at the City Manager's current rate of pay and accrued sick leave in accordance with City policies and the terms as set forth in the Post Employment Health Care Savings Plan, as applicable.
- (B) Payment by the City of the full cost of insurance benefits, at the current level of coverage in effect just prior to the involuntary separation for a period of six (6) months from the date such involuntary separation becomes effective or until such time as the City Manager commences subsequent employment, whichever term is less. In addition, the City Manager shall be entitled, at the City Manager's own cost, to continue participation in the City's group insurance plans for at least eighteen (18) months after the City is no longer required to make full payment of premiums for City Manager's insurance coverage, provided the City's group insurance plan authorizes such continued participation.
- (C) Severance Payment. The City Manager shall receive as severance benefits a lump sum payment equivalent to six (6) months' salary computed at the City Manager's gross annual wages.
- (D) Termination for Cause. If the City Manager is terminated by the City Council for cause, the City shall have no obligation to provide payments and/or benefits as listed in the above sections. For matters regarding this Agreement, "cause" means gross misconduct, conviction of a felony, or conviction for an illegal act involving personal gain to City Manager.

Section 4.5. Payment Upon Voluntary Termination.

Upon the City Manager's voluntary termination of employment, he shall be entitled to full payment, paid in the pay period following his voluntary termination, of:

- (A) Payment of all accrued vacation time at its full value at the City Manager's current rate of pay and accrued sick leave in accordance with City policies and the terms as set forth in the Post Employment Health Care Savings Plan, as applicable.
- (B) Payment of all wages for days worked since the last payroll period prior to separation.

ARTICLE V – General Covenants

Section 5.1. Indemnification.

The City shall defend and indemnify the City Manager pursuant to and according to the terms and conditions of Minnesota Statutes §466.07 and §465.76. Nothing in this paragraph shall be deemed to be a waiver by the City of any limitations on liability set forth in Minnesota Statutes Chapter 466.

Section 5.2. Bonding.

City shall bear the full cost of any bonds that City Manager is required to obtain by any law or ordinance.

Section 5.3. General Provisions.

- (A) Other Terms and Conditions of Employment. The City Council may fix, from time to time, such other terms of employment provided such terms are not inconsistent with or in conflict with the provisions of this Agreement, or any other law.
- (B) Effective Date. This Agreement shall become effective as of the start of the business day on Monday, September 15, 2025, and be deemed retroactively in effect irrespective of when approved by the City Council and signed by the parties below.
- (C) Accrual Date. Accrual of pay and benefits will commence effective September 15, 2025 and be deemed retroactively in effect irrespective of when approved by the City Council and signed by the parties below.
- (D) Merger. This Agreement supersedes all prior oral or written communications between the parties.
- (E) Entire Agreement. The text herein shall constitute the entire agreement between the parties with respect to the employment relationship between the City and the City Manager and the parties agree that there were no inducements or representations leading to the execution of this Agreement except as herein contained.
- (F) Severability. In case any one or more of the provisions of this Agreement shall be deemed to be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this Agreement will not in any way be affected or impaired thereby.
- (G) Governing Law. This Agreement will be construed and interpreted in accordance with the laws of the state of Minnesota. Any proceedings arising from this Agreement will be venued in district court in Anoka County, or federal district court in Minnesota.
- (H) Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

WHEREFORE the parties have executed this Agreement consisting of nine (9) pages including the signature page, on the dates set forth below:

Erik Thorvig, City Manager

Dated: _____

Subscribed and sworn to before me this
____ day of _____, 2025.

Notary Public

CITY OF BLAINE:

Tim Sanders, Mayor

Dated: _____

Subscribed and sworn to before me this
____ day of _____, 2025.

Notary Public

Cathy Sorensen, City Clerk

Dated: _____

Subscribed and sworn to before me this
____ day of _____, 2025.

Notary Public



City of Blaine

Staff Report

File Number: RES 25-161

Agenda Date	Status
-------------	--------

October 6, 2025

In Control	File Type
------------	-----------

City Council

Resolution

Development Business - Elizabeth Showalter, Community Development Specialist

Agenda Item # 9.1

Resolution Granting a Conditional Use Permit to Construct a Bank in an Office Research Park (B-4) Zoning District at 11866 Aberdeen Street NE. Trustone Financial Group (Case File No. 25-0037/SLK)

Executive Summary

The applicant is requesting a conditional use permit to construct a Trustone Credit Union in a Office Research Park (B-4) Zoning District.

Background

Planning Commission Public Hearing	09/09/25
City Council (Conditional Use Permit)	10/06/25
Action Deadline (60 Days)	10/06/25
Action Deadline (60 Days - City Extended)	12/05/25

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

Evaluation of Request

Planning Analysis

Zoning

The property is zoned Office Research Park (B-4). Banks require a Conditional Use Permit (CUP) in the B-4 zoning district.

Land Use Designation

The property has a land use designation of Community Commercial (CC). This land use is intended to provide retailing and services that serve larger areas, from neighborhood to regional scale. Typical uses include apparel, food, financial services and furniture.

Surrounding Zoning and Uses

The properties to the north and south have B-4 zoning and a CC land use. The properties to the east are zoned Medium Density Multi-Family (R-3B) and have a Medium Density Residential (MDR) land use for existing townhomes. Highway 65 is located to the west.

Existing Conditions

The property is a vacant parcel with trees.

History

No previous approvals.

Site Plan

The applicant is proposing to construct a 3,400-square-foot bank with an attached canopy.

Hours of operation for the lobby are typically Monday – Friday, 9AM to 5PM and Saturday, 9AM to 1PM. On weekdays, the drive-through hours are 8:30AM to 5:30PM and Saturday, 9AM to 1PM.

Staffing of a branch this size would require eight team members during peak hours.

Setbacks

Building

- Front: 50 feet
- Side: 20 feet

Parking

- Front: 30 feet
- Side: 10 feet

The setbacks have been met on site.

Parking

The parking provided on site meets parking requirements for the proposed bank use. A total of 9 parking stalls are required for the proposed bank use, and 21 parking spaces have been provided.

Banks containing two or more drive-thru lanes shall provide stacking space for at least four vehicles per lane, as measured from and including the last pick-up station, window, or the like. Stacking spaces shall not interfere with parking spaces or traffic circulation. It appears that there is adequate room for stacking, however, stacking will need to be provided on the site plan with the building permit submittal.

Architecture

The credit union's elevations have been attached and include the following materials:

- Glass
- Precast Concrete
- Fiber Cement Siding
- EIFS

- Metal Panel

The proposed buildings will meet the B-4 zoning requirements.

Landscaping

The submitted landscape plan meets the zoning ordinance requirements.

Tree Preservation

Approximately 1.02 acres of trees will be disturbed during construction, and the city's tree preservation requirement includes replacing eight trees per acre for all disturbed portions of the development. This would mean that 8 trees would be required for tree replacement purposes. The developer has proposed a total of 20 trees within this development. The tree preservation replacement requirement has been met.

Engineering Analysis

Grading/Storm Drainage

The developer will also need to submit construction contract documents that include a mass (rough) grading, erosion protection, sediment control, development, utilities, and storm drainage plan sheets.

Utilities

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

The developer will need to receive an issued permit from the Coon Creek Watershed District (CCWD). Comments have been provided by CCWD. Review, approval and permits are required prior to city plan approval and start of site work.

There are no known wetlands or FEMA flood plain on the property.

Access/Street Design/Sidewalks/Trails

The development is proposing to gain/provide driveway access from a connection to Aberdeen Avenue NE. No other access will be granted. No additional street design, sidewalk or trail 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.

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.
 - A bank does not create an excessive burden.
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. (Ord. No. 20-2447, 7-20-2020)
 - The B-4 zoning district is intended to allow office and supporting commercial uses serving a local or regional trade area. This use meets this intent.
3. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
 - The bank will meet all landscaping and building elevation requirements. The use 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 use meets the purpose of the B-4 zoning district.
6. The use shall not be in conflict with the comprehensive plan of the City.
 - The comprehensive plan designation is CC, which is intended to provide retailing and services that serve larger areas, from neighborhood to regional scale. The use is not in conflict with the comprehensive plan.
7. The use will not cause traffic hazards 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

Site Plan

Grading Plan

Landscape Plan

Elevations

Floor Plan

Narrative

Unapproved Planning Commission Minutes 9/9/25

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission voted unanimously to approve the conditional use permit.

No one spoke at 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



City of Blaine

Signature Copy

Resolution: RES 25-161

Resolution Granting a Conditional Use Permit to Construct a Bank in an Office Research Park (B-4) Zoning District at 11866 Aberdeen Street NE. Trustone Financial Group (Case File No. 25-0037/SLK)

WHEREAS, an application has been filed by THE LAKES REAL ESTATE HOLDINGS LLC as Conditional Use Permit Case File No. 25-0037 for Trustone Financial Credit Union; and

WHEREAS, said case involves the property described as follows:

Lot 5, Block 2, RAINTREE COURT ADDITION.

WHEREAS, the Blaine Planning Commission held a public hearing on September 9, 2025, and recommended approval regarding said Conditional Use Permit; and

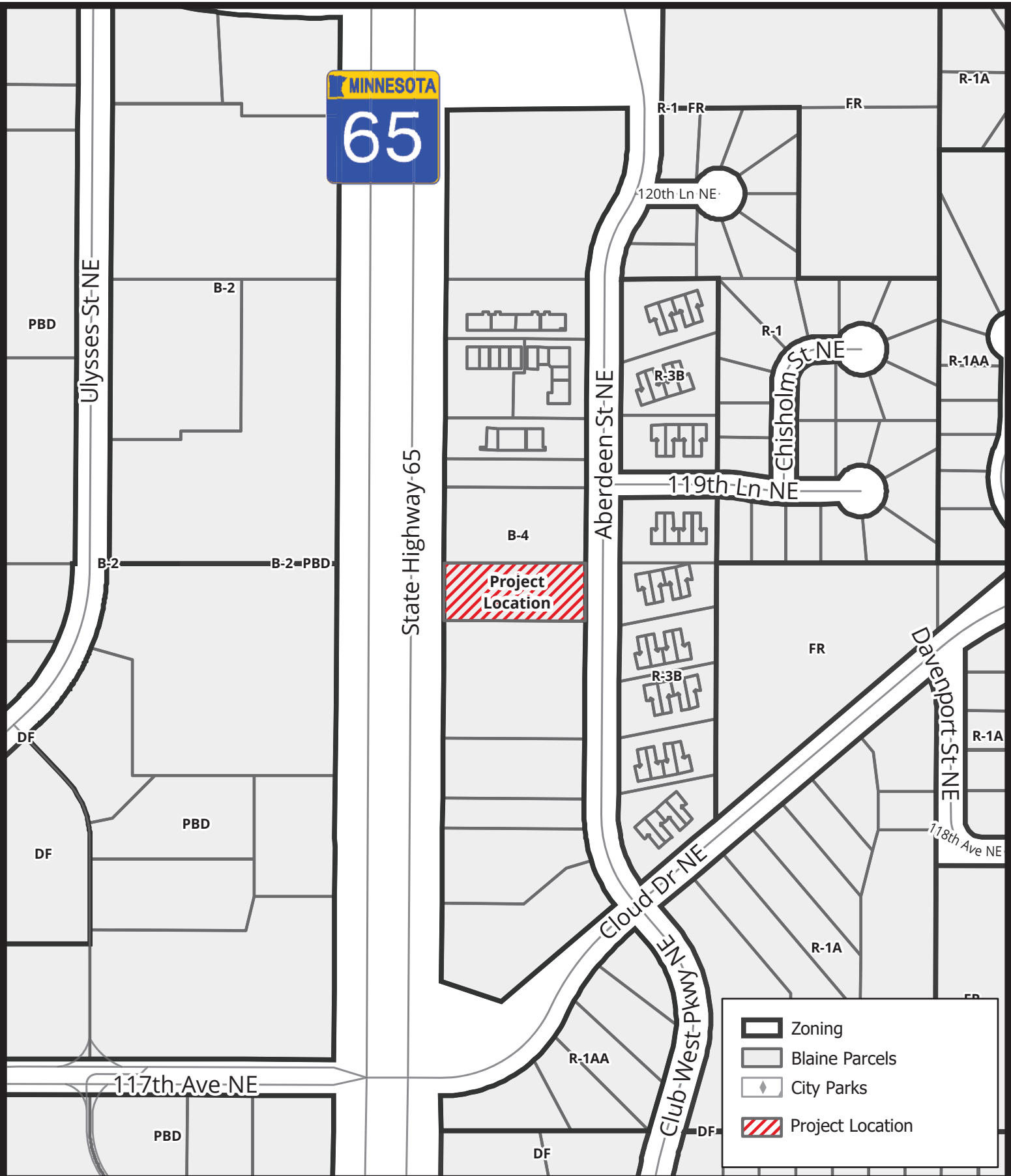
WHEREAS, the Blaine City Council has reviewed said case on October 6, 2025; and

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 30.34 (d) of the Zoning Ordinance to construct a bank in an Office Research Park (B4) zoning district with the following conditions:

1. Site plan approval will be required as a part of the building permit application. All site improvements to be included in the Site Improvement Performance Agreement (SIPA) and covered by an acceptable financial guarantee.
2. Drive-thru stacking (meeting zoning ordinance) will need to be provided on the site plan with the building permit submittal.
3. All site lighting to be down-lit style lamps to reduce glare and to meet the requirements of the zoning ordinance. Pole-mounted lighting is limited to 20 feet in height.
4. All signage requires a separate permit meeting the requirements of the zoning ordinance.
5. Temporary signage to be regulated under Zoning Ordinance Section 34.13.
6. An issued Coon Creek Watershed District permit will be required to be received by the City prior to the proposed project receiving any city approval.

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



Case File No. 25-0037

Trustone Financial Credit Union

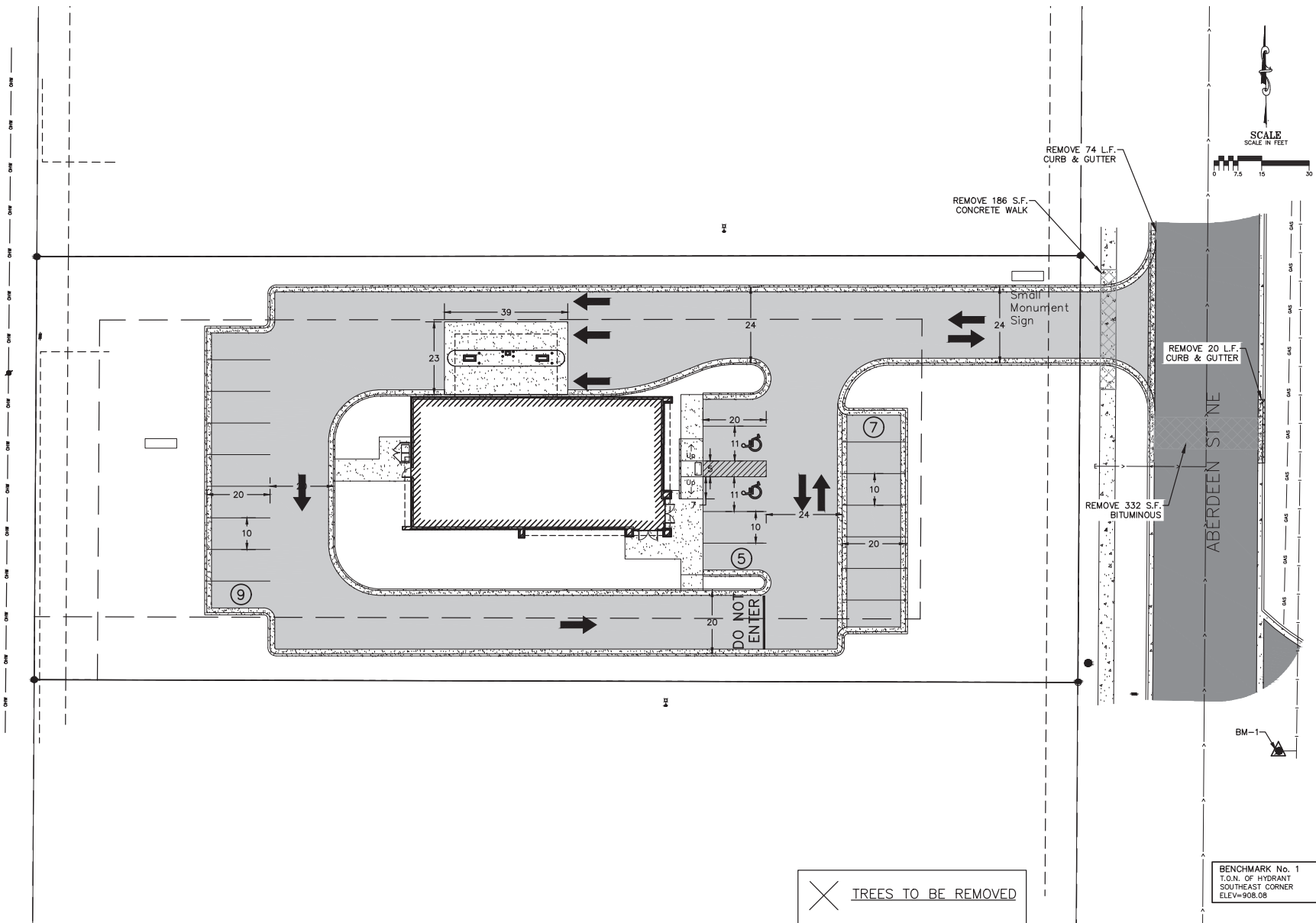
0 0.02 0.04 0.08 Miles
Scale: 1:3,500



BlaineMN.gov

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





TREES TO BE REMOVED

BENCHMARK No. 1
 T.O.N. OF HYDRANT
 SOUTHEAST CORNER
 ELEV=908.08

REVISIONS:			
NO.	BY	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION
 OR REPORT WAS PREPARED BY ME OR UNDER MY
 DIRECT SUPERVISION AND THAT I AM A FULLY
 LICENSED ENGINEER UNDER THE LAWS OF THE
 STATE OF MINNESOTA.

 MURRAY J. JORDAN REG. NO. 25532



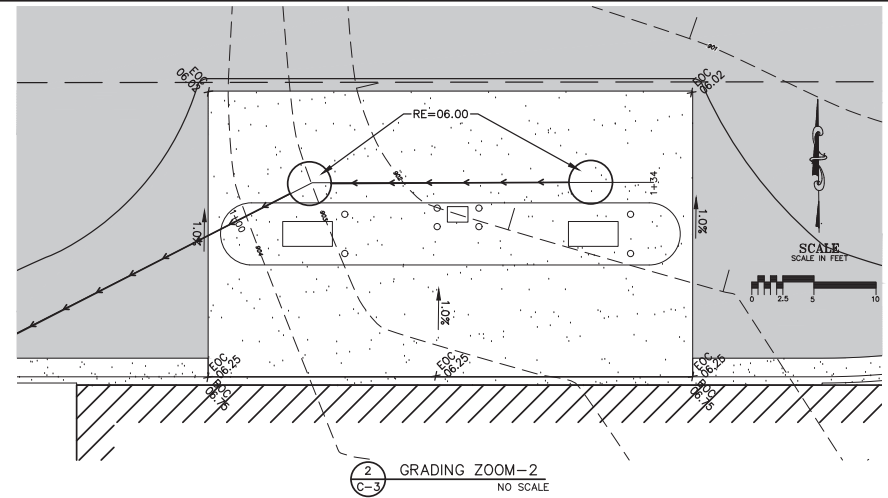
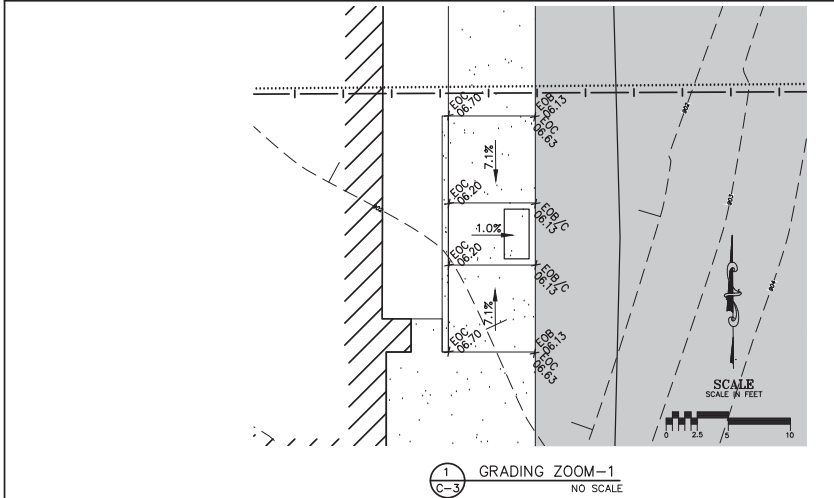
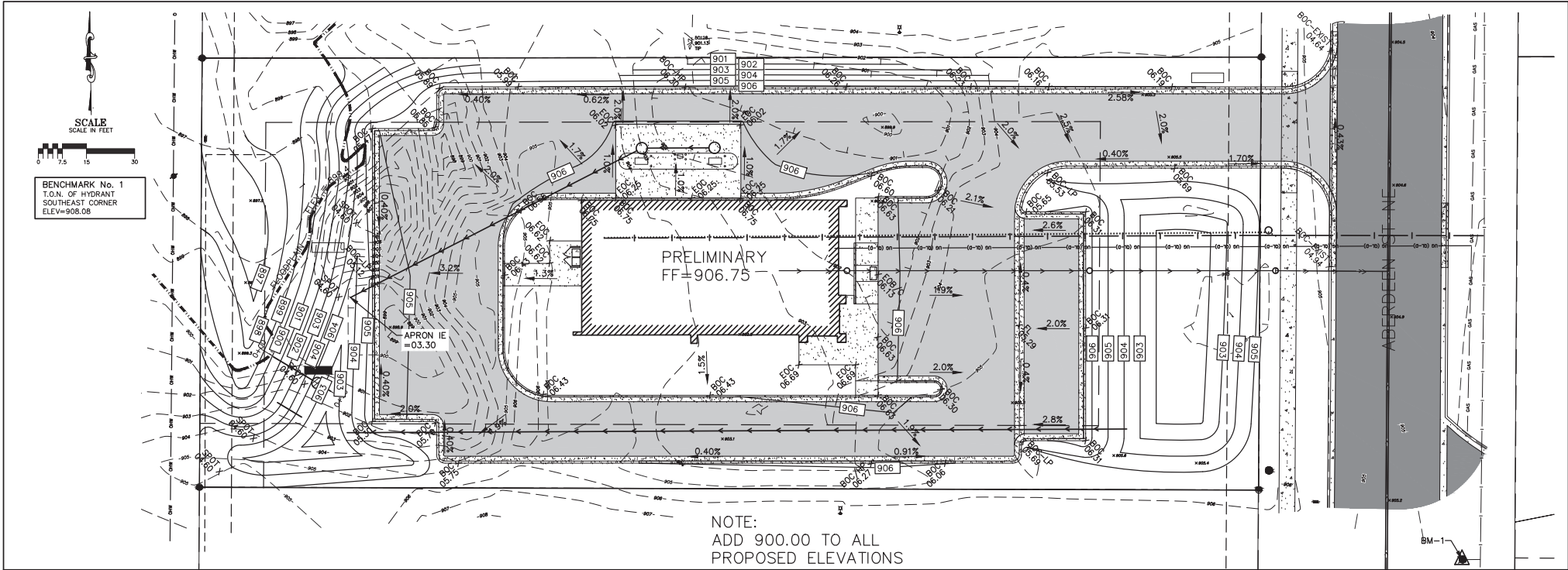
DESIGNED	M.F.	8/7/25
DRAWN	W.M.	8/7/25
CHECKED	M.F.	8/7/25
APPROVED		
BY		
DATE		

TRUSTONE CREDIT UNION
 BLAINE, MINNESOTA

SITE OVERVIEW

PROJECT NO.
 25020

C - 2



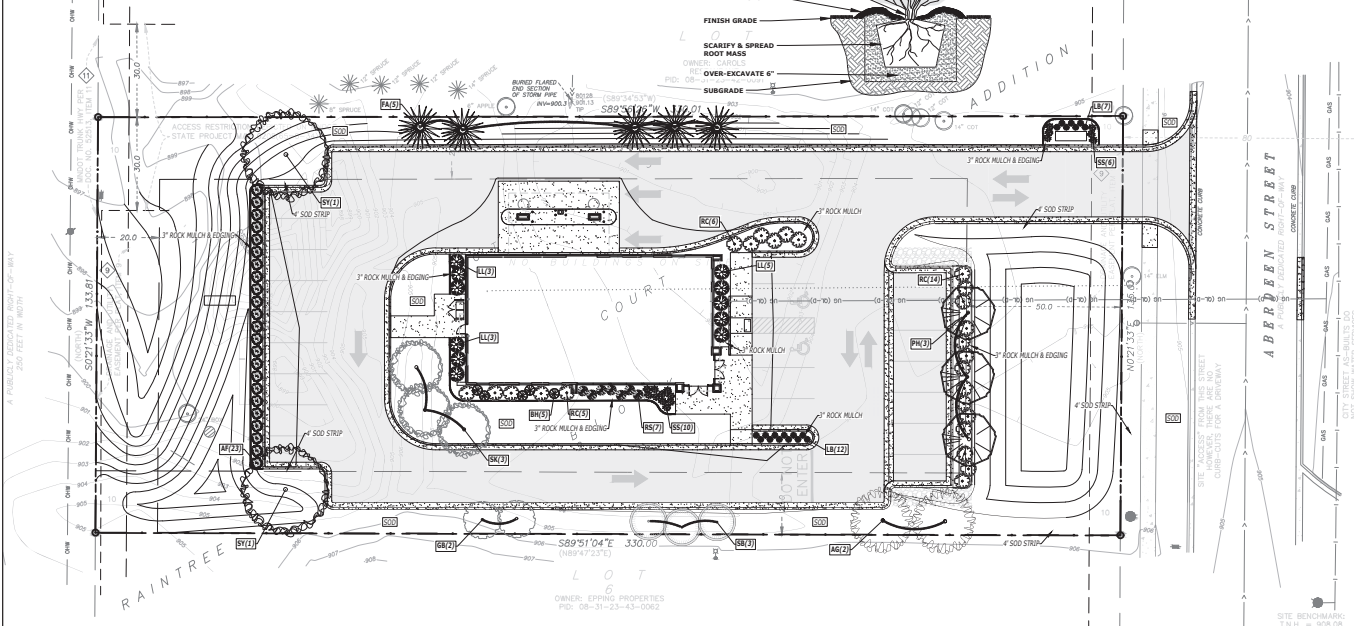
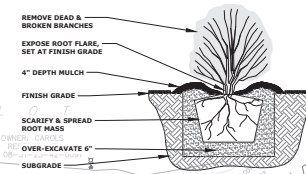
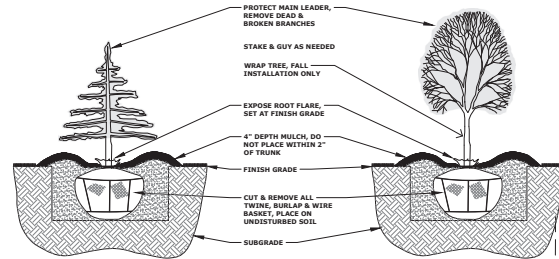
REVISIONS:				I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  MARK A. GRUND REG. NO. 25521	 FREEBERG & GRUND	DESIGNED	M.F.	8/7/25	TRUSTONE CREDIT UNION BLAINE, MINNESOTA	GRADING PLAN	PROJECT NO. 25020	C - 3
			DRAWN			B.M.	8/7/25					
			CHECKED			M.F.	8/7/25					
			APPROVED									
						BY	DATE					
NO.	BY	DATE	DESCRIPTION									

LANDSCAPE NOTES:

- CONTRACTOR TO HAVE ALL UTILITIES ON SITE VERIFIED AND MARKED BEFORE STARTING WORK.
- CONTRACTOR IS LIABLE FOR ANY DAMAGE TO EXISTING UTILITIES ON SITE AND RESPONSIBLE FOR THE COSTS ASSOCIATED WITH REPAIRING/REPLACING DAMAGE.
- CONTRACTOR IS LIABLE FOR ALL DAMAGE RELATED TO CONTRACTORS ACTIVITY ON SITE AND RESPONSIBLE FOR THE COSTS ASSOCIATED WITH REPAIRING/REPLACING DAMAGE.
- OBTAIN ALL NECESSARY PERMITS FOR PLANTING IN ALL RIGHT-OF-WAY.
- COMPLETE WORK PER OWNERS CONSTRUCTION SCHEDULE AND COORDINATE WORK WITH OTHERS ON SITE.
- PLANT MATERIAL SHALL COMPLY WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND BE FREE OF DISEASE AND DAMAGE.
- ALL PLANT MATERIALS TO BE WARRANTIED ONE (1) FULL YEAR FROM THE COMPLETION AND ACCEPTANCE BY OWNER, WITH ONE TIME REPLACEMENT.
- WATER AND MAINTAIN ALL PLANT MATERIALS UNTIL ACCEPTED BY OWNER.
- IF THERE IS A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOW ON THE PLAN COMPARED TO THE PLANT LEGEND, THE PLAN TAKES PRECEDENCE.
- ALL AREAS DISTURBED DURING CONSTRUCTION TO RECEIVE 6" OF TOPSOIL AND SOD UNLESS OTHERWISE SPECIFIED ON PLANS.
- VERIFY TOPSOIL DEPTH AND NOTIFY OWNER OF ANY DEFICIENCY.
- REPLACEMENT TOPSOIL SHOULD BE CLEAN, FREE OF DEBRIS, SHARP OBJECTS, ROCKS AND WEEDS.
- ALL AREAS TO BE LANDSCAPED AND SODDED SHALL BE GRADED SMOOTH AND EVEN.
- SOD TO BE A KENTUCKY BLUEGRASS SEED VARIETY.
- NO GUARANTEE ON SOD EXCEPT SOD THAT IS NOT ACCEPTABLE AT TIME OF INSTALLATION.
- STAKE SOD ON SLOPES 3:1 AND GREATER.
- PROVIDE BLANKET ON ALL SEEDED AREAS THAT ARE SLOPED. MULCH APPLICATION FOR ALL OTHER SEEDED AREAS SHALL BE HYDROMULCH OR DISCED STRAW DEPENDING ON SEED TYPE.
- INSTALL BLACK VINYL EDGING AROUND ALL PLANTING BEDS AS SHOWN ON PLAN.
- MULCH TO BE FINELY SHREDDED, UNDYED, HARDWOOD ORGANIC MULCH INSTALLED TO 4" DEPTH.
- NO WEED FABRIC BARRIER BENEATH ORGANIC MULCHES.
- TREES SHALL HAVE MULCH PULLED BACK 2" FROM BASE OF TRUNK.
- NO EDGING AROUND TREES OUTSIDE OF SHRUB BEDS.
- ROCK MULCH SHALL BE 1-1/2" DIAMETER WASHED RIVER ROCK INSTALLED TO 3" DEPTH WITH APPROVED WEED FABRIC BARRIER.
- SWEEP AND MAINTAIN ALL PAVEMENT AREAS AFTER LANDSCAPE INSTALLATION IS COMPLETE AND ACCEPTED BY OWNER, DAILY CLEANING TO BE COMPLETED IF REQUIRED BY THE MUNICIPALITY.

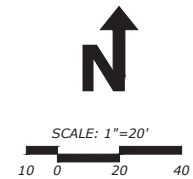
LANDSCAPE REQUIREMENTS

- BUILDING: 3,401 SF
- SITE PERIMETER: 929 LF
- ONE (1) OVER STORY TREE PER 2,000 SF OR 100 LF OF SITE PERIMETER, WHICHEVER IS GREATER
- 10 OVER STORY TREES REQUIRED
- ONE (1) CONIFEROUS TREE PER 2,000 SF OR 200 LF OF SITE PERIMETER, WHICHEVER IS GREATER
- 5 CONIFEROUS TREES REQUIRED
- ONE (1) ORNAMENTAL TREE PER 2,000 SF OR 200 LF OF SITE PERIMETER, WHICHEVER IS GREATER
- 5 ORNAMENTAL TREES REQUIRED
- ONE (1) SHRUB PER 300 SF OR 30 LF OF SITE PERIMETER, WHICHEVER IS GREATER
- 31 SHRUBS REQUIRED



LANDSCAPE PLANT LEGEND

DECIDUOUS TREES			
SY	2	EXCLAMATION! SYCAMORE <i>Platanus x acerifolia</i> 'Morton Circle'	2.5" CAL. B&B 60'H x 45'W
AG	2	AUTUMN GOLD GINKGO <i>Ginkgo biloba</i> 'Autumn Gold'	2.5" CAL. B&B 50'H x 30'W
SK	3	STREETKEEPER HONEYLOCUST <i>Gleditsia tricanthos</i> 'Draves'	2.5" CAL. B&B 45'H x 20'W
PH	3	PRAIRIE HORIZON ALDER <i>Alnus hirsuta</i> 'Harbin'	2" CAL. B&B 35'H x 25'W
ORNAMENTAL TREES			
GB	2	DAWKY GOLD BEECH <i>Fagus sylvatica</i> 'Dawky Gold'	2" CAL. B&B 45'H x 15'W
SB	3	AUTUMN MAGIC SERVICEBERRY <i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	1.5" CAL. B&B 20'H x 15'W
EVERGREEN TREES			
FA	5	FAT ALBERT BLUE SPRUCE <i>Picea pungens</i> 'Fat Albert'	5' HT. B&B 40'H x 15'W
SHRUBS			
LL	11	LITTLE LIME HYDRANGEA <i>Hydrangea paniculata</i> 'Jane'	#3 CONT. POT 5'H x 5'W
RC	25	BRILLIANTISSIMA RED CHOKEBERRY <i>Aronia arbutifolia</i> 'Brilliantissima'	#2 CONT. POT 5'H x 5'W
AF	23	ARCTIC FIRE DOGWOOD <i>Cornus stolonifera</i> 'Farrow'	#2 CONT. POT 4'H x 4'W
BH	5	DWARF BUSH HONEYSUCKLE <i>Diervilla lonicera</i>	#2 CONT. POT 3'H x 3'W
PERENNIALS			
RS	7	RUSSIAN SAGE <i>Salvia yangii</i>	#1 CONT. POT 4'H x 3'W
SS	16	SHOWY GOLDENROD <i>Solidago speciosa</i>	#1 CONT. POT 4'H x 2'W
ORNAMENTAL GRASSES			
LB	19	STANDING OVATION LITTLE BLUE STEM <i>Schizachyrium scoparium</i> 'Standing Ovation'	#1 CONT. POT 3'H x 2'W
SEED			
642 SY	+++	MNDOT SEED MIX 33-262 - DRY SWALE/POND (OR APPROVED ALTERNATE).	
694 SY	++++	KENTUCKY BLUE GRASS MIX. SEE SPECS FOR MULCHING INFORMATION.	
SOD - 925 SY			
EDGING - 320 LF			
ROCK MULCH - 17.5 CY			
MULCH (TREES/SHRUBS OUTSIDE OF BEDS) - 2 CY			



REVISIONS:		I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
NO.	DATE	DESCRIPTION
06/06/20		SUBMITTAL
06/30/2026		Expiration: 06/30/2026 License # 55597

PLAN-Type
SITE PLANNING & LANDSCAPE ARCHITECTURE
Minneapolis, MN info@plan-type.com

DESIGNED	LS
DRAWN	LS
CHECKED	JW
APPROVED	
BY	DATE

TRUSTONE CREDIT UNION
BLAINE, MINNESOTA

LANDSCAPE PLAN

PROJECT NO.
25020

L101



1 RENDERING
SCALE: NTS

EXTERIOR MATERIALS LEGEND			
CODE	MATERIAL	MANUFACTURER / DESCRIPTION	COLOR
ST-1	THIN STONE VENEER	EDEN VALDERS STONE - THIN VENEER 3/4" - 1 1/2"	WINDSOR - NATURAL QUARRY RUN SEAMFACE, NATURAL CLEFT TOP & BOTTOM, SNAPPED ENDS.
PC-1	PRECAST CONCRETE	CUSTOM CAST STONE	SANDSTONE
PC-2	PRECAST CONCRETE	CUSTOM CAST STONE	SANDSTONE
MC-1	MORTAR	SPEC-MIX	GRAY
EF-1	EIFS	DRYVIT EIFS	COLOR: AMARILLO WHITE. TEXTURE: SANDPEBBLE
PC-1	FIBER CEMENT SIDING	NICHIA - TUFF BLOCK	COLOR: MATCH DRYVIT AMARILLO WHITE
PC-2	FIBER CEMENT SIDING	NICHIA - VINTAGEWOOD	COLOR: CEDAR
SC-1	ALUMINUM STOREFRONT	KAWNEER - STOREFRONT FRAMING SYSTEM	ANODIZED ALUMINUM, CENTER-GLAZED
GL-1	GLAZING	GUARDIAN SUNGLARD - SNX 6123	CLEAR
GL-2	GLAZING	GUARDIAN SUNGLARD - SNX 6127	CLEAR
MCP-1	METAL COMPOSITE PANEL	ALUCOBOND	COLOR: ANODIZED DARK BRONZE
MCP-2	METAL COMPOSITE PANEL	ALUCOBOND	COLOR: R68 244/12102 - PMS 158C (CUSTOM COLOR)
MT-1	METAL TRIM	ALUCOBOND	COLOR: ANODIZED DARK BRONZE
EPT-1	PAINT	SHERWIN WILLIAMS	COLOR: MATCH DRYVIT AMARILLO WHITE
RF-1	ASPHALT SHINGLES	CERTANTEED - LANDMARK	COLOR: DRIFTWOOD
CW-1	PVC DECKING	TIMBERTECH ADVANCED PVC - HARVEST COLLECTION	COLOR: BROWNSTONE
BO-1	PLASTIC BOLLARD COVER	IDEAL SHIELD 2" BOLLARD COVER	COLOR: BROWN (PANTONE PG-440C)

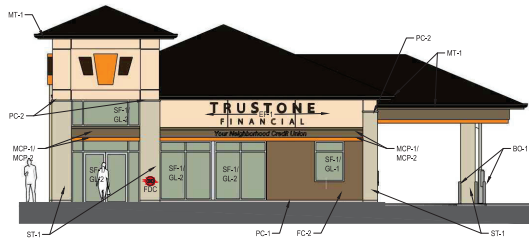
MATERIAL AREA CALCULATIONS	
MASONRY	1,084 (20%)
EIFS	969 (14%)
COMPOSITE METAL PANELS	309 (7%)
FIBER CEMENT SIDING	1,322 (20%)
OPENINGS	870 (21%)
TOTALS	4,164 SF

DESIGN/BUILDER:

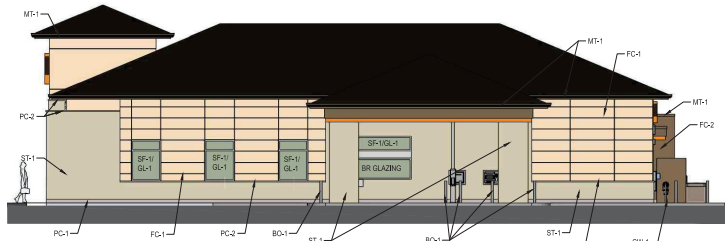
OUR BUSINESS IS BUILDING YOURS
LaMACCHIA GROUP

PLAN • BRAND • DESIGN • BUILD • EVOLVE
157 North Milwaukee Street
Milwaukee, Wisconsin 53202
T 414.223.4400 F 414.223.4488
www.lamacchiagroup.com

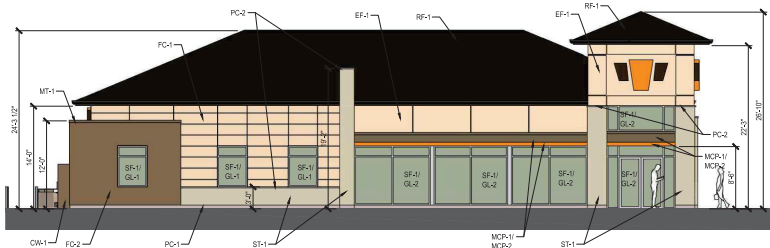
TRUSTONE
FINANCIAL



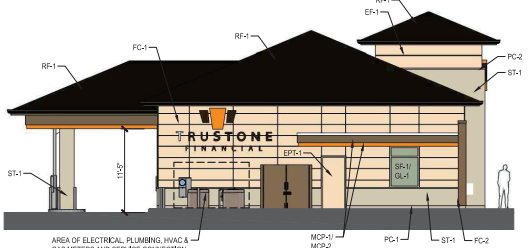
2 EAST ELEVATION
SCALE: 1/8"=1'-0"



3 NORTH ELEVATION
SCALE: 1/8"=1'-0"



4 SOUTH ELEVATION
SCALE: 1/8"=1'-0"



5 WEST ELEVATION
SCALE: 1/8"=1'-0"

TruStone Financial Credit Union
11866 Aberdeen ST NE
Blaine, MN 55449

Planning & Zoning Submittal

REVISIONS:		
NO.	DATE	DESCRIPTION
1		ISSUED FOR
2		
3		
4		
5		
6		
7		
8		
9		
10		

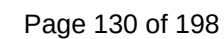
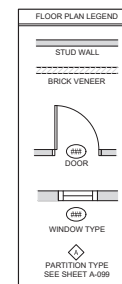
LA MACCHIA GROUP PROJECT NUMBER:
MN-TSF-2501

DATE:
7/14/2025

SHEET TITLE:
EXTERIOR ELEVATIONS

SHEET NUMBER:
A-200

COPYRIGHT ©
LA MACCHIA GROUP
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of LaMacchia Group.



July 12, 2025

City of Blaine, MN
Planning Division
10801 Town Square Drive NE
Blaine, MN 55449
[763-785-6180](tel:763-785-6180)

RE: New TruStone Financial Credit Union Branch
11866 Aberdeen Street NE, Blaine, MN 55449

To Whom it May Concern:

LaMacchia Group is pleased to propose a new ~3,400 square foot financial institution Branch for TruStone Financial Credit Union. The new wood framed building will have a combination of thin stone veneer, panelized fiber cement siding, glazing, EIFS & composite metal panels. The branch will also have two (2) drive-thru lanes. Lane #1 (along the building) will have a through-wall ATM, night deposit and deal drawer. Lane #2 will have an overhead pneumatic system with audio & video. The design of the proposed branch is meant to seamlessly integrate with their existing branch network in Minnesota and southeastern Wisconsin.

At peak hours, the branch will employ eight (8) team members. The branch will operate for walk in traffic Monday thru Friday Lobby hours 9am to 5pm, Monday thru Friday Drive-thru Hours 8:30am to 5:30pm. Saturday Lobby hours 9am to 1pm, Drive-thru hours Saturday 9am to 1pm. The branch will offer a variety of services including deposit, lending, planning & investment. TruStone Financial Credit Union offers these services to both personal and business accounts.

We are providing 21 parking spaces in total, 9 to the west side of the property for employees and 12 spaces for members on the east side of the property. We are looking to start construction Late-September 2025 and opening for business April

PLAN ▾ DESIGN ▾ BUILD ▾ BEYOND
157 North Milwaukee Street
Milwaukee, Wisconsin 53202
T 414.223.4400 F 414.223.4488
www.lamacchiagroup.com



2026. TruStone Financial Credit Union & LaMacchia Group look forward to working with the City of Blaine for a successfully construction project and a successful branch which is best able to serve the Credit Union Membership.

Sincerely,

Timothy J. Niemiec
Senior Architectural Designer/
Job Captain Manager



City of Blaine

Planning Commission

September 9, 2025 | 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, September 9, 2025. Chair Goracke called the meeting to order at 7:00PM.

2. Roll Call

Members Present: Commission Members Gorzycki, Howard, Olson, Swanson, and Chair Goracke.

Members Absent: Commission Members Geiselhart and Halpern.

Staff Present: Alex Koberoski, Zoning Technician
Sheila Sellman, Assistant Community Development Director
Teresa Barnes, Project Engineer

4. Public Hearing

- 4.3.** 2025-386 Case File No. 25-0037 // Trustone Financial Group // 11866 Aberdeen Street NE
The applicant is requesting a conditional use permit to construct a bank in an Office Research Park (B4) zoning district.
Sponsors: Shawn Kaye, Planner

The report to the planning commission was presented by Alex Koberoski, Zoning Technician. The public hearing for Case File 25-0037 was opened at 7:35PM. As no one wished to appear, the public hearing was closed at 7:35PM.

Tim Niemiec, Trustone Financial Group representative, introduced himself to the commission and thanked the commission for considering his request.

Chair Goracke asked how many Trustone Credit Unions were in the area.

Matt Monicatti, Vice President of Facilities for Trustone, reported there were 19 Trustone branches in Minnesota and four in Wisconsin.

Chair Goracke questioned how many new jobs would be created by this Trustone Credit Union.

Mr. Monacotti estimated this site would have eight to ten FTE's.

Motion by Commissioner Swanson to recommend approval of Planning Case 25-0037 based on the following conditions:

Case 25-0037:

- 1. Site plan approval will be required as a part of the building permit application. All site improvements to be included in the Site Improvement Performance Agreement (SIPA) and covered by an acceptable financial guarantee.**
- 2. Drive-thru stacking (meeting zoning ordinance) will need to be provided on the site plan with the building permit submittal.**
- 3. All site lighting to be down-lit style lamps to reduce glare and to meet the requirements of the zoning ordinance. Pole-mounted lighting is limited to 20 feet in height.**
- 4. All signage requires a separate permit meeting the requirements of the zoning ordinance.**
- 5. Temporary signage to be regulated under Zoning Ordinance Section 34.13.**
- 6. An issued Coon Creek Watershed District permit will be required to be received by the City prior to the proposed project receiving any city approval.**

Motion seconded by Commissioner Gorzycki. The motion passed 5-0.

Chair Goracke noted this would be on the agenda of the October 6, 2025 city council meeting.



City of Blaine

Staff Report

File Number: ORD 25-2588

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Ordinance

Development Business - Elizabeth Showalter, Community Development Specialist

Agenda Item # 9.2

First Reading

Ordinance Approving a Rezoning from Single Family Residential (R-1) to Community Commercial (B-2) at 8634 Central Avenue NE. Scott Uram (Case File No. 25-0042/SAS)

Executive Summary

First reading for a rezoning from Single Family Residential (R-1) to Community Commercial (B-2).

Background

Planning Commission (Public Hearing)	09/09/25
City Council (1st Reading)	10/06/25
City Council (2nd Reading)	10/20/25
Action Deadline (60 Days)	10/12/25
Action Deadline (City Extended - 60 Days)	12/11/25

Staff report prepared by Sheila Sellman, Interim Community Development Director, 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.

Evaluation of Request

The applicant is requesting to rezone portions of the subject site from Single Family Residential (R-1) to Community Commercial (B-2) to be consistent with the existing comp plan designation and the majority of the zoning for the parcels. The request also includes a Conditional Use Permit (CUP) for self-storage. Self-storage is not permitted in the B-2 district, but is allowed via a CUP in the Highway 65 Overlay district south of Highway 10.

Planning Analysis

Current Zoning

The majority of the subject site is zoned B-2. Due to the location, the Highway 65 Overlay District (HOD) also applies. A small area in the back of the lot is still zoned R-1.

Proposed Zoning

The proposed zoning is B-2, which would result in the entire parcel having the same zoning. The purpose of this district is to allow commercial uses serving surrounding neighborhoods with low to moderate traffic uses. This district may be located adjacent to residential, commercial, and industrial districts and shall be primarily located on collector or arterial roads. The purpose of the overlay district is to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and establish minimum standards that contribute to a community image of quality, visual aesthetics, permanence, and stability along the Highway 65 corridor.

Land Use Designation

The land use designation is Community Commercial (CC). The CC designation is for retailing and services that serve larger areas, from neighborhood to regional scale. Typical uses include apparel, food, financial services and furniture. The rezoning aligns with the Land Use designation.

Existing Conditions

The site is currently two parcels that were platted earlier this year. The northern parcel has an existing office building and the southern parcel is not developed. The rear of the site has many mature trees and is adjacent to single-family residential.

Site Plan

The office building on the northern property will remain, and the southern lot will be developed with a 3-story self-storage facility with office space in the front. In the Highway 65 Overlay district, self storage is allowed via a CUP. The HOD provides higher architecture standards and landscape requirements than the B-2 district, so the proposal will be reviewed with the higher standards. Section 32.55 provides specific self-storage facility standards that must be met as part of the CUP.

32.55 Property South of Highway 10.

(a) Conditional uses (in addition to what is permitted with the underlying zoning district): Self-Storage Facility as part of a mixed use.

(1) Self-Storage Facility Standards:

- (aa) Must be part of a mixed-use project with a minimum of 1,500 square feet of other commercial use not related to the operations of the storage facility.
- (bb) Storage units must be climate controlled.
- (cc) The self-storage facility must be located in the rear of the property and not adjacent to Highway 65.
- (dd) No self-storage facility may be located within 1,500 feet of another storage facility.
- (ee) Setback from residential is 100 feet.

The proposed self-storage meets the above standards, with the exception of the setback to residential. The site plan shows a 50-foot rear yard setback adjacent to residential and a 100-foot setback is required. The site plan must be revised to meet this setback and the CUP will be conditioned accordingly.

Architecture

For development of properties within the Highway 65 Overlay District, the following standards shall be applied:

(a) At least 50 percent of all exterior wall finishes on any building shall be comprised of a combination of at least three of the following materials with all materials present on each elevation:

- Brick.
- Natural or cultured stone.
- Glass.
- Masonry stucco or EIFS.
- Cementitious siding.
- Architectural metal.
- Integrally colored rock faced block.
- Other comparable or superior material as approved by the Zoning Administrator.

(1) The remaining 50 percent of all exterior wall finishes shall be comprised of any combination of decorative or rock face concrete block and textured concrete panels or other comparable or superior materials as approved by the Zoning Administrator. All building materials subject to approval of the Zoning Administrator. (Ord. No. 99-1807, amended 8-19-1999)

(2) Buildings may be constructed of primarily one of the materials listed in subsection (1), if the design exceeds the intent of the ordinance.

(3) Buildings shall be oriented towards Highway 65 or at a minimum, give the appearance of having a front facing Highway 65 if adjacent to Highway 65.

(4) Building articulation elements shall be provided at a maximum of average spacing of 40 feet.

(5) No more than 75 percent of the building sides visible from Highway 65 may be constructed of decorative concrete block, pre-cast concrete or stucco.

(6) The exterior of the building shall have varied and interesting detailing. Large unadorned walls shall be prohibited (50 feet or more). All large walls viewable from Highway 65 must be relieved by architectural detailing, such as change in materials, change in color, offsets, or other significant visual relief provided in a manner or at intervals in keeping with the size, mass and scale of the wall and its views from the public right-of-way.

(7) Exterior building material colors shall be complimentary of other buildings within the district.

The proposed west elevation does not meet minimum requirements, and corrugated metal is not an approved material. The west elevation must be revised to meet minimum requirements of 50% of all wall finishes shall be at least three materials: brick, natural cultured stone, stucco, EIFS, architectural metal, colored rock face block glass. This side has two approved materials of glass and architectural metal.

The south elevation also does not meet minimum requirements; an additional material is required. The exterior of the building shall have varied and interesting detailing. Large unadorned walls shall be prohibited (50 feet or more). All large walls viewable from Highway 65 must be relieved by architectural detailing, such as change in materials, change in color, offsets, or other significant visual relief provided in a manner or at intervals in keeping with the size, mass and scale of the wall and its view from the public right-of-way. This could be met by matching articulations as shown on the north elevation. The corrugated metal for the entire building must be changed to an approved material as outlined above. The garage doors should match the building in color. As shown on the illustration, the doors are white and the building is gray. Those should match.

Building Setbacks

The B-2 district and Highway 65 Overlay District setbacks apply.

- Front yard: 30 feet
- Side yard: 20 feet
- Rear yard: 100 feet. The site plan shows a 50-foot rear yard setback adjacent to residential and a 100-foot setback is required. The site plan must be revised to meet this setback and the CUP is conditioned accordingly.

Parking Setbacks

The B-2 district and Highway 65 Overlay District setbacks apply.

- Front yard: 25 feet
- Side yard: 10 feet, the southern driveway does not meet this requirement. The site plan must be revised to meet this setback and the CUP is conditioned accordingly.
- Rear yard: adjacent to residential is 25 feet.

The zero lot line applies to the northern property line.

Landscaping

The proposed landscaping meets the minimum requirements, including oversizing for the Highway 65 Overlay District requirements. The HOD has specific standards for self-storage facilities, including increased setbacks. Section 32.55 (a)(ee) states that setbacks from residential is 100 feet. There is not a method for reduction with buffer yard flexibility.

Tree Preservation

Trees are being removed from both Lot 1 and Lot 2. The replacement trees on lot 1 will not be counted for any landscape requirements on Lot 2. Tree removal from Lot 1 is about 0.42 acres, which requires 3 trees to be replaced on Lot 1. Lot 2 removal is about 1.16 acres, requiring 9 replacement trees. These

replacement trees can include landscape requirements for Lot 2.

The tree preservation requirements are met for both lots.

Engineering Analysis

Grading/Storm Drainage

The developer is proposing to grade the entire site as shown on the Coon Creek Watershed District (CCWD) and city approved grading, drainage, erosion protection and sediment control plans as 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

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

The developer shall explore a water source for the landscape irrigation system installed throughout the site, including the possible use of created ponds for stormwater reuse.

Wetlands/Watershed

The developer will need to submit the project to the CCWD for review, approval, and permits that are required prior to the city plan approval and start of site work.

Access/Street Design

The development is proposing construction on the southern lot and is providing a shared driveway access with the lot to the north that currently connects to the Central Avenue west side service road. The development will also add another directional access (out only) for the southern lot onto the Central Avenue west service road. No other access will be allowed.

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 infiltration trenches, drainage sales, and storm water management ponds as depicted on the preliminary plat and correspond to the approved grading plan.

Attachment List:

Zoning and Location Map

Removals and Erosion Control Plan

Site Plan

Grading Plan

Utilities Plan

Landscaping Plan
Floor Plans
Elevations
Neighborhood Meeting Summary
Unapproved Planning Commission Minutes 9/9/25

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission voted unanimously to approve the rezoning.

No one spoke at 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.

In accordance with the Neighborhood Meeting Policy, a neighborhood meeting was held on August 25, 2025. A summary of the meeting is attached. Comments included concerns with security and lighting.

Staff Recommendation

By motion, introduce the ordinance for first reading and direct that it be placed on file for second reading at the October 20, 2025, council meeting.

Attachment List

1. Attachments
2. Unapproved PC Minutes 9/9/25



City of Blaine

Signature Copy

Ordinance: ORD 25-2588

First Reading

Ordinance Approving a Rezoning from Single Family Residential (R-1) to Community Commercial (B-2) at 8634 Central Avenue NE. Scott Uram (Case File No. 25-0042/SAS)

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:

Lot 1 Lot 2, Block 1, Uram

Section 2. The above described property is hereby rezoned from:

~~Single Family Residential (R-1)~~

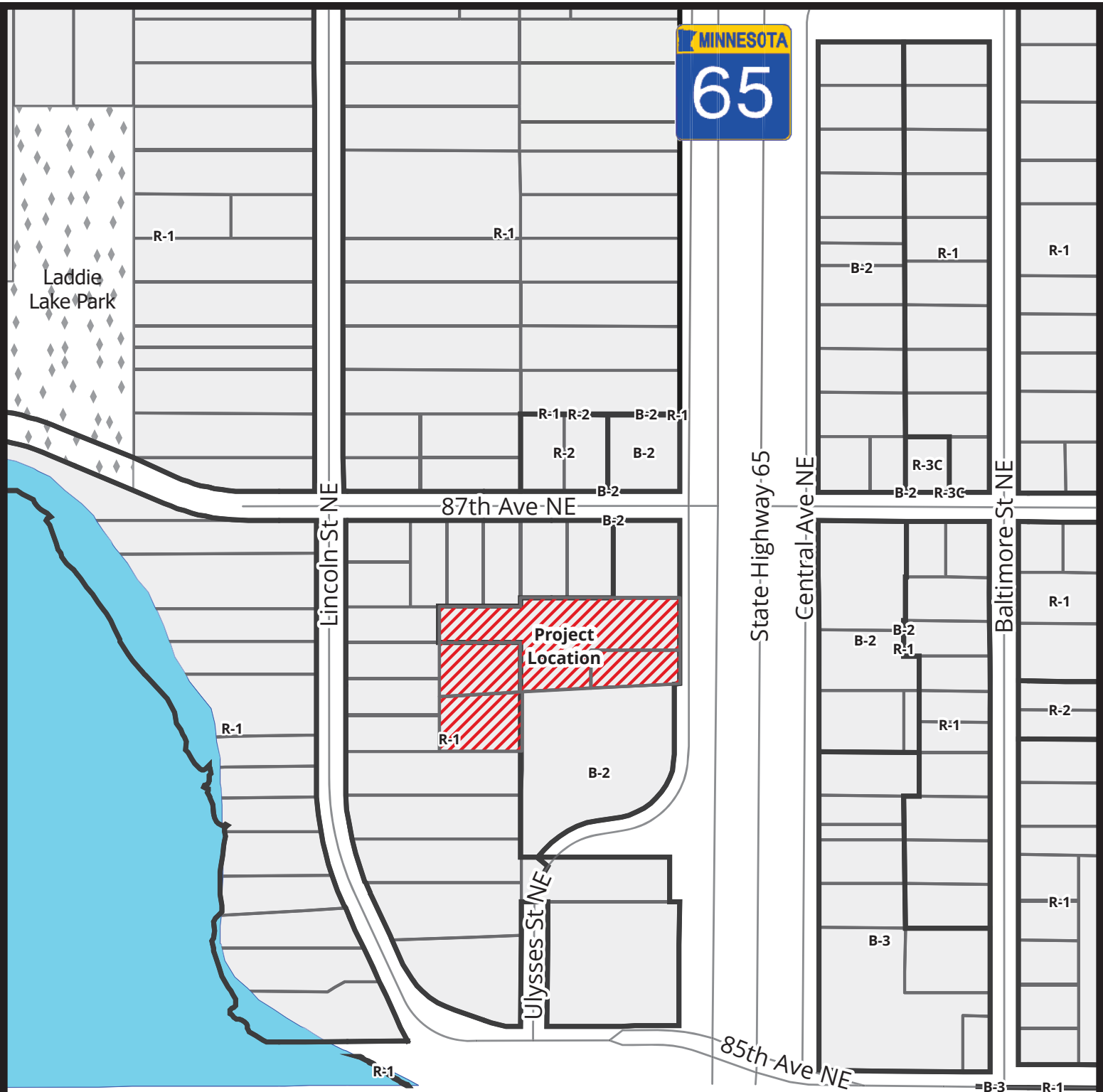
to

Community Commercial (B-2)

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.

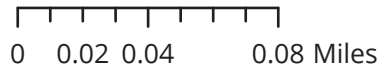
INTRODUCED and read in full this 6th day of October, 2025.

PASSED by the City Council of the City of Blaine this day of 20__.



	Zoning
	Blaine Parcels
	City Parks
	Project Location

Case File No. 25-0042
Uram Storage

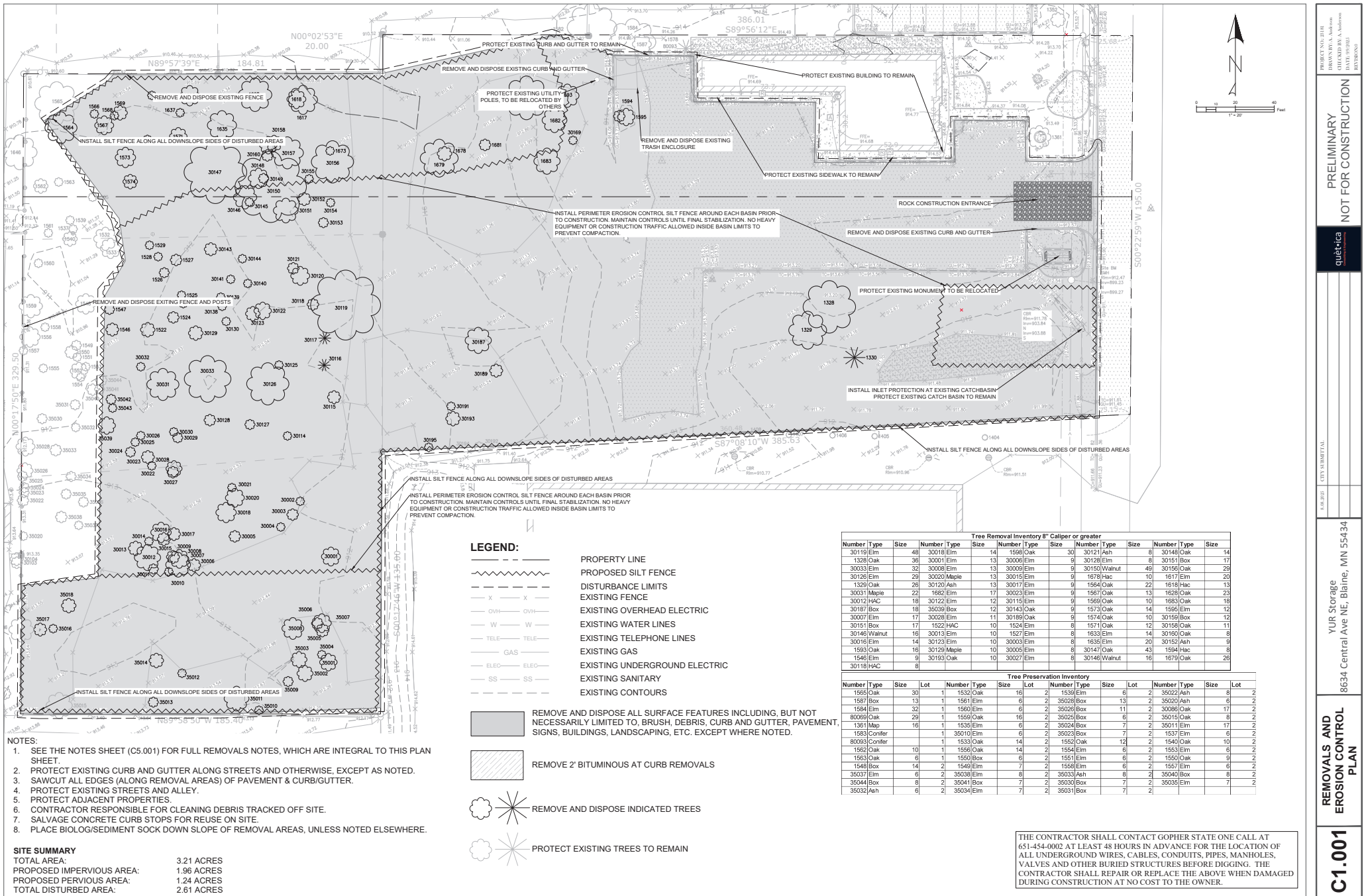


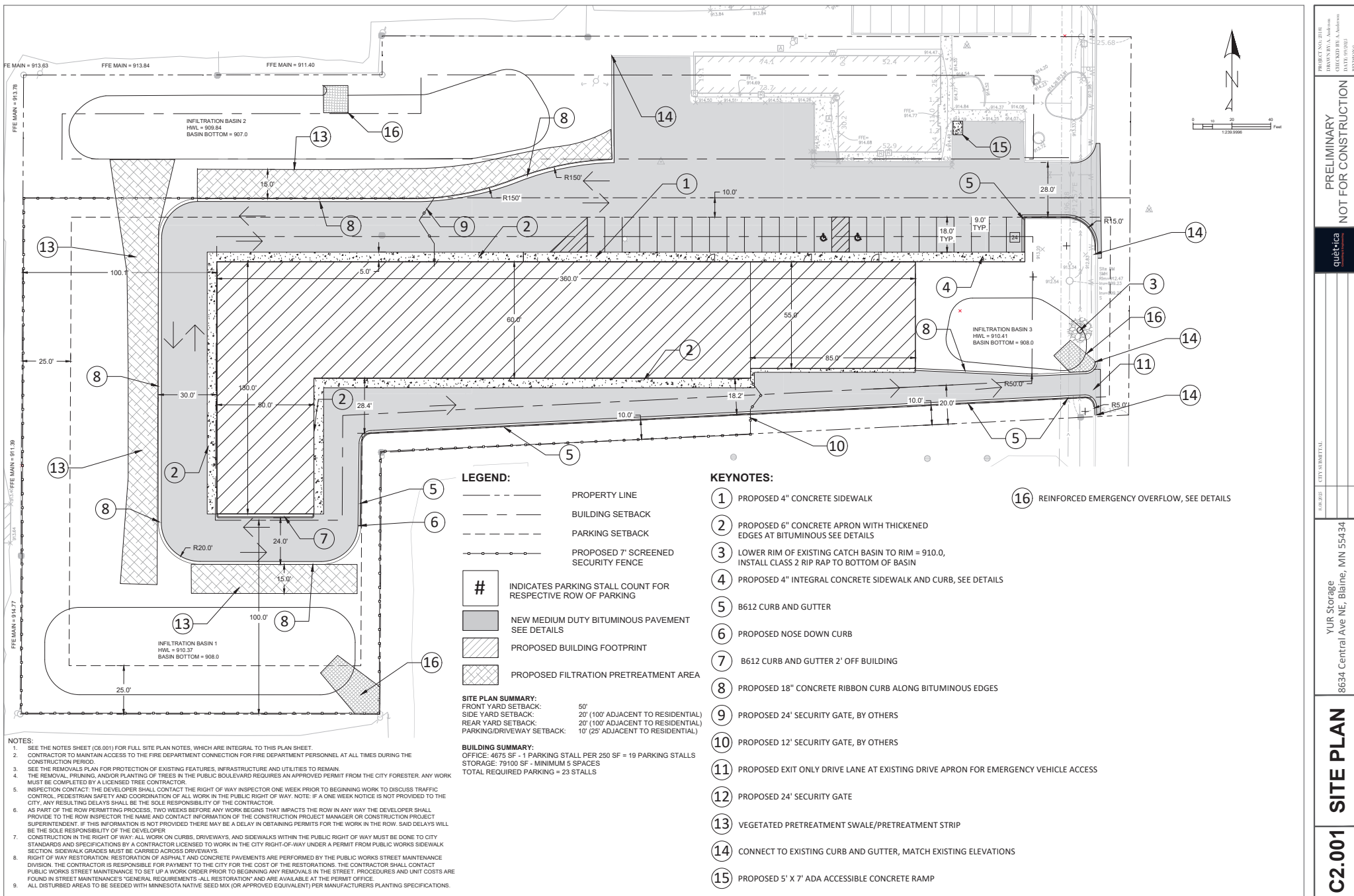
Scale: 1:3,736

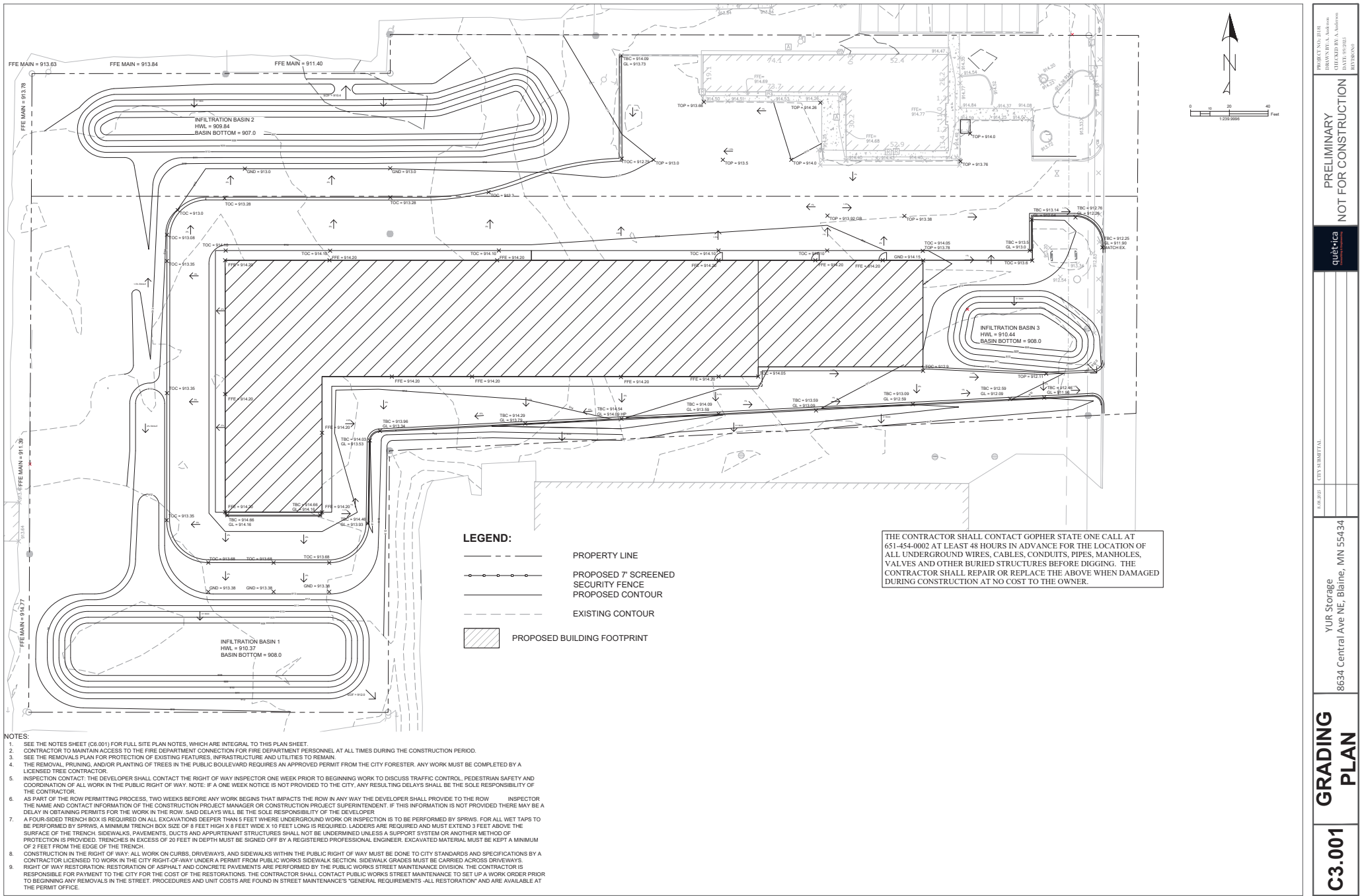


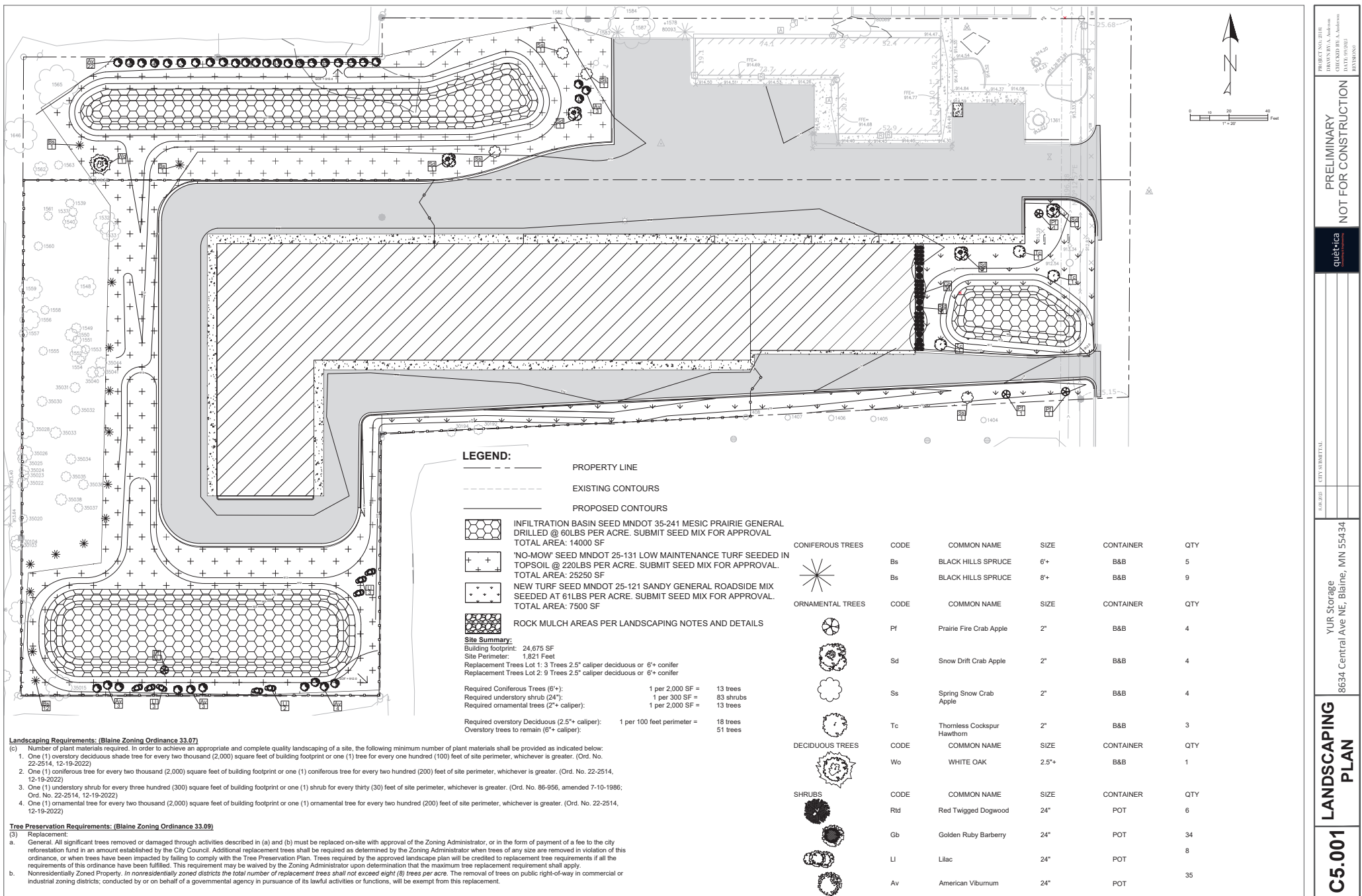
BlaineMN.gov

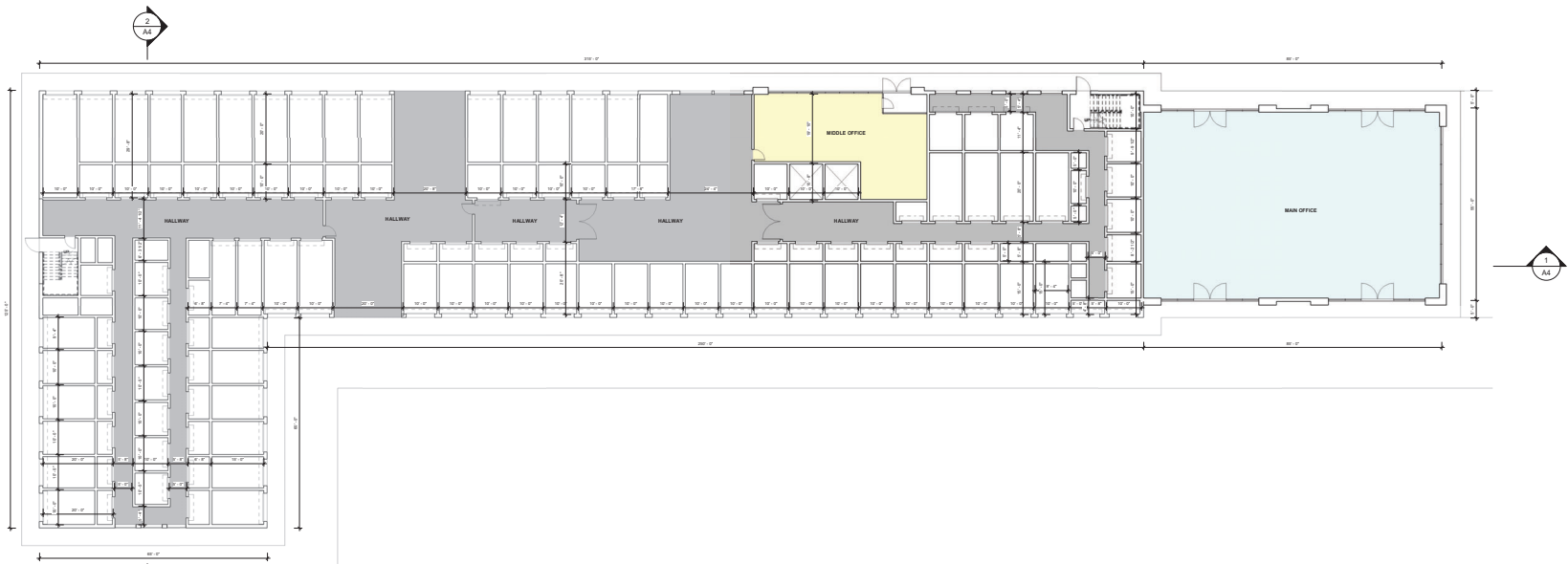
Blaine Planning Department / 10801 Town Square Dr NE / Blaine, MN 55449 / (763) 785-6180



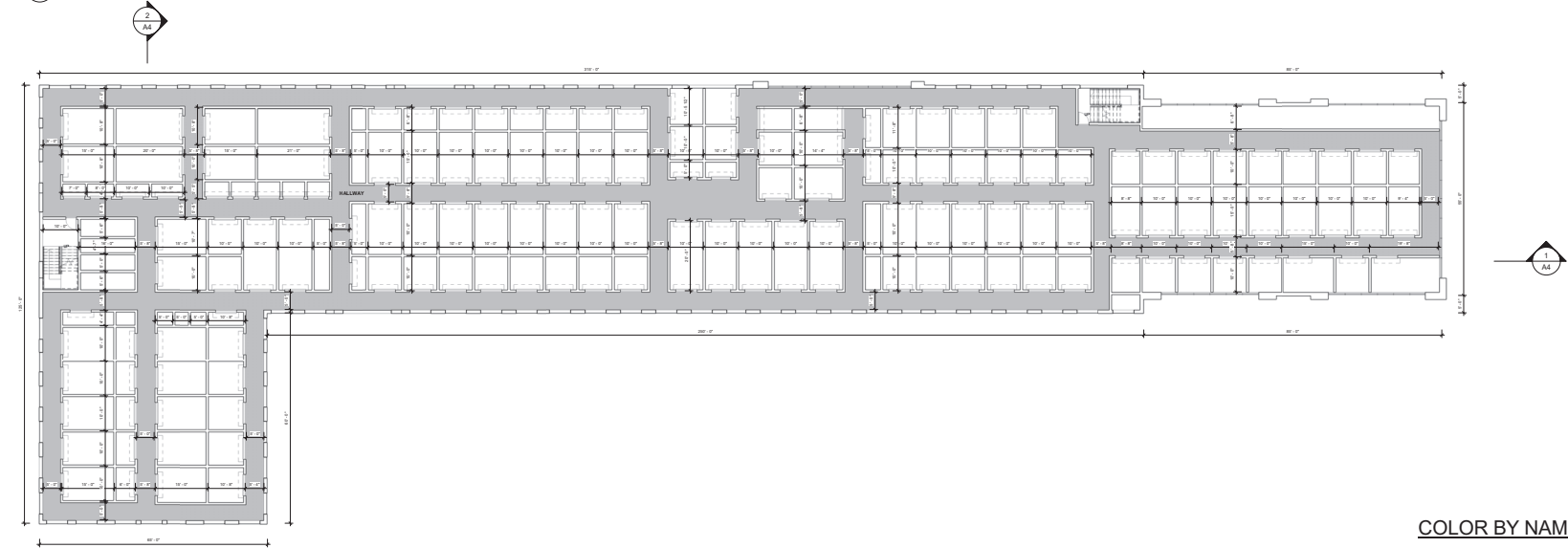








1 FIRST FLOOR PLAN
1/16" = 1'-0"



2 SECOND FLOOR PLAN
1/16" = 1'-0"

COLOR BY NAME

- HALLWAY
- MAIN OFFICE
- MIDDLE OFFICE

DATE:
REVISIONS:

**PRICE
Knutson**
1000 BOONE AVE N, SUITE 200
MINNEAPOLIS, MN 55412
PHONE 612.332.8000 FAX 612.332.7994
WWW.KNUTSON-ARCHITECTS.COM

PLANS - 11.07.2021
I HEREBY CERTIFY THAT THIS
PLAN IS A TRUE AND CORRECT
REPRESENTATION OF THE
WORK SHOWN AND THAT I AM A
REGISTERED ARCHITECT
OF THE STATE OF MINNESOTA.
Price Knutson
REGISTERED NO. 11789

BLAINE STORAGE
Blaine, Anoka County,
Minnesota 55414

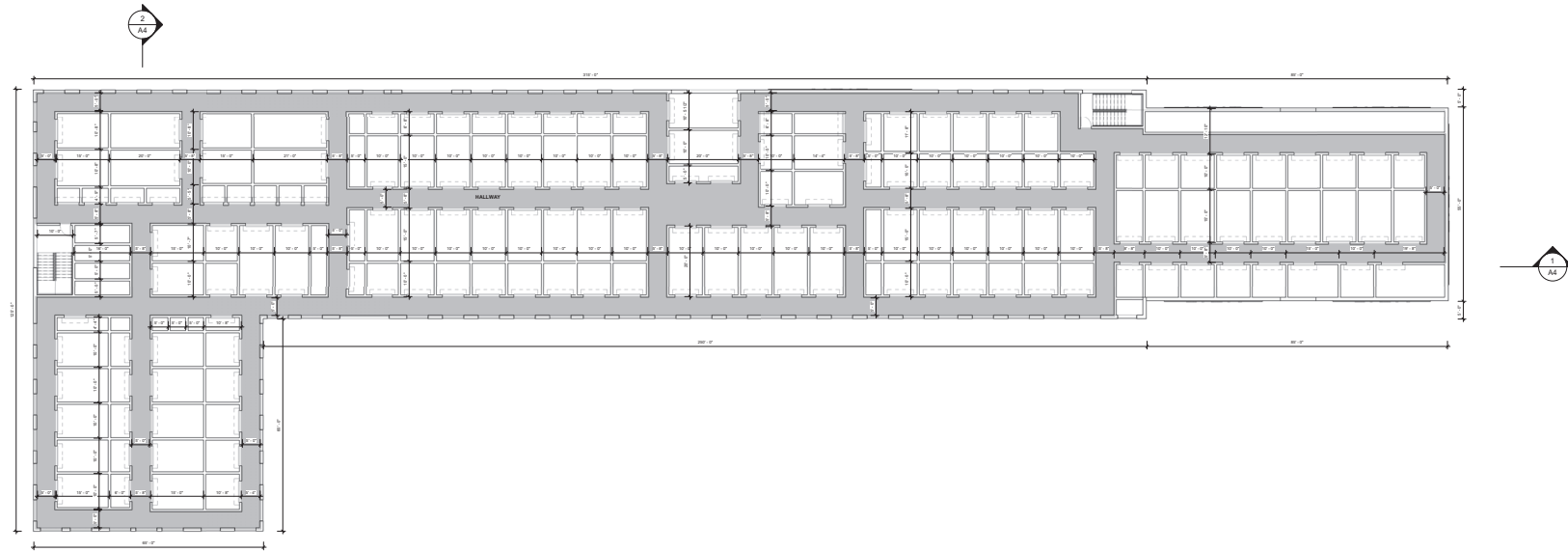
JOB NO:

SHEET NO:

A1

FLOOR PLANS

9/11/2023 9:24:45 PM



1 THIRD FLOOR LEVEL
1/16" = 1'-0"



2 ROOF PLAN
1/16" = 1'-0"

COLOR BY NAME

- HALLWAY
- MAIN OFFICE
- MIDDLE OFFICE

DATE:
REVISIONS:

PRICE
KNUTSON
1000 BOONE AVE N, SUITE 200
MINNEAPOLIS, MN 55412
PHONE 612.332.8000 FAX 612.332.7994
WWW.KNUTSON-ARCHITECTS.COM

PLANS - 11.07.2021
I HEREBY CERTIFY THAT THIS
PLAN, SPECIFICATION OR THE
CONTRACT DOCUMENTS WERE
OR UNDER MY DIRECT SUPERVISION
AND CONTROL, I AM A
REGISTERED ARCHITECT IN THE
STATE OF MINNESOTA.
[Signature]
REGISTRATION NO. 11799

BLAINE STORAGE
Blaine, Anoka County,
Minnesota 55414

JOB NO:

SHEET NO:

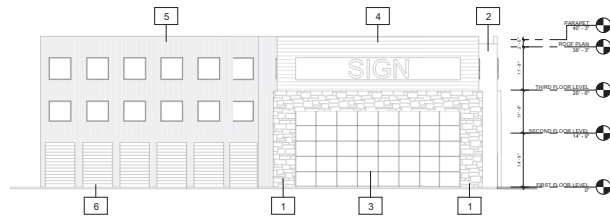
A2

FLOOR PLANS

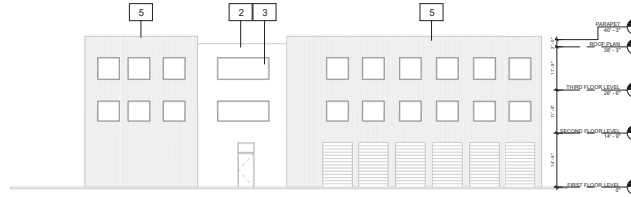
8/11/2023 9:22:46 PM

FINISH MATERIAL SCHEDULE	
MTL TAG	MATERIAL
1	ONE FOOT PROJECTING STONE PANEL ACCENT
2	FLAT METAL ACCENT PANEL
3	1" INSULATED GLASS AND SPANDREL CURTAIN WALL 6" ANODIZED THERMAL BREAK ALUMINUM FRAME
4	FLAT METAL PANEL WITH HORIZONTAL ACCENT
5	FLAT METAL CORRUGATED METAL PANEL
6	ROLL UP METAL OVER HEAD GARAGE DOORS

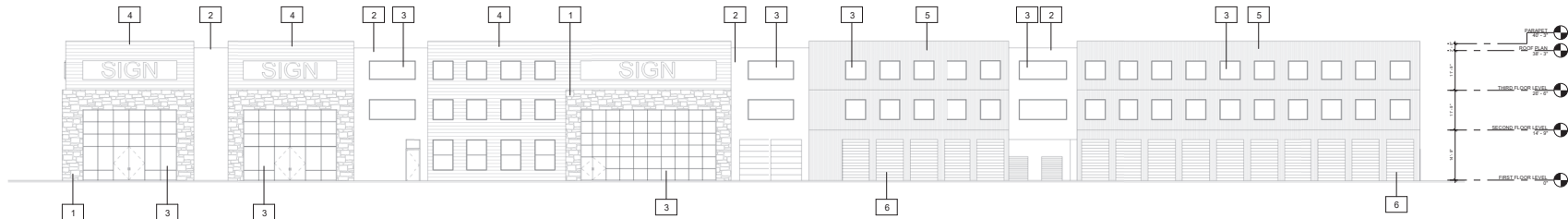
DATE: _____
REVISIONS: _____



4 EAST ELEVATION
A3 1/16" = 1'-0"



3 WEST ELEVATION
A3 1/16" = 1'-0"



2 NORTH ELEVATION
A3 1/16" = 1'-0"



1 SOUTH ELEVATION
A3 1/16" = 1'-0"

BRICE KNUTSON
1000 BOONE AVE N. SUITE 200
MINNEAPOLIS, MN 55412
PHONE 612.332.8000 FAX 612.332.7994
WWW.BRICEKNUTSONARCHITECTS.COM

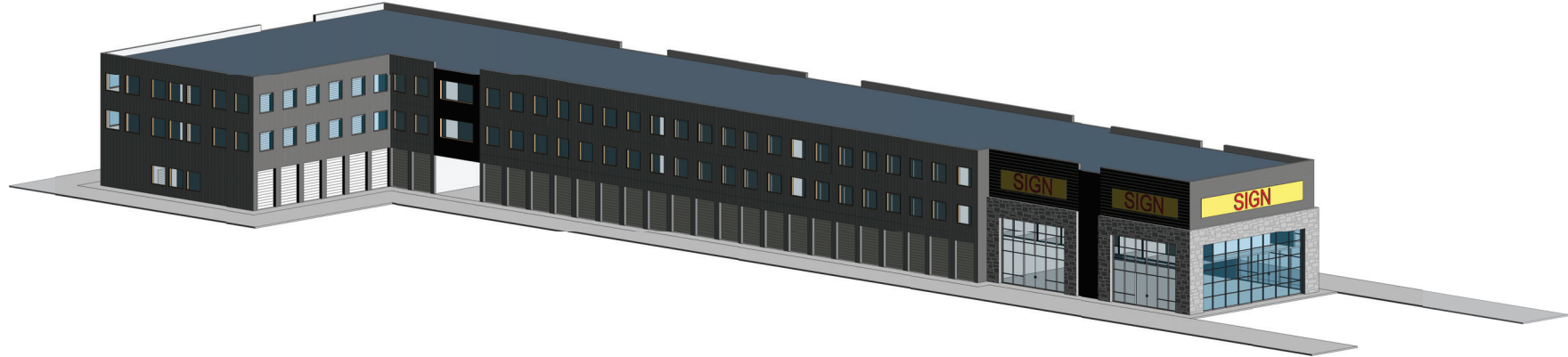
DATE: 11.07.2023
I HEREBY CERTIFY THAT THIS
PLAN, SPECIFICATION OR THE
CONTRACT DOCUMENTS WERE
OR UNDER MY DIRECT SUPERVISION
AND CONTROL, I AM A
REGISTERED ARCHITECT IN THE
STATE OF MINNESOTA.
BRICE KNUTSON
REGISTRATION NO. 11739

BLAINE STORAGE
Blaine, Anoka County,
Minnesota 55414

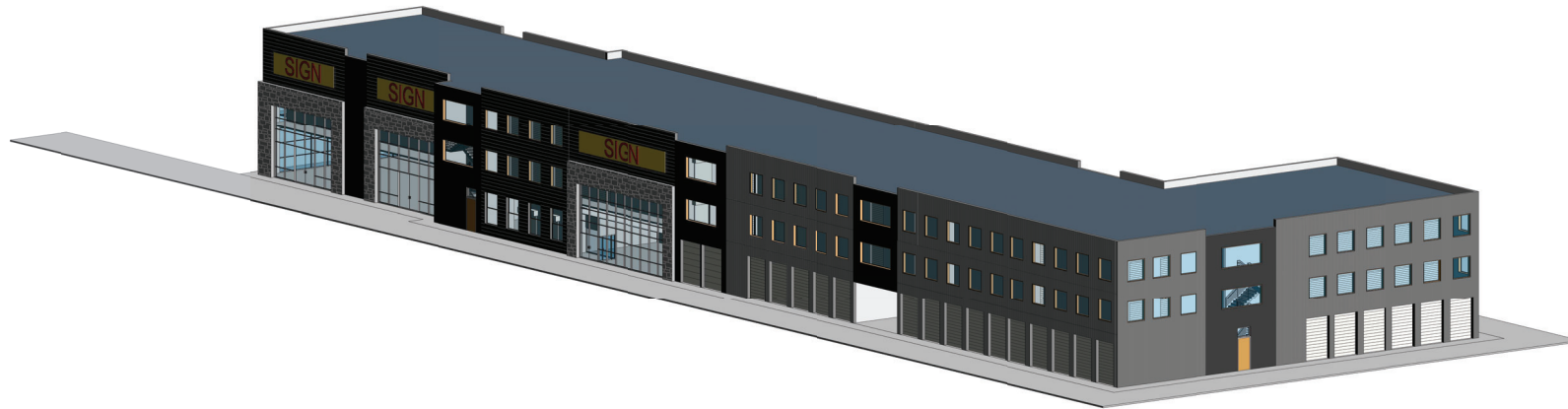
JOB NO: _____

SHEET NO:
A3
ELEVATION

8/17/2023 6:22:48 PM



1
PT 3D VIEW 2



2
PT 3D VIEW 4

DATE:
REVISIONS:

**PRICE
KNUTSON**
1000 BOONE AVE N, SUITE 200
MINNEAPOLIS, MN 55412
PHONE 612.332.8000 FAX 612.332.7994
WWW.KNUTSON-ARCHITECTS.COM

DATE: 11.07.2021
I HEREBY CERTIFY THAT THIS
PLAN, SPECIFICATION OR THE
CONTRACT DOCUMENTS WERE
OR UNDER MY DIRECT SUPERVISION
AND CONTROL, I AM A
REGISTERED ARCHITECT
OF THE STATE OF MINNESOTA.
[Signature]
REGISTRATION NO. NC 11789

BLAINE STORAGE
Blaine, Anoka County,
Minnesota 55414

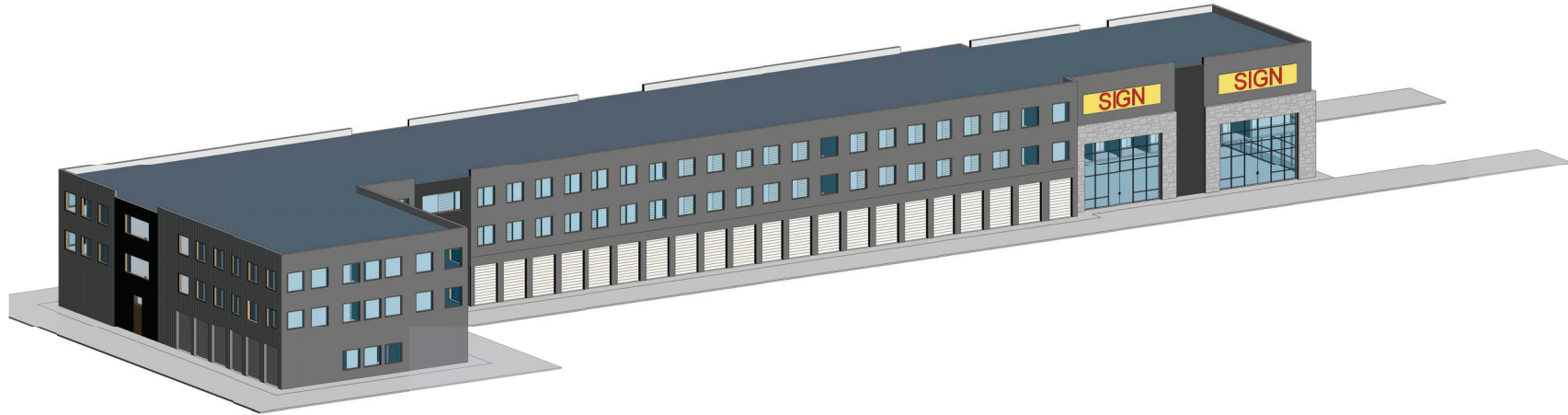
JOB NO:

SHEET NO:

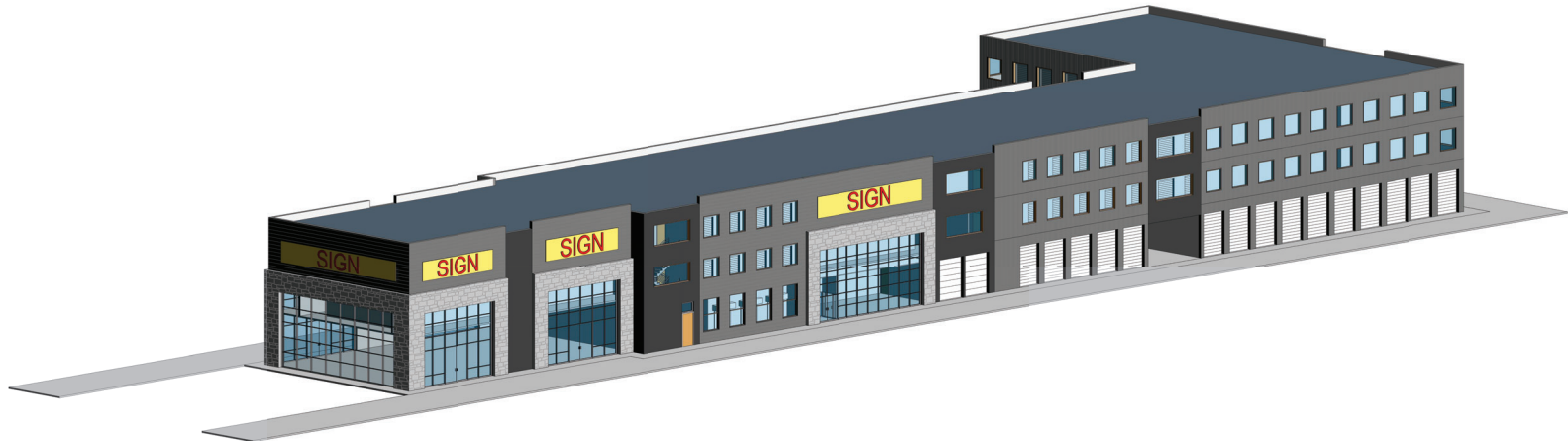
P1

3D VIEWS

8/11/2022 9:23:53 PM



2
P2 3D VIEW 1



1
P2 3D VIEW 3

DATE:

REVISIONS:

**PRICE
KNUTSON**
1000 BOONE AVE N, SUITE 200
MINNEAPOLIS, MN 55412
PHONE 612.332.8000 FAX 612.332.7994
WWW.KNUTSON-ARCHITECTS.COM

DATE: 11.07.2021
I HEREBY CERTIFY THAT THIS
PLAN, SPECIFICATION OR THE
OR UNDER MY DIRECT SUPERVISION
AND CONTROL I AM A
REGISTERED ARCHITECT
OF THE STATE OF MINNESOTA.
[Signature]
REGISTRATION NO. 11789

BLAINE STORAGE

Blaine, Anoka County,
Minnesota 55414

JOB NO:

SHEET NO:

P2

3D VIEWS

8/11/2022 9:23:58 PM

Uram-Marus CUP Neighborhood Meeting Summary

(Held at conference room at 8634 Central Ave NE, Blaine, MN from 5:00PM – 6:30PM (08-25-2025))

In Attendance from Marus –

- Scott Uram
- Chelsea Schlenker (daughter of Scott)
- Peter E. Benincasa (Partner)
- Rahul Kansara (Partner)
- Mike Melton (Project Developer – Envision Cast)

The meeting was well attended (partial list attached [as not all signed in]) – around 12-13 people other than Marus group.

1. Leon Eidelman (owner of Caliber collision building [property bordering on south side of property])
 - a. He called me from New York on Friday after receiving Neighborhood meeting letter. He was very supportive and glad to hear that the “hiding area” behind his property was finally getting developed. He also liked the project and renderings....
2. William Luoma - The general manager from U-haul on 99th and 65 showed up also. He got info from someone who lives in area.
 - a. He said he was interested in what was going on in the area – and was very supportive of the project
 - b. He said his location runs over 90% full consistently
 - c. He really liked project and said that the building renderings was the nicest looking storage facility he has seen
 - d. He reassured neighbors that this concept was probably the best fit and needed in the City of Blaine
3. Dan Orning (Neighboring property) 8615 Lincoln Street –
 - a. concerned about security lighting for back of building being down lighting
 - b. he asked about possibility of no windows on back side. We reassured him we are open to discuss that.
4. neighbors did not like the fact that land is not being left the way it is, “forever”..
5. neighbors asked whether the facility would be open 24 hours a day with access...we told them “No, probably 6AM – 10PM”
6. we also informed them that lighting would low downward facing lighting as Caliber collision currently has for security purposes.
7. Our final reassurance of the neighbors, the current conditions of:
 - a. Loitering
 - b. cut through
 - c. squatting
 - d. dumping
 - e. trespassing
 - f. hiding
 - g. illegal transacting

would be resolved with this development. All the neighbors agreed that these current conditions exist and have continued to exist.



City of Blaine

Planning Commission

September 9, 2025 | 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, September 9, 2025. Chair Goracke called the meeting to order at 7:00PM.

2. Roll Call

Members Present: Commission Members Gorzycki, Howard, Olson, Swanson, and Chair Goracke.

Members Absent: Commission Members Geiselhart and Halpern.

Staff Present: Alex Koberoski, Zoning Technician
Sheila Sellman, Assistant Community Development Director
Teresa Barnes, Project Engineer

4. Public Hearing

4.2. 2025-455 Case File No. 25-0042 // Scott Uram // 8634 Central Avenue NE
The applicant is requesting the following:

1. Rezoning from Single Family Residential (R-1) to Community Commercial (B-2).
2. Conditional use permit for self-storage in the Community Commercial (B-2)/Highway 65 Overlay zoning district and a zero lot line/shared access.

Sponsors: Sheila Sellman, Assistant Community Development Director

The report to the planning commission was presented by Sheila Sellman, Assistant Community Development Director. The public hearing for Case File 25-0042 was opened at 7:30PM. As no one wished to appear, the public hearing was closed at 7:30PM.

Scott Uram, applicant, introduced himself and discussed his revised plans in further detail with the commission.

Chair Goracke asked if the applicant supported working with staff revising the final plan before this matter is reviewed by the city council.

Mr. Uram indicated he would continue to work with staff, but explained he did not want to spend extra money on a wall that no one would see.

Motion by Commissioner Olson to recommend approval of Planning Case 25-0042A a rezoning from Single Family Residential (R-1) to Community Commercial (B-2), with the following rationale:

Case 25-0042A:

1. The subject site has a land use designation of Community Commercial. Single Family Residential (R-1) zoning is in conflict with this designation. Rezoning to B-2 is an acceptable zoning for Community Commercial.

Motion by Commissioner Olson to recommend approval of Planning Case 25-0042B a conditional use permit for self-storage in the Community Commercial (B-2)/Highway 65 Overlay zoning district with a zero lot line and shared access, with the following conditions:

Case 25-0042B:

1. The corrugated metal for the entire building must be changed to an approved material: brick, natural cultured stone, stucco, EIFS, architectural metal, colored rock-faced block, glass. Each wall must have 50% of the wall containing three of the approved materials.
2. The garage doors shall match the color of the building.
3. All large walls viewable from Highway 65 must be relieved by architectural detailing, such as change in materials, change in color, offsets, or other significant visual relief provided in a manner or at intervals in keeping with the size, mass and scale of the wall and its view from the public right-of-way. The south elevation shall be modified to meet this requirement.
4. The building must be adjusted to meet the rear yard setback of 100 feet.
5. The side yard setback for the driveway must be adjusted to meet the 10 foot setback.
6. Developer to submit a copy of all required permits, including a Coon Creek Watershed District permit, prior to site work.
7. The revised plans shall be completed prior to this item being reviewed by the City Council.

Motion seconded by Commissioner Howard. The motion passed 5-0.

Chair Goracke noted this would be on the agenda of the October 6, 2025 city council meeting.



City of Blaine

Staff Report

File Number: ORD 25-2587

Agenda Date	Status
-------------	--------

October 6, 2025

In Control	File Type
------------	-----------

City Council

Ordinance

Development Business - Elizabeth Showalter, Community Development Specialist

Agenda Item # 9.3

First Reading

Ordinance Approving an Amendment to Section 34.02 of the Sign Ordinance to Allow for Pylon Signs up to 50 Feet in Height Along Hwy 65. City of Blaine (Case File No. 25-0038/ACK)

Executive Summary

First reading approving an amendment to allow pylon signs along Hwy 65.

Background

Planning Commission Public Hearing	09/09/25
City Council (1st Reading)	10/06/25
City Council (2nd Reading)	10/20/25

Staff report prepared by Alex Koberoski, Assistant Planner.

Background

The current Hwy 65/Main Street Interchange District definition was adopted in 2008 due to decreased visibility for businesses located in the vicinity of two newly constructed overpasses along Hwy 65. The definition included the specific areas in which pylon signs no more than 50-feet in height and 180 square feet in area are allowed to be constructed. This distance is currently within 1,200 feet of the Hwy 65 centerline, and 600 feet south of the centerline of 121st Avenue and 600 feet north of 129th Avenue.

The adoption of the Hwy 65/Main Street Interchange District definition allowed business owners to construct larger signage in areas where visibility was hindered due to Hwy 65 construction. The ordinance has met with very little opposition or complaints since its adoption, and has been successful in increasing visibility for businesses.

Proposed Amendments:

Due to the extent of work that is due to commence along Highway 65 within the next couple years, staff is proposing an ordinance amendment to extend the current parameters indicated in the existing Hwy 65/Main Street Interchange District to include businesses within 600-feet of the centerline of Hwy 65, beginning 600 feet south of the centerline of 121st Avenue, ending just north of the intersection of 97th Avenue and Hwy 65.

There are several renderings included in the attachments that provide a simulation of how the addition of pylon signs will look from the proposed overpasses along Hwy 65.

Staff recommends approval of the proposed ordinance amendment based on the following rationale:

1. The proposed 600-foot distance from the centerline of Hwy 65 includes most of the businesses that will be affected by the proposed construction along Hwy 65.
2. The 600-foot distance from the centerline of Hwy 65 is a reasonable distance to allow 50-foot-high pylon signs.
3. The increase to 1,200 feet of the centerline of Hwy 65 will include a significant number of businesses, and may result in a disorderly and cluttered appearance with the addition of larger pylon signs for these businesses.
4. There have already been inquiries from current business owners located adjacent to Hwy 65 regarding larger signage in advance of the proposed construction along Hwy 65.
5. There has been little negative feedback from the public or business owners regarding the inclusion of pylon signs along Hwy 65.

Attachment List:

Map indicating 600-foot centerline distance
Map indicating 1,200-foot centerline distance
Renditions courtesy of WSB

Strategic Plan Relationship

Trunk Highway 65 improvements is a strategic priority identified in the plan.

Board/Commission Review

The Planning Commission voted unanimously to approve the code amendment.
No spoke at 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 October 20, 2025, council meeting.

Attachment List

1. Attachments
2. Unapproved PC Minutes



City of Blaine

Signature Copy

Ordinance: ORD 25-2587

First Reading

Ordinance Approving an Amendment to Section 34.02 of the Sign Ordinance to Allow for Pylon Signs up to 50 Feet in Height Along Hwy 65. City of Blaine (Case File No. 25-0038/ACK)

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

34.02 Definitions

Highway 65/Main Street Interchange District: A district for purposes of allowing additional signage in a specified area, described as all commercially zoned property located: ~~within one thousand two hundred (1,200) feet of the Centerline of Highway 65 and between six hundred (600) feet south of the Centerline of 121st Avenue and six hundred (600) feet north of the Centerline of 129th Avenue.~~

(a) Within one thousand two hundred (1,200) feet of the Centerline of Hwy 65 and between six hundred (600) feet south of the Centerline of 121st Avenue and six hundred (600) feet north of the Centerline of 129th Avenue.

(b) Within 600 feet of the Centerline of Hwy 65, beginning 600 feet south of 121st Avenue, to properties north of 97th Avenue.

INTRODUCED and read in full this 6th day of October, 2025.

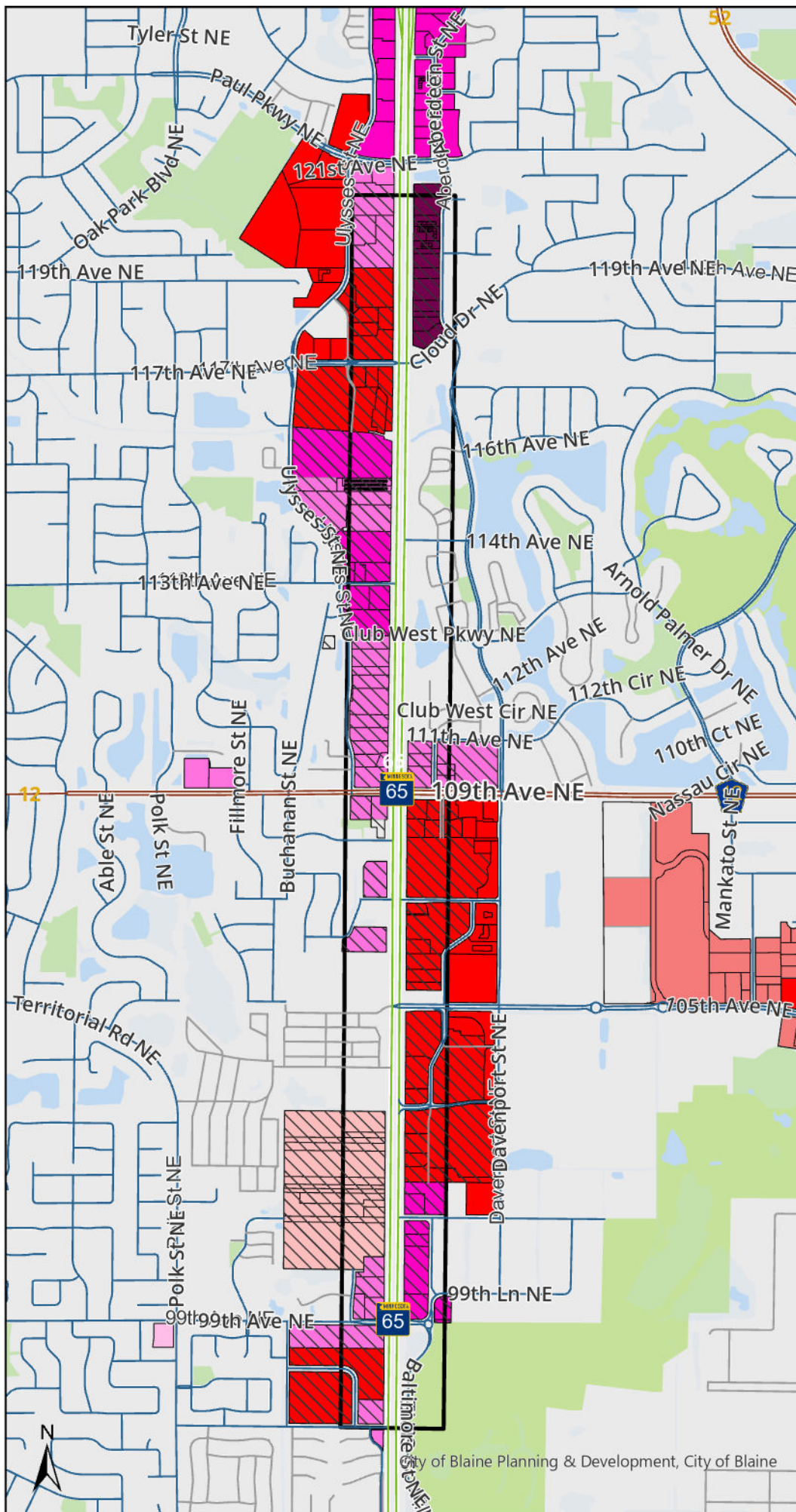
PASSED by the City Council of the City of Blaine the day of , 20 .

Highway 65 Signage 600-Foot Scenario

Legend

Zoning

- B-1 - Neighborhood Commercial
- B-2 - Community Commercial
- B-3 - Regional Commercial
- B-4 - Office Research Park
- B-5 - Town Commercial
- PBD - Planned Business District
- RD - 105th Ave Redevelopment District
- Parcels within 600 feet
- 600 feet from centerline



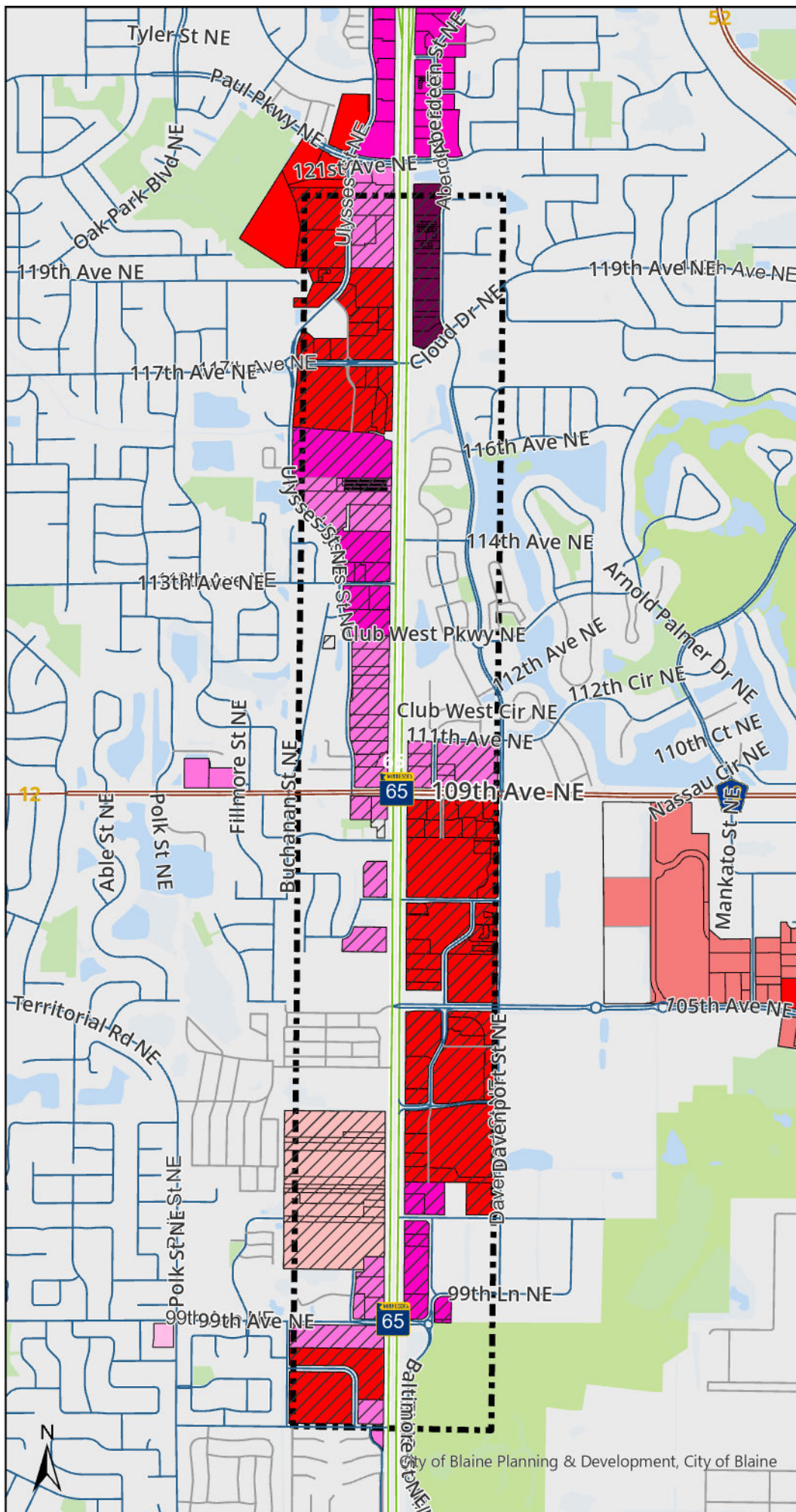
0 0.13 0.25 0.5 Miles

Highway 65 Signage 1200-Foot Scenario

Legend

Zoning

- B-1 - Neighborhood Commercial
- B-2 - Community Commercial
- B-3 - Regional Commercial
- B-4 - Office Research Park
- B-5 - Town Commercial
- PBD - Planned Business District
- RD - 105th Ave Redevelopment District
- Parcels within 1200 feet
- 1200 feet from centerline



0 0.13 0.25 0.5 Miles



117th Ave, traveling southbound
on Hwy 65, birds eye view





Birds-eye view of pylon signs
along 109th Avenue

Allowed if measuring
600-feet from
centerline

Allowed if measuring 1,200
feet from centerline.

Line indicates 600 feet
from centerline of Hwy 65



Birds eye view of sign located on property adjacent to 99th Avenue



Drivers eye view, traveling northbound on Hwy 65. Sign is located on property adjacent to 99th Ave.





City of Blaine

Planning Commission

September 9, 2025 | 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, September 9, 2025. Chair Goracke called the meeting to order at 7:00PM.

2. Roll Call

Members Present: Commission Members Gorzycki, Howard, Olson, Swanson, and Chair Goracke.

Members Absent: Commission Members Geiselhart and Halpern.

Staff Present: Alex Koberoski, Zoning Technician
Sheila Sellman, Assistant Community Development Director
Teresa Barnes, Project Engineer

4. Public Hearing

- 4.4.** 2025-404 Case File No. 25-0038 // City of Blaine
The City is proposing an amendment to Section 34.02 of the Sign Ordinance to allow for pylon signs up to 50 feet in height along Hwy 65.
Sponsors: Alex Koberoski, Zoning Technician

The report to the planning commission was presented by Alex Koberoski, Zoning Technician. The public hearing for Case File 25-0038 was opened at 7:43PM. As no one wished to appear, the public hearing was closed at 7:43PM.

Chair Goracke thanked staff for being proactive on this matter.

Motion by Commissioner Howard to recommend approval of Planning Case 25-0038, an amendment to Section 34. 02 of the Sign Ordinance to allow for pylon signs up to 50 feet in height along Highway 65. Motion seconded by Commissioner Swanson. The motion passed 5-0.

Chair Goracke noted this would be on the agenda of the October 6, 2025 city council meeting.



City of Blaine Staff Report

File Number:

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Ordinance

Administration - Cathy Sorensen, City Clerk

Agenda Item # 10.1

Second Reading

An Ordinance Amending Sec. 2.07. Salaries of the Blaine City Charter

Background

First reading and the public hearing was held on September 15 with no comments received. At the July 7 workshop, council reviewed the commission's work regarding City Charter Sec. 2-07. – Salaries which states that the monthly salary of each of the councilmembers and mayor shall be established by ordinance. Council had requested that the charter commission annually review surveys of council salaries from comparable/surrounding cities for recommendations on possible adjustments for consideration and any adjustments recommended would be presented to council and, if concurred with, an ordinance amendment would be processed. Pursuant to MN Statute 415.11, no change in salary shall take effect until after the next succeeding municipal election. The last increase to salaries occurred in 2025; prior to that changes last occurred in 2015. The current salary ordinance, adopted February 2024 and effective January 2025, is below:

Sec. 2-31. Salaries of mayor and councilmembers.

Salaries of mayor and councilmembers.

Pursuant to the City Charter, section 2.07, and Minn. Stat. § 415.11, as amended, the salary of the mayor shall be increased to \$1,526.25 per month; and the salary of the councilmembers shall be increased to \$1,121.80 per month, effective January 1, 2025.

The charter commission had presented a charter amendment last year that outlined a mechanism for regular review and recommendation of future salary changes that would be consistent with any cost of living salary increases afforded to city staff as outlined below:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with staff. 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.

With that amendment failing 6-1 last year because it did not receive a unanimous vote by the council, the commission met on May 20, 2025, to review the amendment language again, and after discussion, proposed the following amendment instead:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. The council will review salaries of mayor and councilmembers 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 Bureau of Labor and Statistics and the US Department of Labor. 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 intent of this revised amendment was to ensure when reviews occur and that those reviews are based on data provided by the Bureau of Labor and Statistics and the US Department of Labor. As this language was different then what was presented last year, the commission had wanted council feedback which occurred at the July 7 workshop, which staff shared with the commission during their August 12 meeting. After commission discussion around council feedback as well as suggestions outlined by Commissioner Anderson in the attached memo to better clarify the metric being used, below is the final draft of the charter amendment being presented for first reading this evening:

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.

It should be noted that any proposed increase is only a proposal; any actual increase would need to be adopted by a majority vote of the council as a separate ordinance as required in Sec. 2-31.

Staff Recommendation

Council is asked to hold second reading and adopt the proposed charter amendment.

Questions for Council

- Does council support the charter amendment as proposed?

Attachment List

1. 07-07-25 Council Workshop Minutes
2. 8-12-25 Charter Commission Minutes - Draft
3. Commissioner Anderson - Memo



City of Blaine

City Council Workshop

July 7, 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 Pro Tem Robertson at 5:30PM.

2. Roll Call

PRESENT: Mayor Tim Sanders (arrived at 5:35PM), Councilmembers Terra Fleming, Chris Ford, Leslie Larson, Chris Massoglia, Tom Newland, and Jess Robertson.

ABSENT: None.

Quorum Present.

ALSO PRESENT: Interim City Manager/Community Development Director Erik Thorvig; Assistant Community Development Director Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Deputy Public Works Director Jason Grode; Public Works Supervisor - Water Kristian Gaasland; Director of Engineering Dan Schluender; Community Development Specialist Elizabeth Showalter; City Attorney Eric Larson; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

3. New Business

- 3.1.** 2025-145 Charter Amendment - Councilmember Salary Review
Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen stated City Charter Sec. 2-07. – Salaries states that the monthly salary of each of the councilmembers and mayor shall be established by ordinance. Council had

directed the charter commission to annually review surveys of council salaries from comparable/surrounding cities for recommendations on possible adjustments for consideration and any adjustments recommended would be presented to council and, if concurred with, an ordinance amendment would be processed. Pursuant to MN Statute 415.11, no change in salary shall take effect until after the next succeeding municipal election. The last increase to salaries occurred in 2025; prior to that changes last occurred in 2015. The current salary ordinance, adopted February 2024 and effective January 2025, is listed below:

Sec. 2-31. Salaries of mayor and councilmembers.

Salaries of mayor and councilmembers.

Pursuant to the City Charter, section 2.07, and Minn. Stat. § 415.11, as amended, the salary of the mayor shall be increased to \$1,526.25 per month; and the salary of the councilmembers shall be increased to \$1,121.80 per month, effective January 1, 2025.

Ms. Sorensen explained the charter commission had presented a charter amendment last year that outlined a mechanism for regular review and recommendation of future salary changes that would be consistent with any cost of living salary increases afforded to city staff as outlined below:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. Review of salaries shall be conducted in June of every odd numbered year and recommendations for adjustments, if any, be based on the annual cost of living adjustments consistent with staff. 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.

Ms. Sorensen reported with the amendment failing 6-1 last year because it did not receive a unanimous vote by the council, the commission met on May 20, 2025, and reviewed the amendment language again, and after discussion, is proposing the following amendment instead:

Sec. 2.07. Salaries.

The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. The council will review salaries of mayor and councilmembers 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 Bureau of Labor and Statistics and the US Department of Labor. 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.

Ms. Sorensen commented that the intent of this revised amendment is to ensure when reviews occur and that those reviews are based on data provided by the Bureau of Labor and Statistics and the US Department of Labor. As this language was different to what was presented last year, the commission wanted to receive council feedback prior to the required public hearing.

Councilmember Newland asked how the language differed this year from last year. Ms. Sorensen commented the difference was in who would establish the numbers, which would now be the Bureau of Labor Statistics and the US Department of Labor.

Councilmember Newland indicated he supported the language as presented by staff.

Councilmember Robertson reported the majority of the council wanted to move forward with the previous amendment and she supported leaving this in the hands of the charter commission. In addition, she supported more regular reviews of the council pay, versus being done once every ten years. Ms. Sorensen clarified the review would be at staff's directive and not the charter commission's directive and would occur in June of every odd-numbered year.

Councilmember Fleming indicated she supported the proposed language change as it would recognize the council's efforts on behalf of the community.

Councilmember Massoglia shared his preference for last year's draft language and suggested, rather than the council review salaries, that a review occur instead, as it doesn't seem right to have the council review their own salaries.

Council provided feedback that supported the proposed language.

Ms. Sorensen noted the charter commission would be finalizing this language at their August meeting and staff would likely bring the item forward to the council in September.

3.2. 2025-146 Concept Plan for Flowerfield Road
 Sponsors: Sheila Sellman, Assistant Community Development Director

Assistant Community Development Director Sellman stated the applicant is requesting concept plan review for a 32 lot single family subdivision at the northeast corner of Lexington Avenue and Flowerfield Road. Since the project is consistent with the comprehensive plan and has fewer than 50 lots, concept plan review is not required, however, the applicant is requesting this review prior to development of the more detailed plans necessary for a formal application. Stonegate Builders is proposed to construct both product types. Stonegate is a local builder who has not previously built in Blaine and offers a wide range of home designs and materials. Staff reviewed example elevations and floor plans for a villa and a two-story homes. If a formal application is made, staff would craft conditions for consideration to be included in the required CUP to ensure that the homes built are consistent with the examples.

Mark Anther, Fenway Land Group, introduced himself and discussed the Flowerfield Road concept plan in further detail with the council. He explained the site was 30 acres in size with a great deal of wetland along with a regional sewer line. He indicated this created challenges in finding the right product mix that worked with the land. He stated he would be partnering with Stonegate Builders on this project and they have been around for many years. He commented further on the open space and trees that were located on the parcel. He reviewed examples of the products he was proposing to build within this development

and noted he was available for comments or questions.

Councilmember Newland stated he had no problems with the proposed development. He indicated his only concern was with how increased traffic would impact Flowerfield Road, because this was a narrow, rural roadway. He asked if the city had any plans to improve Flowerfield Road given the concerns that have been raised by the neighbors. Director of Engineering Schluender discussed the development that occurred along Flowerfield Road in 2014. He noted Flowerfield Road was a rural roadway section with three foot shoulders.

Councilmember Newland questioned if any improvements were planned for Flowerfield Road in the near future. Mr. Schluender discussed the complexities with upgrading and improving Flowerfield Road noting this would require filling in and purchasing wetland credits.

Councilmember Ford commented he supported the proposed development, but he agreed that the traffic along Flowerfield Road should be considered because this was a narrow roadway. He recommended a pedestrian trail be considered for safety purposes. Mr. Schluender stated staff has requested the developer look at connecting the Ghia Street cul de sac to Lexington Avenue with a trail.

Councilmember Robertson thanked the developer for bringing this development forward for council consideration. She explained she appreciated the elevated design elements. She asked that staff address the overgrown ditch grass and shoulders along Flowerfield Road for safety purposes. She stated this was a unique pocket in Blaine because this project was close to both Circle Pines and Lexington. She asked if it was possible to do a right-in/right-out to Lexington Avenue instead of pouring traffic from this development onto Flowerfield Road. Mr. Schluender said he did not anticipate that Anoka County would approve a right-in/right-out but the developer could make that request.

Councilmember Robertson recommended the developer consider a pedestrian plan in order to keep pedestrians off Flowerfield Road for safety purposes.

Councilmember Larson agreed with Councilmember Robertson's comments. She indicated she appreciated the proposed housing mix and that these units would be Villas, which would be geared towards seniors and empty-nesters.

Councilmember Newland supported the Public Works Department visiting Flowerfield Road in order to cut back the foliage along this roadway because it was so narrow.

Councilmember Ford explained he liked this project but indicated there was no space for pedestrians to walk along this roadway. He agreed the developer would have to consider pedestrian safety within the development plans.

Further discussion ensued regarding the trail segments that were located adjacent to the proposed development.

Councilmember Fleming stated she supported the proposed development and appreciated the unique housing designs being proposed by the developer. She thanked the developer for wanting to invest in Blaine.

Councilmember Larson spoke to a number of property owners already in this area and stated she was uncertain how 30 more housing units would adversely impact traffic, especially given how the new units would be marketed towards seniors.

Councilmember Robertson stated it appears the developer has support for the development from the council and the only concerns were with pedestrian safety along Flowerfield Road and how more trails can be incorporated. She asked that staff visit Flowerfield Road and work to improve driver safety by cutting back the existing overgrown foliage.

Council stressed the need for some type of trail/pedestrian traffic plan should this go forward, as well as potential road improvements to address increased vehicle traffic as Flowerfield Road was already very narrow.

3.3. 2025-147 SBM Fire Department - Quarterly Update
Sponsors: Daniel Retka, Fire Chief

Fire Chief Retka provided the city council with a quarterly update from the SBM Fire Department. He discussed how the staffing changes over the past two years were improving response times for the community. He reported the department had 50 overlapping calls per month and noted this number was rising. He reviewed the upcoming activities the department would be involved in, which included USA Cup and the PGA golf event. He then commented on the need for another station in the northeast corner of Blaine.

Lieutenant Jake Feffer provided a breakdown on Station 1 and commented on the total response area for this station, which included portions of Mounds View. He explained Station 1 was in a great location with great access to highways. He discussed the location of Station 3 and reviewed the response area for this station. He indicated Station 4 was built in 1974 and noted this station was in a decent location. The response zone for Station 4 was further discussed.

Fire Chief Retka commented on the administrative contract that was entered into with Centennial Fire District and discussed the benefits of this contract. He stated his goal would be to bring on Circle Pines and Centerville on a contract basis in the future. Further discussion ensued regarding how gaps would be eliminated if these cities were brought on.

Interim City Manager/Community Development Director Thorvig reported he met with the administrators from Mounds View and Spring Lake Park last week to discuss the future fire station. He indicated the first thing to understand was if this was the preferred location and what the potential costs would be for a new fire station. He commented the cost could be anywhere from \$15 to \$30 million.

Councilmember Newland questioned if Station 4 was still being used. Fire Chief Retka reported two firefighters were on call back to Fire Station 4. He indicated a staff vehicle was at Station 4 for these two individuals.

Councilmember Newland requested further information regarding how the stations were being staffed. Fire Chief Retka discussed how the fire stations were being staffed, noting only Stations 1 and 3 were being staffed overnight. He explained Station 4 did not have any room for expansion, but noted Centennial Station 1 could fill this gap along with a new station in the northeast corner of Blaine.

Councilmember Robertson thanked Fire Chief Retka for providing the council with further information on the mutual aid agreements that were in place. She appreciated the information that was shared on the department's response times, and she understood why there was a need for a fire station in the northeast corner of Blaine. She thanked Fire Chief Retka for being budget conscious.

Councilmember Ford stated he understood the city needed a fire station on the east side of Blaine, but noted he was not convinced the best place for the fire station was at the corner of 125th and Lexington. He reported fire stations were not necessarily built due to the growth in residential housing, rather he recommended the fire department consider call volumes. He indicated there would be fewer fire calls in newer housing developments than older housing developments.

Councilmember Massoglia explained he greatly appreciated SBM's approach when it came to providing fire services. He stated he was frustrated by how it appears SBM's partners were not paying their share. He asked if the contract with Centennial was calculated as if they were part of the JPA and would this be done with Circle Pines and Centerville. Fire Chief Retka described how fees were calculated for Circle Pines and Centerville, noting both of these communities were smaller than Spring Lake Park. He noted fees for these two cities would increase incrementally each year.

Councilmember Massoglia questioned what would be done with Fire Stations 2 and 4. Fire Chief Retka explained Fire Station 2 was still being used to store a command vehicle and for storage for the police department. He indicated there were discussions about selling Fire Station 2 over the next year. He indicated his recommendation would be to sell Fire Station 4 and noted the Centennial School District was interested in purchasing this property. He discussed how the sale of both of these properties would assist with reducing capital and equipment costs for the fire department.

3.4. 2025-148 City Manager Transition Topics

Sponsors: Erik Thorvig, Interim City Manager/Community Development Director

Interim City Manager/Community Development Director Thorvig discussed several key topics regarding his transition into the role of interim city manager with the city council. He explained he appreciated all of the work City Manager Wolfe has done over the past month in order to get him up to speed. He commented on how busy the city was at this time and noted nothing would be put on the back burner, except major policy decisions. He reported the budget would be moving forward in full force along with the well interference project. He asked how the council wanted to move forward with emails from the public.

Councilmember Robertson stated each email response differed on a case-by-case basis.

Councilmember Larson indicated she liked responding to emails and noted she reached out to staff when she needed assistance.

Mayor Sanders stated he responded in a similar manner noting he liked to acknowledge residents that emailed him, but also reached out to staff for assistance.

Councilmember Newland explained he does not always have the answers for the emails he receives and he simply forwards them onto the city manager for a response.

Mr. Thorvig said he would be holding one-on-one meetings with councilmembers sometime in August.

4. Other Business

Councilmember Massoglia explained he would like start seeing credit card statements and employee reimbursements provided to council on a quarterly basis for transparency purposes and noted he would be making a motion to that effect at the council meeting.

5. Adjournment

The workshop was adjourned at 6:58PM.



Signed by

Tim Sanders, Mayor

Signed by

Catherine M. 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 a memo he had drafted for council 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.

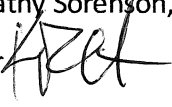
The monthly salary of each of the councilmembers and the mayor shall be established by ordinance. A review of salaries of mayor and councilmembers will occur in June of every odd numbered year and any adjustments should be based on the prior two years of cost of living adjustments consistent with those 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.

DATE: June 7, 2025

TO: Honorable Mayor and City Council Members and Cathy Sorenson, City Clerk

FROM: Kenneth R. Anderson, Charter Commission member 

RE: **Revised proposed Charter Amendment for City Council Work Session.**

The language proposed by the Charter Commission for City Council consideration and input is provided below as prepared by the City Clerk. I am offering a suggestion for revision to clarify the source for data referenced to establish cost-of-living adjustments. I did not have an opportunity to comment to the City Clerk and other Charter Commission members prior to this language being forwarded for your consideration; therefore, I am doing so now. Specifically, the U.S. Department of Labor, U. S. Bureau of Labor Statistics prepares Consumer Price Index (CPI) data that is often used for purposes of negotiating and setting salaries in collective bargaining agreements. The Charter Commission agreed to use this metric in the proposed language below. Because the language covers a period extending over two years, annual cost-of-living data should be compounded to reflect actual increased costs to the consumer, i.e., in this case, elected official costs of living. Additionally, the reference data should be more specific to avoid confusion as there are many different indices for economic measure.

The appropriate measure I intended and discussed in our Charter Commission discussions is the CPI for All Urban Consumers (CPI-U). The CPI-U "measures the change in prices paid for consumers for goods and services" and essentially covers "over 90% of the total U.S. population" living in metropolitan areas, but excludes people living in rural, nonmetropolitan areas (see attached section titled Technical Note for detail). Furthermore, unadjusted data is preferred as it reflects the change in prices that consumers actually pay for goods and services.

For reference and illustration purposes, attached are the data that the U.S. Bureau of Labor Statistics published on January 15, 2025 for calendar year 2024 CPI-U data, and secondly, information published January 11, 2024 for calendar year 2023 CPI-U data. You will see highlighted in yellow, the percent change in CPI for 2024 was 2.9% and 3.4% for 2023. For example only, using these percent change numbers, the process for calculating changes in the Mayor and Council salaries would be to apply the existing, annual salary figures for both positions by 3.4% to arrive at a total annual salary figure. Using that new figure, you would then multiply that total amount by the second year 2.9% increase to reach a compounded, total salary figure that would be applied to an upcoming odd-year salary increase when due.

SUGGESTED LANGUAGE REVISION AND CLARIFICATION

Based upon the above discussion, I would propose the language be revised and change as follows to clarify the source of CPI changes:

Where the language reads "... established by the Bureau of Labor and Statistics and the US Department of Labor." I would revise to "... established by the U.S. Bureau of Labor Statistics and found in annual data of Percent changes in CPI for All Urban Consumers (CPI-U), Un-adjusted 12-mos. ended December of each respective year."



Economic News Release

Consumer Price Index News Release

Transmission of material in this release is embargoed until
8:30 a.m. (ET) Wednesday, January 15, 2025 USDL-25-0021

Technical information: (202) 691-7000 * cpi_info@bls.gov * www.bls.gov/cpi
 Media contact: (202) 691-5902 * PressOffice@bls.gov

CONSUMER PRICE INDEX - DECEMBER 2024

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.4 percent on a seasonally adjusted basis in December, after rising 0.3 percent in November, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 2.9 percent before seasonal adjustment.

The index for energy rose 2.6 percent in December, accounting for over forty percent of the monthly all items increase. The gasoline index increased 4.4 percent over the month. The index for food also increased in December, rising 0.3 percent as both the index for food at home and the index for food away from home increased 0.3 percent each.

The index for all items less food and energy rose 0.2 percent in December, after increasing 0.3 percent in each of the previous 4 months. Indexes that increased in December include shelter, airline fares, used cars and trucks, new vehicles, motor vehicle insurance, and medical care. The indexes for personal care, communication, and alcoholic beverages were among the few major indexes that decreased over the month.

The all items index rose 2.9 percent for the 12 months ending December, after rising 2.7 percent over the 12 months ending November. The all items less food and energy index rose 3.2 percent over the last 12 months. The energy index decreased 0.5 percent for the 12 months ending December. The food index increased 2.5 percent over the last year.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Dec. 2024
	Jun. 2024	Jul. 2024	Aug. 2024	Sep. 2024	Oct. 2024	Nov. 2024	Dec. 2024	
All items	-0.1	0.2	0.2	0.2	0.2	0.3	0.4	2.9
Food	0.2	0.2	0.1	0.4	0.2	0.4	0.3	2.5
Food at home	0.1	0.1	0.0	0.4	0.1	0.5	0.3	1.8
Food away from home ⁽¹⁾	0.4	0.2	0.3	0.3	0.2	0.3	0.3	3.6
Energy	-2.0	0.0	-0.8	-1.9	0.0	0.2	2.6	-0.5
Energy commodities	-3.7	0.1	-0.6	-4.0	-1.0	0.5	4.3	-3.9
Gasoline (all types)	-3.8	0.0	-0.6	-4.1	-0.9	0.6	4.4	-3.4
Fuel oil	-2.4	0.9	-1.9	-6.0	-4.6	0.6	4.4	-13.1
Energy services	-0.1	-0.1	-0.9	0.7	1.0	-0.1	0.8	3.3
Electricity	-0.7	0.1	-0.7	0.7	1.2	-0.4	0.3	2.8
Utility (piped) gas service	2.4	-0.7	-1.9	0.7	0.3	1.0	2.4	4.9
All items less food and energy	0.1	0.2	0.3	0.3	0.3	0.3	0.2	3.2
Commodities less food and energy commodities	-0.1	-0.3	-0.2	0.2	0.0	0.3	0.1	-0.5
New vehicles	-0.2	-0.2	0.0	0.2	0.0	0.6	0.5	-0.4
Used cars and trucks	-1.5	-2.3	-1.0	0.3	2.7	2.0	1.2	-3.3
Apparel	0.1	-0.4	0.3	1.1	-1.5	0.2	0.1	1.2
Medical care commodities ⁽¹⁾	0.2	0.2	-0.2	-0.7	-0.2	-0.1	0.0	0.5
Services less energy services	0.1	0.3	0.4	0.4	0.3	0.3	0.3	4.4
Shelter	0.2	0.4	0.5	0.2	0.4	0.3	0.3	4.6
Transportation services	-0.5	0.4	0.9	1.4	0.4	0.0	0.5	7.3
Medical care services	0.2	-0.3	-0.1	0.7	0.4	0.4	0.2	3.4
Footnotes								
⁽¹⁾ Not seasonally adjusted.								

Food

The index for food increased 0.3 percent in December, after rising 0.4 percent in November. The food at home index also rose 0.3 percent over the month. Four of the six major grocery store food group indexes increased in

December. The index for cereals and bakery products rose 1.2 percent over the month, after falling 1.1 percent in November. The meats, poultry, fish, and eggs index increased 0.6 percent in December, as the eggs index rose 3.2 percent. The index for other food at home rose 0.3 percent over the month and the index for dairy and related products increased 0.2 percent.

The nonalcoholic beverages index fell 0.4 percent in December, after rising 1.5 percent the previous month. The index for fruits and vegetables declined 0.1 percent over the month, after rising 0.2 percent in November.

The food away from home index rose 0.3 percent in December, as it did in November. The index for limited service meals rose 0.4 percent over the month and the index for full service meals rose 0.2 percent.

The index for food at home rose 1.8 percent over the last 12 months. The meats, poultry, fish, and eggs index rose 4.2 percent over the last 12 months and the nonalcoholic beverages index increased 2.3 percent. Over the same period, the index for other food at home rose 0.8 percent and the index for fruits and vegetables increased 1.0 percent. The dairy and related products index increased 1.3 percent over the year and the cereals and bakery products index rose 0.8 percent over the same period.

The food away from home index rose 3.6 percent over the last year. The index for limited service meals increased 3.7 percent over the last 12 months and the index for full service meals rose 3.6 percent over the same period.

Energy

The energy index increased 2.6 percent in December, after rising 0.2 percent in November. The gasoline index increased 4.4 percent over the month. (Before seasonal adjustment, gasoline prices decreased 1.1 percent in December.) The natural gas index rose 2.4 percent over the month and the index for electricity rose 0.3 percent in December.

The energy index decreased 0.5 percent over the past 12 months. The gasoline index fell 3.4 percent over this 12-month span and the fuel oil index fell 13.1 percent over that period. In contrast, the index for electricity increased 2.8 percent over the last 12 months and the index for natural gas rose 4.9 percent.

All items less food and energy

The index for all items less food and energy rose 0.2 percent in December, after rising 0.3 percent in each of the 4 preceding months. The shelter index increased 0.3 percent in December, as it did in November. The index for owners' equivalent rent also rose 0.3 percent over the month, as did the index for rent. The lodging away from home index fell 1.0 percent in December, after rising 3.2 percent in November.

The medical care index increased 0.1 percent over the month, after rising 0.3 percent in October and November. The index for physicians' services increased 0.1 percent in December and the index for hospital services rose 0.2 percent over the month. The prescription drugs index was unchanged in December.

The airline fares index rose 3.9 percent in December, after rising 0.4 percent in the previous month. The index for used cars and trucks rose 1.2 percent over the month and the index for new vehicles increased 0.5 percent. Other indexes that increased in December include motor vehicle insurance, recreation, apparel, and education. In contrast, the index for personal care fell 0.2 percent in December after rising 0.4 percent in November. The indexes for communication and alcoholic beverages also declined over the month. The household furnishings and operations index was unchanged in December.

The index for all items less food and energy rose 3.2 percent over the past 12 months. The shelter index increased 4.6 percent over the last year, the smallest 12-month increase since January 2022. Other indexes with notable increases over the last year include motor vehicle insurance (+11.3 percent), medical care (+2.8 percent), education (+4.0 percent), and recreation (+1.1 percent).

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 2.9 percent over the last 12 months to an index level of 315.605 (1982-84=100). For the month, the index was unchanged prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 2.8 percent over the last 12 months to an index level of 309.067 (1982-84=100). For the month, the index was unchanged prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 2.7 percent over the last 12 months. For the month, the index was unchanged on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for January 2025 is scheduled to be released on Wednesday, February 12, 2025, at 8:30 a.m. (ET).

Consumer Price Index End of Year Supplemental Files and Revised Seasonal Adjustment Factors to be Available on February 12, 2025

Each year with the release of CPI data for January, relative importance weights are updated and seasonal adjustment factors are recalculated to reflect price movements from the just-completed calendar year. This routine annual recalculation may result in revisions to seasonally adjusted indexes for the previous 5 years.

Revised seasonal adjustment factors and additional end of year files will be released on February 12, 2025, at 8:30 AM eastern time, in conjunction with the release of CPI data for January 2025. The following files will be available on the CPI supplemental files page, www.bls.gov/web/cpi.suppl.toc.htm:

- * Consumer Price Index Seasonal Adjustment Factors (XLSX)
- * Consumer Price Index Relative Importance (XLSX)
- * Consumer Price Index Revised Seasonally Adjusted Indexes and Factors (XLSX)
- * CPI-U Median Price Change and Median Price Change Standard Errors (XLSX)
- * CPI-U Response Rates (XLSX)
- * Consumer Price Index Components for Seasonal Aggregation to All items (XLSX)
- * Consumer Price Index Series Subject to Intervention Analysis Seasonal Adjustment (XLSX)
- * CPI-U Historical Cost Weights (XLSX)

* CPI-W Historical Cost Weights (XLSX)

With the release of these files, the seasonal factors and selected end of year materials will be available in the API and FTP files. These files will be available for all U.S. city average CPI-U data and a subset of U.S. city average CPI-W data.

In preparation for the upcoming end of year supplemental files and revised seasonal adjustment factors, last year's end of year supplemental files and revised seasonal adjustment factors are now available on the CPI supplemental files page.

BLS will also post last year's seasonal factors and other end of year materials in the API and FTP files in mid- to late-November.

For additional information, contact the CPI Information and Analysis section at cpi_info@bls.gov or (202) 691-7000.

Consumer Price Index Publication Changes to be Implemented on February 12, 2025

With the publication of January 2025 data in February 2025, several indexes and average price series will be discontinued, and one index title will change.

The following CPI indexes will continue to be published at the national level, but will be discontinued for all metropolitan areas, census divisions, and regional size classes:

- * Electricity
- * Utility (piped) gas (often referred to as natural gas)
- * Energy services
- * Fuels and utilities
- * Household energy

The following CPI average price series will continue to be published at the national level, but will be discontinued for all metropolitan areas, census divisions, and regional size classes:

- * Electricity per KWH
- * Utility (piped) gas per therm

The following CPI index will have a title change:

- * Pet food will be changed to pet food and treats
-

Technical Note

Brief Explanation of the CPI

The Consumer Price Index (CPI) measures the change in prices paid by consumers for goods and services. The CPI reflects spending patterns for each of two population groups: all urban consumers and urban wage earners and clerical workers. The all urban consumer group represents over 90 percent of the total U.S. population. It is based on the expenditures of almost all residents of urban or metropolitan areas, including professionals, the self-employed, the poor, the unemployed, and retired people, as well as urban wage earners and clerical workers. Not included in the CPI are the spending patterns of people living in rural nonmetropolitan areas, farming families, people in the Armed Forces, and those in institutions, such as prisons and mental hospitals. Consumer inflation for all urban consumers is measured by two indexes, namely, the Consumer Price Index for All Urban Consumers (CPI-U) and the Chained Consumer Price Index for All Urban Consumers (C-CPI-U). The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is based on the expenditures of households included in the CPI-U definition that meet two requirements: more than one-half of the household's income must come from clerical or wage occupations, and at least one of the household's earners must have been employed for at least 37 weeks during the previous 12 months. The CPI-W population represents approximately 30 percent of the total U.S. population and is a subset of the CPI-U population.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation, doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected each month in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments (department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments). All taxes directly associated with the purchase and use of items are included in the index. Prices of fuels and a few other items are obtained every month in all 75 locations. Prices of most other commodities and services are collected every month in the three largest geographic areas and every other month in other areas. Prices of most goods and services are obtained by personal visit, telephone call, web, or app collection by the Bureau's trained representatives.

In calculating the index, price changes for the various items in each location are aggregated using weights, which represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. For the CPI-U and CPI-W, separate indexes are also published by size of city, by region of the country, for cross-classifications of regions and population-size classes, and for 23 selected local areas. Area indexes do not measure differences in the level of prices among cities; they only measure the average change in prices for each area since the base period. For the C-CPI-U, data are issued only at the national level. The CPI-U and CPI-W are considered final when released, but the C-CPI-U is issued in preliminary form and subject to three subsequent quarterly revisions.

The index measures price change from a designed reference date. For most of the CPI-U and the CPI-W, the reference base is 1982-84 equals 100. The reference base for the C-CPI-U is December 1999 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107.

Sampling Error in the CPI

The CPI is a statistical estimate that is subject to sampling error because it is based upon a sample of retail prices and not the complete universe of all prices. BLS calculates and publishes estimates of the 1-month, 2-month, 6-month, and 12-month percent change standard errors annually for the CPI-U. These standard error estimates can be used to construct confidence intervals for hypothesis testing. For example, the estimated standard error of the 1-month percent change is 0.03 percent for the U.S. all items CPI. This means that if we repeatedly sample from the universe of all retail prices using the same methodology, and estimate a percentage change for each sample, then 95 percent of these estimates will be within 0.06 percent of the 1-month percentage change based on all retail prices. For example, for a 1-month change of 0.2 percent in the all items CPI-U, we are 95 percent confident that the actual percent change based on all retail prices would fall between 0.14 and 0.26 percent. For the latest data, including information on how to use the estimates of standard error, see www.bls.gov/cpi/tables/variance-estimates/home.htm.

Calculating Index Changes

Movements of the indexes from 1 month to another are usually expressed as percent changes rather than changes in index points, because index point changes are affected by the level of the index in relation to its base period, while percent changes are not. The following table shows an example of using index values to calculate percent changes:

	Item A	Item B	Item C
Year I	112.500	225.000	110.000
Year II	121.500	243.000	128.000
Change in index points	9.000	18.000	18.000
Percent change	$9.0/112.500 \times 100 = 8.0$	$18.0/225.000 \times 100 = 8.0$	$18.0/110.000 \times 100 = 16.4$

Use of Seasonally Adjusted and Unadjusted Data

The Consumer Price Index (CPI) program produces both unadjusted and seasonally adjusted data. Seasonally adjusted data are computed using seasonal factors derived by the X-13ARIMA-SEATS seasonal adjustment method. These factors are updated each February, and the new factors are used to revise the previous 5 years of seasonally adjusted data. The factors are available at www.bls.gov/cpi/tables/seasonal-adjustment/seasonal-factors-2024.xlsx. For more information on data revision scheduling, please see the Factsheet on Seasonal Adjustment at www.bls.gov/cpi/seasonal-adjustment/questions-and-answers.htm and the Timeline of Seasonal Adjustment Methodological Changes at www.bls.gov/cpi/seasonal-adjustment/timeline-seasonal-adjustment-methodology-changes.htm.

How to Use Seasonally Adjusted and Unadjusted Data

For analyzing short-term price trends in the economy, seasonally adjusted changes are usually preferred since they eliminate the effect of changes that normally occur at the same time and in about the same magnitude every year—such as price movements resulting from weather events, production cycles, model changeovers, holidays, and sales. This allows data users to focus on changes that are not typical for the time of year.

The unadjusted data are of primary interest to consumers concerned about the prices they actually pay. Unadjusted data are also used extensively for escalation purposes. Many collective bargaining contract agreements and pension plans, for example, tie compensation changes to the Consumer Price Index before adjustment for seasonal variation. BLS advises against the use of seasonally adjusted data in escalation agreements because seasonally adjusted series are revised annually for five years.

Intervention Analysis

The Bureau of Labor Statistics uses intervention analysis seasonal adjustment (IASA) for some CPI series. Sometimes extreme values or sharp movements can distort the underlying seasonal pattern of price change. Intervention analysis seasonal adjustment is a process by which the distortions caused by such unusual events are estimated and removed from the data prior to calculation of seasonal factors. The resulting seasonal factors, which more accurately represent the seasonal pattern, are then applied to the unadjusted data.

For example, this procedure was used for the motor fuel series to offset the effects of the 2009 return to normal pricing after the worldwide economic downturn in 2008. Retaining this outlier data during seasonal factor calculation would distort the computation of the seasonal portion of the time series data for motor fuel, so it was estimated and removed from the data prior to seasonal adjustment. Following that, seasonal factors were calculated based on this "prior adjusted" data. These seasonal factors represent a clearer picture of the seasonal pattern in the data. The last step is for motor fuel seasonal factors to be applied to the unadjusted data.

For the seasonal factors introduced for January 2024, BLS adjusted 46 series using intervention analysis seasonal adjustment, including selected food and beverage items, motor fuels and vehicles.

Revision of Seasonally Adjusted Indexes

Seasonally adjusted data, including the U.S. city average all items index levels, are subject to revision for up to 5 years after their original release. Every year, economists in the CPI calculate new seasonal factors for seasonally adjusted series and apply them to the last 5 years of data. Seasonally adjusted indexes beyond the last 5 years of data are considered to be final and not subject to revision. For January 2024, revised seasonal factors and seasonally adjusted indexes for 2019 to 2023 were calculated and published. For series which are directly adjusted using the Census X-13ARIMA-SEATS seasonal adjustment software, the seasonal factors for 2023 will be applied to data for 2024 to produce the seasonally adjusted 2024 indexes. Series which are indirectly seasonally adjusted by summing seasonally adjusted component series have seasonal factors which are derived and are therefore not available in advance.

Determining Seasonal Status

Each year the seasonal status of every series is reevaluated based upon certain statistical criteria.



Economic News Release

Consumer Price Index News Release

Transmission of material in this release is embargoed until
8:30 a.m. (ET) Thursday, January 11, 2024 USDL-24-0019

Technical information: (202) 691-7000 * cpi_info@bls.gov * www.bls.gov/cpi
Media contact: (202) 691-5902 * PressOffice@bls.gov

CONSUMER PRICE INDEX - DECEMBER 2023

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.3 percent in December on a seasonally adjusted basis, after rising 0.1 percent in November, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 3.4 percent before seasonal adjustment.

The index for shelter continued to rise in December, contributing over half of the monthly all items increase. The energy index rose 0.4 percent over the month as increases in the electricity index and the gasoline index more than offset a decrease in the natural gas index. The food index increased 0.2 percent in December, as it did in November. The index for food at home increased 0.1 percent over the month and the index for food away from home rose 0.3 percent.

The index for all items less food and energy rose 0.3 percent in December, the same monthly increase as in November. Indexes which increased in December include shelter, motor vehicle insurance, and medical care. The index for household furnishings and operations and the index for personal care were among those that decreased over the month.

The all items index rose 3.4 percent for the 12 months ending December, a larger increase than the 3.1-percent increase for the 12 months ending November. The all items less food and energy index rose 3.9 percent over the last 12 months, after rising 4.0 percent over the 12 months ending November. The energy index decreased 2.0 percent for the 12 months ending December, while the food index increased 2.7 percent over the last year.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Dec. 2023
	Jun. 2023	Jul. 2023	Aug. 2023	Sep. 2023	Oct. 2023	Nov. 2023	Dec. 2023	
All items	0.2	0.2	0.6	0.4	0.0	0.1	0.3	3.4
Food	0.1	0.2	0.2	0.2	0.3	0.2	0.2	2.7
Food at home	0.0	0.3	0.2	0.1	0.3	0.1	0.1	1.3
Food away from home(1)	0.4	0.2	0.3	0.4	0.4	0.4	0.3	5.2
Energy	0.6	0.1	5.6	1.5	-2.5	-2.3	0.4	-2.0
Energy commodities	0.8	0.3	10.5	2.3	-4.9	-5.8	-0.1	-2.9
Gasoline (all types)	1.0	0.2	10.6	2.1	-5.0	-6.0	0.2	-1.9
Fuel oil(1)	-0.4	3.0	9.1	8.5	-0.8	-2.7	-5.5	-14.7
Energy services	0.4	-0.1	0.2	0.6	0.5	1.7	0.9	-1.1
Electricity	0.9	-0.7	0.2	1.3	0.3	1.4	1.3	3.3
Utility (piped) gas service	-1.7	2.0	0.1	-1.9	1.2	2.8	-0.4	-13.8
All items less food and energy	0.2	0.2	0.3	0.3	0.2	0.3	0.3	3.9
Commodities less food and energy commodities	-0.1	-0.3	-0.1	-0.4	-0.1	-0.3	0.0	0.2
New vehicles	0.0	-0.1	0.3	0.3	-0.1	-0.1	0.3	1.0
Used cars and trucks	-0.5	-1.3	-1.2	-2.5	-0.8	1.6	0.5	-1.3
Apparel	0.3	0.0	0.2	-0.8	0.1	-1.3	0.1	1.0
Medical care commodities(1)	0.2	0.5	0.6	-0.3	0.4	0.5	-0.1	4.7
Services less energy services	0.3	0.4	0.4	0.6	0.3	0.5	0.4	5.3
Shelter	0.4	0.4	0.3	0.6	0.3	0.4	0.5	6.2
Transportation services	0.1	0.3	2.0	0.7	0.8	1.1	0.1	9.7
Medical care services	0.0	-0.4	0.1	0.3	0.3	0.6	0.7	-0.5

Footnotes

(1) Not seasonally adjusted.



City of Blaine Staff Report

File Number: RES 25-172

Agenda Date	Status
October 6, 2025	
In Control	File Type
City Council	Resolution

Administration - Daniel Schluender, Director of Engineering

Agenda Item # 10.2

Resolution Accepting bids and awarding the contract to Fields Contracting, LLC in the Amount of \$84,560.00 for the 2025 Blaine Storm Outlet Project, I/P 25-14

Executive Summary

Accept a bid and approve a contract with Fields Contracting LLC for the 2025 Storm Outlet Project, Project No. 25-14 (#U2514). This project was approved in the 2025 Budget.

The project consists of the removal and installation of various storm sewer outlet aprons and pipe, some directional drilling, grading around the new pipe and aprons to provide cover over the pipe and match existing ground, and turf restoration throughout the City as shown in the plans.

Background

The project consists of the removal and installation of various storm sewer outlet aprons and pipe, some directional drilling, grading around the new pipe and aprons to provide cover over the pipe and match existing ground, and turf restoration throughout the City as shown in the plans. The original project anticipated a more extensive reconstruction of the storm sewer outfall located at 11712 4th Street. Upon closer inspection and preparation of the plans the project scope was reduced at this location. This allowed for the repairs to additional storm sewer locations to be included in the project and remain within budget. The project now included repairs at two additional locations, Presidents Drive and Polk Street.

Bids were received electronically at 2:00 PM, September 25, 2025, for Project No. 25-14. A total of 7 bids were received, ranging from \$84,560.00 to \$246,945.00. The 3 lowest bidders and Engineer's estimate are as follows:

Engineer's Estimate	\$99,378.00
Fields Contracting LLC	\$84,560.00
ACM LLC	\$96,047.00

Vinco, Inc.

\$112,000.00

Bids have been checked and tabulated, and it has been determined that Fields Contracting LLC of Harris, Minnesota is the lowest bidder. The Engineering Department has not worked with Fields Contracting in the past but they have provided example projects for projects completed in other Cities in the area. Staff has contacted a number of these references provided by the contractor and recommends that the low bid be accepted, and a contract entered into with Fields Contracting LLC. City Council is also asked to approve a 10% contingency to bring the total project budget to \$93,016.

The funding source for this project is the Storm Water Capital Fund and there are sufficient funds budgeted to cover these costs.

Strategic Plan Relationship

The project aligns with the City's strategic initiatives for providing a Well-maintained Infrastructure.

Board/Commission Review

N/A

Financial Impact

This project was previously authorized as part of the 2025-2029 Capital Improvement Program (CIP), which was adopted via resolution 24-230 on December 16, 2024. The total appropriation for the outfall replacement at 11712 4th Street (#U2514) is \$100,000 within the Storm Water Fund.

While the scope of this project has been revised, the bid costs have come in lower than the adopted budget, so no budget amendment is proposed to accompany the additional work proposed on this contract. These projects were identified by staff in 2021 as failing sections of pipe and outfalls that needed to be replaced.

2025-2029 Capital Improvement Plan			
Project Name	Project Number	2025 Appropriated Amount	Estimated Cost Including Contingency
Outfall Replacement - 11712 4th Street	U2514	\$100,000	\$93,016

Public Outreach/Input

N/A

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Bid Tabulation
2. 25-14 2025 Storm Outfall_PLANS_CCWD approved



City of Blaine

Signature Copy

Resolution: RES 25-172

Resolution Accepting bids and awarding the contract to Fields Contracting, LLC in the Amount of \$84,560.00 for the 2025 Blaine Storm Outlet Project, I/P 25-14

WHEREAS, pursuant to advertisement for bids for Improvement Project No. 25-14, said bids were received on September 25, 2025, electronically opened and tabulated according to law, and the following 7 bids were received complying with the advertisement:

Fields Contracting LLC	\$84,560.00
ACM LLC	\$96,047.00
Vinco, Inc	\$112,000.00
Diversified Drainage	\$119,40.10
New Look Contracting, Inc	\$122,696.00
Johnson Companies LLC	\$147,980.00
Urban Companies	\$246,945.00

AND WHEREAS, Fields Contracting LLC, of Harris, Minnesota is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Blaine as follows:

1. The Mayor and City Manager are hereby authorized and directed to enter into a contract with Fields Contracting LLC for the designated improvements in the amount of \$84,560.00.
2. A 10% contingency is hereby approved to bring the total project budget to \$93,016 and the City Manager or their designee is hereby authorized to sign all change orders up to the authorized project budget amount.

BE IT FURTHER RESOLVED, that the City Council of the City of Blaine hereby authorizes the following project and budget amendments associated with the 2025 Storm Outlet Project,

2025-2029 Capital Improvement Plan			
Project Name	Project Number	2024 Appropriated Amount	Amending Appropriation Including Contingency
Outfall Replacement - 11712 4th Street	U2514	\$100,000	\$93,016
TOTAL		\$100,000	\$93,016

2024 Blaine Storm Outlet Project (#9230603)
Owner: Blaine MN, City of
Solicitor: Blaine MN, City of - Engineering Department
08/07/2024 10:00 AM CDT

					Engineer Estimate		Kurilla Contracting		Winberg Companies LLC		CKC Contracting		Vinco, Inc	
Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID - SCHEDULE A - TAYLOR STREET														
1	2021.501	MOBILIZATION	LS	1	\$9,830.00	\$9,830.00	\$5,500.00	\$5,500.00	\$6,300.00	\$6,300.00	\$1,300.00	\$1,300.00	\$3,000.00	\$3,000.00
2	2101.501	CLEAR AND GRUB	LS	1	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00	\$3,150.00	\$3,150.00	\$4,960.00	\$4,960.00	\$1,000.00	\$1,000.00
3	2104.502	REMOVE CONCRETE APRON	EACH	2	\$750.00	\$1,500.00	\$750.00	\$1,500.00	\$210.00	\$420.00	\$875.00	\$1,750.00	\$275.00	\$550.00
4	2104.503	REMOVE CONCRETE STORM PIPE	LF	16	\$25.00	\$400.00	\$55.00	\$880.00	\$47.25	\$756.00	\$95.00	\$1,520.00	\$135.00	\$2,160.00
5	2104.503	SALVAGE AND REINSTALL CHAIN LINK FENCE	LF	51	\$35.00	\$1,785.00	\$130.00	\$6,630.00	\$68.25	\$3,480.75	\$53.00	\$2,703.00	\$20.00	\$1,020.00
6	2105.607	COMMON BORROW (LV)	CY	146	\$70.00	\$10,220.00	\$30.00	\$4,380.00	\$47.25	\$6,898.50	\$87.00	\$12,702.00	\$31.00	\$4,526.00
7	2501.502	15" RC PIPE APRON	EACH	1	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,260.00	\$1,260.00	\$2,010.00	\$2,010.00	\$3,330.00	\$3,330.00
8	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS III	LF	8	\$150.00	\$1,200.00	\$130.00	\$1,040.00	\$236.25	\$1,890.00	\$179.00	\$1,432.00	\$185.00	\$1,480.00
9	2503.503	21" RC PIPE SEWER DESIGN 3006 CLASS III	LF	101	\$150.00	\$15,150.00	\$120.00	\$12,120.00	\$136.50	\$13,786.50	\$111.00	\$11,211.00	\$150.00	\$15,150.00
10	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	2	\$2,000.00	\$4,000.00	\$1,750.00	\$3,500.00	\$1,029.00	\$2,058.00	\$1,060.00	\$2,120.00	\$750.00	\$1,500.00
11	2506.502	CONST DRAINAGE STRUCTURE DES SD-60	EACH	1	\$6,500.00	\$6,500.00	\$6,000.00	\$6,000.00	\$6,825.00	\$6,825.00	\$8,600.00	\$8,600.00	\$22,100.00	\$22,100.00
12	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	35	\$5.00	\$175.00	\$10.00	\$350.00	\$10.50	\$367.50	\$16.00	\$560.00	\$7.00	\$245.00
13	2575.501	TURF ESTABLISHMENT - SEEDING	LS	1	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,819.25	\$2,819.25	\$2,550.00	\$2,550.00	\$2,600.00	\$2,600.00
14	2575.504	ROLLED EROSION PREVENTION CATEGORY 10	SY	94	\$5.00	\$470.00	\$10.00	\$940.00	\$8.40	\$789.60	\$26.00	\$2,444.00	\$24.00	\$2,256.00
Subtotal					\$ 58,980.00		\$ 49,590.00		\$ 50,801.10		\$ 55,862.00		\$ 60,917.00	
BASE BID - SCHEDULE B - MADISON STREET														
15	2021.501	MOBILIZATION	LS	1	\$1,630.00	\$1,630.00	\$3,000.00	\$3,000.00	\$4,725.00	\$4,725.00	\$1,300.00	\$1,300.00	\$1,000.00	\$1,000.00
16	2104.502	REMOVE CONCRETE APRON	EACH	1	\$1,250.00	\$1,250.00	\$750.00	\$750.00	\$262.50	\$262.50	\$1,060.00	\$1,060.00	\$1,200.00	\$1,200.00
17	2104.503	REMOVE CONCRETE STORM PIPE	LF	8	\$25.00	\$200.00	\$100.00	\$800.00	\$78.75	\$630.00	\$177.79	\$1,422.32	\$156.25	\$1,250.00
18	2501.502	18" RC PIPE APRON	EACH	1	\$1,750.00	\$1,750.00	\$1,200.00	\$1,200.00	\$1,890.00	\$1,890.00	\$1,749.00	\$1,749.00	\$3,200.00	\$3,200.00
19	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LF	8	\$150.00	\$1,200.00	\$50.00	\$400.00	\$262.50	\$2,100.00	\$139.00	\$1,112.00	\$330.00	\$2,640.00
20	2511.507	RANDOM RIPRAP CLASS III	CY	6	\$175.00	\$1,050.00	\$140.00	\$840.00	\$173.25	\$1,039.50	\$416.00	\$2,496.00	\$210.00	\$1,260.00
21	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	40	\$5.00	\$200.00	\$15.00	\$600.00	\$15.75	\$630.00	\$15.00	\$600.00	\$7.00	\$280.00
22	2575.501	TURF ESTABLISHMENT - SEEDING & BLANKET	LS	1	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,399.25	\$2,399.25	\$2,550.00	\$2,550.00	\$4,400.00	\$4,400.00
Subtotal					\$ 9,780.00		\$ 9,590.00		\$ 13,676.25		\$ 12,289.32		\$ 15,230.00	
Total Bid Schedule					\$ 68,760.00		\$ 59,180.00		\$ 64,477.35		\$ 68,151.32		\$ 76,147.00	

2024 Blaine Storm Outlet Project (#9230603)
Owner: Blaine MN, City of
Solicitor: Blaine MN, City of - Engineering Department
08/07/2024 10:00 AM CDT

Bid Rejected Due to Lack of
Signed Bid Proposal Sheet,
Affidavit of Non-Collusion and

					St Paul Utilities		New Look Contracting, Inc.		Twin Cities Utilities LLC		Fields Contracting LLC	
Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID - SCHEDULE A - TAYLOR STREET												
1	2021.501	MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$12,500.00	\$12,500.00	\$9,423.08	\$9,423.08		
2	2101.501	CLEAR AND GRUB	LS	1	\$5,000.00	\$5,000.00	\$11,750.00	\$11,750.00	\$50,615.38	\$50,615.38		
3	2104.502	REMOVE CONCRETE APRON	EACH	2	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$596.62	\$1,193.24		
4	2104.503	REMOVE CONCRETE STORM PIPE	LF	16	\$40.00	\$640.00	\$65.00	\$1,040.00	\$74.58	\$1,193.28		
5	2104.503	SALVAGE AND REINSTALL CHAIN LINK FENCE	LF	51	\$80.00	\$4,080.00	\$110.00	\$5,610.00	\$20.84	\$1,062.84		
6	2105.607	COMMON BORROW (LV)	CY	146	\$12.00	\$1,752.00	\$41.00	\$5,986.00	\$48.21	\$7,038.66		
7	2501.502	15" RC PIPE APRON	EACH	1	\$3,500.00	\$3,500.00	\$2,150.00	\$2,150.00	\$1,495.56	\$1,495.56		
8	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS III	LF	8	\$90.00	\$720.00	\$100.00	\$800.00	\$98.77	\$790.16		
9	2503.503	21" RC PIPE SEWER DESIGN 3006 CLASS III	LF	101	\$80.00	\$8,080.00	\$128.00	\$12,928.00	\$85.09	\$8,594.09		
10	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	2	\$13,000.00	\$26,000.00	\$1,200.00	\$2,400.00	\$811.29	\$1,622.58		
11	2506.502	CONST DRAINAGE STRUCTURE DES SD-60	EACH	1	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	\$6,461.59	\$6,461.59		
12	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	35	\$8.00	\$280.00	\$12.00	\$420.00	\$5.55	\$194.25		
13	2575.501	TURF ESTABLISHMENT - SEEDING	LS	1	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00	\$4,307.69	\$4,307.69		
14	2575.504	ROLLED EROSION PREVENTION CATEGORY 10	SY	94	\$10.00	\$940.00	\$5.00	\$470.00	\$5.38	\$505.72		
Subtotal					\$ 71,992.00		\$ 69,554.00		\$ 94,498.12		\$ -	
BASE BID - SCHEDULE B - MADISON STREET												
15	2021.501	MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$8,583.08	\$8,583.08		
16	2104.502	REMOVE CONCRETE APRON	EACH	1	\$500.00	\$500.00	\$2,350.00	\$2,350.00	\$694.94	\$694.94		
17	2104.503	REMOVE CONCRETE STORM PIPE	LF	8	\$40.00	\$320.00	\$128.00	\$1,024.00	\$86.87	\$694.96		
18	2501.502	18" RC PIPE APRON	EACH	1	\$3,000.00	\$3,000.00	\$3,950.00	\$3,950.00	\$1,586.73	\$1,586.73		
19	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LF	8	\$95.00	\$760.00	\$158.00	\$1,264.00	\$103.37	\$826.96		
20	2511.507	RANDOM RIPRAP CLASS III	CY	6	\$300.00	\$1,800.00	\$260.00	\$1,560.00	\$189.06	\$1,134.36		
21	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	40	\$8.00	\$320.00	\$12.00	\$480.00	\$5.55	\$222.00		
22	2575.501	TURF ESTABLISHMENT - SEEDING & BLANKET	LS	1	\$3,000.00	\$3,000.00	\$2,250.00	\$2,250.00	\$4,307.69	\$4,307.69		
Subtotal					\$ 14,700.00		\$ 19,378.00		\$ 18,050.72		\$ -	
Total Bid Schedule					\$ 86,692.00		\$ 88,932.00		\$ 112,548.84		\$ -	

CONSTRUCTION PLANS FOR:
IMPROVEMENT PROJECT 25-14
2025 BLAINE STORM OUTLET PROJECT

PROJECT LOCATION MAP

LEGEND

EXISTING

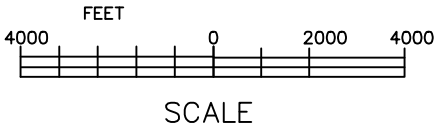
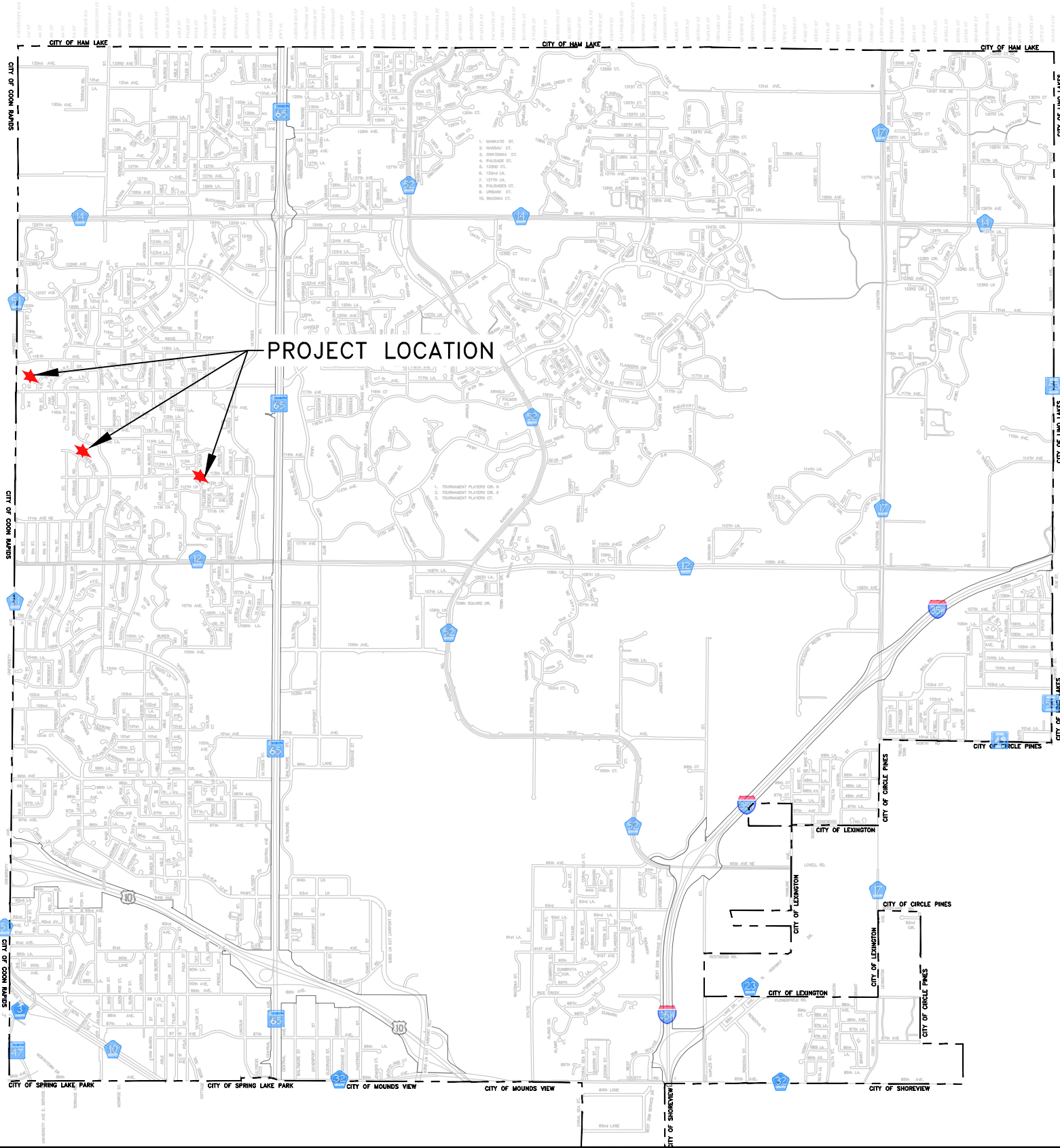
- STORM SEWER & MANHOLE
- SANITARY SEWER & MANHOLE
- WATERMAIN, HYDRANT, VALVE & MANHOLE
- CULVERT
- BULKHEAD
- UNDERGROUND TELEPHONE LINE
- TELEPHONE MANHOLE
- UNDERGROUND ELECTRIC LINE
- ELECTRIC MANHOLE
- GAS MAIN & VALVE
- STREET LIGHT
- MAILBOX
- TRAFFIC SIGN
- STREET SIGN
- POWER POLE W/ GUY WIRE
- DECIDUOUS TREE
- CONIFEROUS TREE
- BUSH - SHRUB
- HEDGE
- WOODED AREA
- FENCE
- GUARD RAIL
- DITCH
- TRAFFIC SIGNAL POLE
- HANDHOLE
- CONCRETE CURB & GUTTER
- BITUMINOUS CURB
- CONCRETE PAVEMENT
- BUILDING
- SECTION LINE
- QUARTER LINE
- SIXTEENTH LINE
- RIGHT OF WAY LINE

PROPOSED

- CONSTRUCTION LIMITS
- CONSTRUCTION CENTERLINE
- RIGHT OF WAY LINE
- STORM SEWER & MANHOLE
- SANITARY SEWER & MANHOLE
- WATERMAIN, HYDRANT, VALVE & MANHOLE
- CULVERT
- CATCH BASIN
- BULKHEAD
- CONCRETE CURB & GUTTER

NOTES:

- THE EXACT LOCATION OF UNDERGROUND UTILITIES SUCH AS GAS, TELEPHONE, FIBEROPTIC, ELECTRIC, CABLE TV AND PIPELINES ARE UNKNOWN. THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL BEFORE COMMENCING AND CONSTRUCTION OR EXCAVATION. GOPHER STATE ONE CALL SYSTEM.....1-800-252-166
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."
- ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MMUTCD, INCLUDING "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS" - CURRENT EDITION.
- THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE 2020 EDITION OF THE MATERIALS LAB SUPPLEMENTAL FOR CONSTRUCTION SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.



ENGINEERING DEPARTMENT
10801 Town Square Dr NE Blaine, Minnesota 55449
Phone (763) 785-6172

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 under the laws of the State of Minnesota.

Brent Larson
BRENT LARSON, PE

Date: 9/3/25 Minnesota Lic. No. 45850

INDEX TO PLANS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	QUANTITIES, DETAILS AND NOTES
3	4TH STREET OUTLET PLAN
4	PRESIDENT DRIVE OUTLET PLAN
5	POLK STREET OUTFALL PLAN (ALT BID)

PROJECT LOCATION

Sep 05, 2025 - 4:14pm
H:\Team\GIS\Eng\Public Projects\2025 Project List\25-14 Storm Outfall Project (U2514)\AUTOCAD\25-14 2025 Storm Outfall_PLANS.dwg

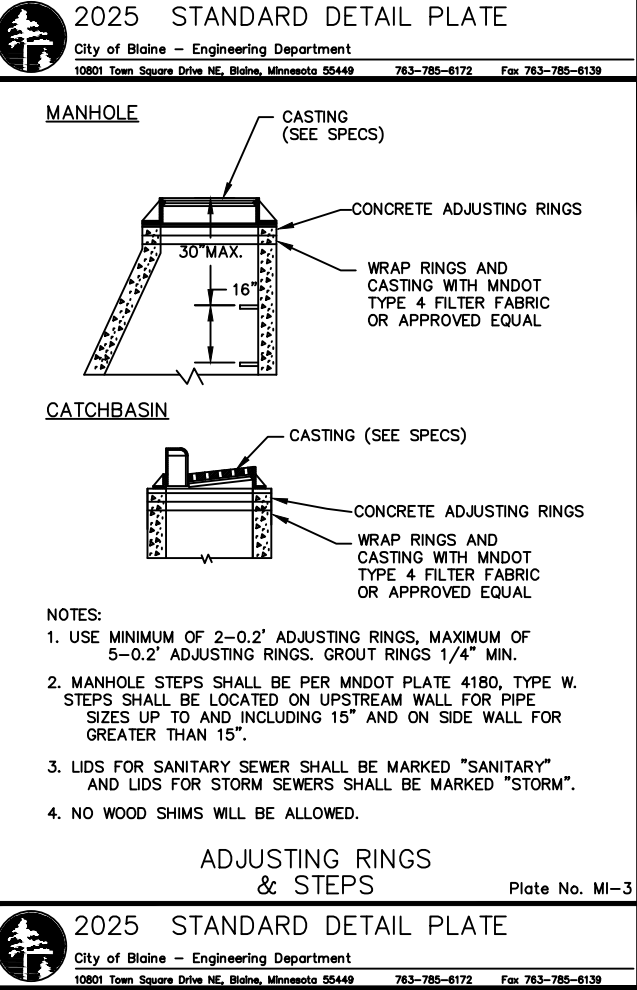
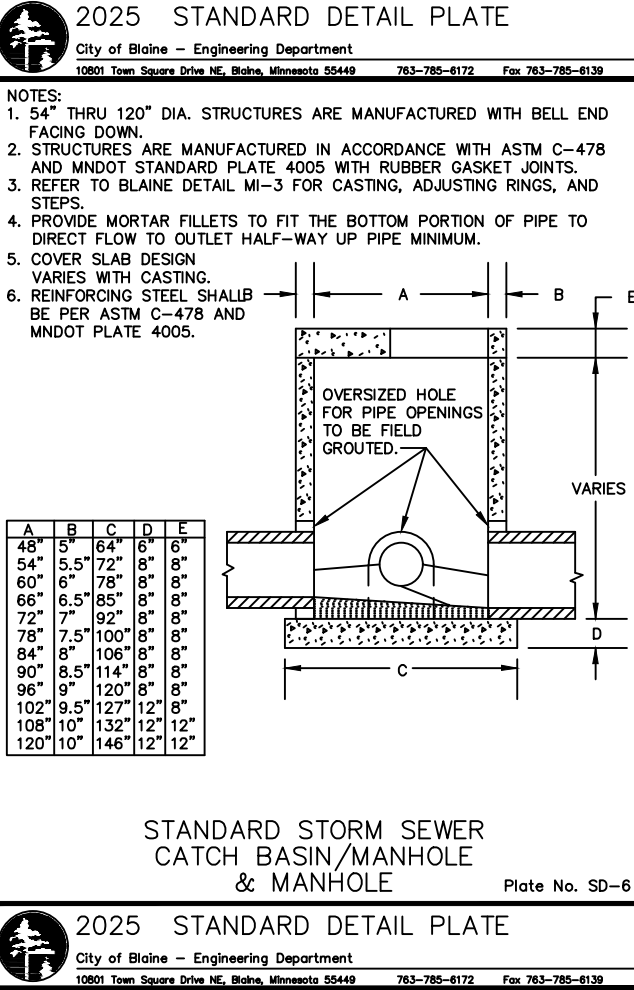
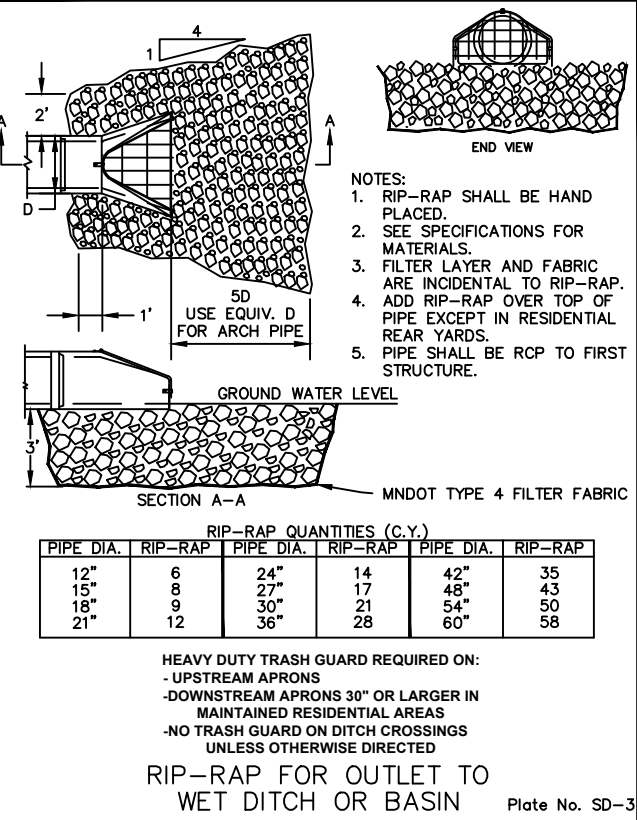
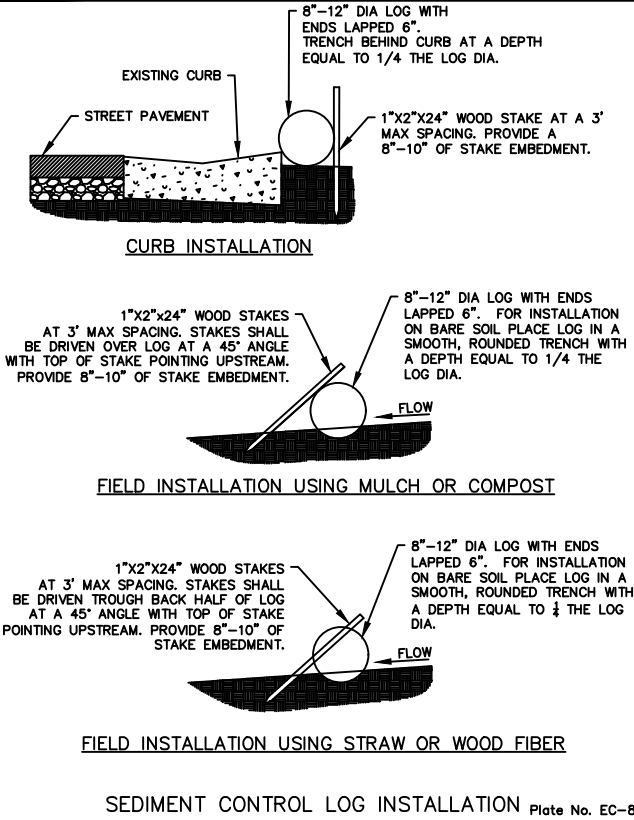
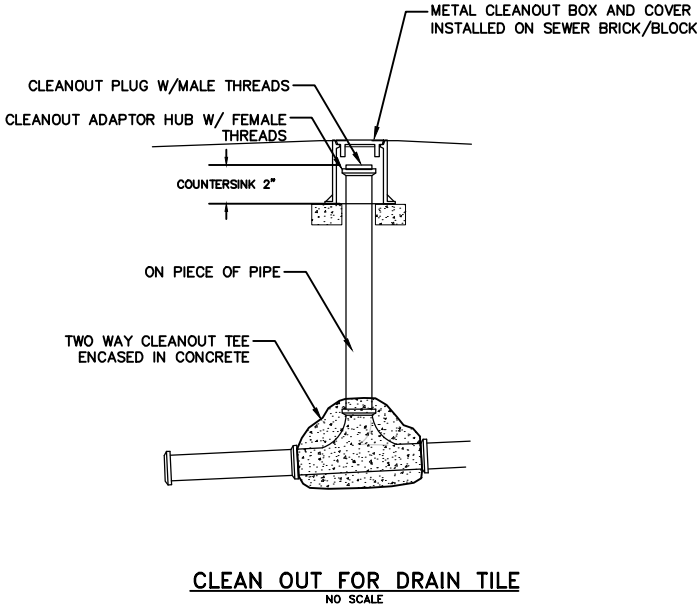
STATEMENT OF ESTIMATED QUANTITIES				
ITEM NO.	SPEC. REF.	DESCRIPTION	UNIT	ESTIMATED QUANTITY
Bid Schedule A - 4th Street				
1	2021.501	MOBILIZATION	LS	1
2	2104.502	REMOVE TIMBER RETAINING WALL	LF	40
3	2104.502	REMOVE CONCRETE APRON	EACH	1
4	2104.503	REMOVE CONCRETE STORM PIPE	LF	40
5	2104.503	REMOVE CMP STORM PIPE	LF	56
6	2105.607	COMMON BORROW (LV)	CY	8
7	2105.607	GRADING	LS	1
8	2501.502	18" RC PIPE APRON	EACH	1
9	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	LF	40
10	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1
11	2506.502	CONST DRAINAGE STRUCTURE DES SD-48	EACH	1
12	2511.507	RANDOM RIPRAP CLASS III	CY	9
13	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	40
14	2575.501	TURF ESTABLISHMENT - SEEDING	LS	1
15	2575.504	ROLLED EROSION PREVENTION CATEGORY 10	SY	22

Bid Schedule B - President Drive				
16	2021.501	MOBILIZATION	LS	1
17	2101.501	CLEAR AND GRUB	LS	1
18	2104.503	REMOVE CMP STORM PIPE	LF	62
19	2104.503	SALVAGE AND REINSTALL CHAIN LINK FENCE	LF	54
20	2501.502	24" RC PIPE APRON	EACH	1
21	2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	LF	56
22	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1
23	2506.502	CONST DRAINAGE STRUCTURE DES SD-60	EACH	1
24	2511.507	RANDOM RIPRAP CLASS III	CY	14
25	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	LF	40
26	2575.501	TURF ESTABLISHMENT - SEEDING	LS	1

ALTERNATE BID - Polk Street				
A1	2021.501	MOBILIZATION	LS	1
A2	2502.503	4" SOLID PIPE DRAIN - DIRECTIONAL DRILL	LF	75
A3	2502.602	4" PVC PIPE DRAIN CLEANOUT WITH DI CASTING	EACH	1
A4	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1
A5	2575.501	TURF ESTABLISHMENT - SEEDING	LS	1

- REFERENCE NOTES:
- CLEAR AND GRUB ONLY TREES AND/OR BUSHES NECESSARY TO INSTALL PIPE AS SHOWN IN THE PLANS. TREES ON PRIVATE PROPERTY SHALL BE PROTECTED.
 - STRIP TOPSOIL PRIOR TO GRADING OR PIPE INSTALLATION. RESPREAD ONCE FILL IS INSTALLED AND GRADING IS COMPLETE.
 - STORM STRUCTURE SHALL HAVE A NEENAH R-1733 FRAME AND CASTING.
 - TURF ESTABLISHMENT SHALL INCLUDE FINE GRADING AND SOIL PREPARATION INCLUDING PLACING STRIPPED TOPSOIL IN ALL DISTURBED AREAS TO MATCH THE NEW SURFACE TO EXISTING GROUND. TURF ESTABLISHMENT ITEMS SHALL BE AS FOLLOWS:
 - MNDOT SEED MIX 36-261, TYPE 4 FERTILIZER AT 150 LBS/AC, AND HYDRO-MULCH. FIBER BLANKET SHALL USED WHERE SHOWN AND SHALL BE CATEGORY 10 WITH WOOD OR BIODEGRADABLE PLANT BASED PLASTIC OR OTHER EQUIVALENT ANCHORS.
 - RESTORATION SHALL BE COMPLETED WITHIN 24 HOURS OF COMPLETION OF EARTH DISTURBING ACTIVITIES.

- GENERAL NOTES:
- ALL CONSTRUCTION SHALL BE PER BLAINE SPECIFICATIONS, SPECIAL CONDITIONS OF THE CONTRACT, AND MNDOT STANDARD SPECIFICATIONS UNLESS OTHERWISE NOTED IN THESE PLANS.
 - A PRE-CONSTRUCTION MEETING SHALL BE HELD A MINIMUM OF 72 HOURS PRIOR TO THE START OF CONSTRUCTION.
 - ALL PERIMETER SEDIMENT AND EROSION CONTROL SHALL BE IN PLACE PRIOR TO ANY EARTH DISTURBING ACTIVITIES.
 - THE CONTRACTOR SHALL VERIFY ALL EXISTING UTILITY LOCATIONS AND ELEVATIONS PRIOR TO COMMENCING ANY EXCAVATION.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR ANY SURVEYING NECESSARY TO COMPLETE THE PROJECT AS DESIGNED.
 - SOILS AND STOCKPILE SHALL BE STABILIZED WITHIN 7 DAYS (MAXIMUM) OF INACTIVITY UNLESS OTHERWISE STATED IN THE PLANS.
 - CONTRACTOR SHALL SWEEP STREETS BY THE END OF EACH DAY WITH A PICKUP BROOM WHERE SEDIMENT MAY HAVE TRANSPORTED.



ENGINEERING DEPARTMENT
10801 Town Square Drive, Blaine, Minnesota 55449
Phone (763) 785-6172

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 under the laws of the State of Minnesota.
[Signature]
Date 9/3/25 Reg. No. 45850

DATE

REVISION

PROJECT NO.

DESIGN BY: BML

DRAWN BY: BML

CHECKED BY: DSS

APPROVED BY: DSS

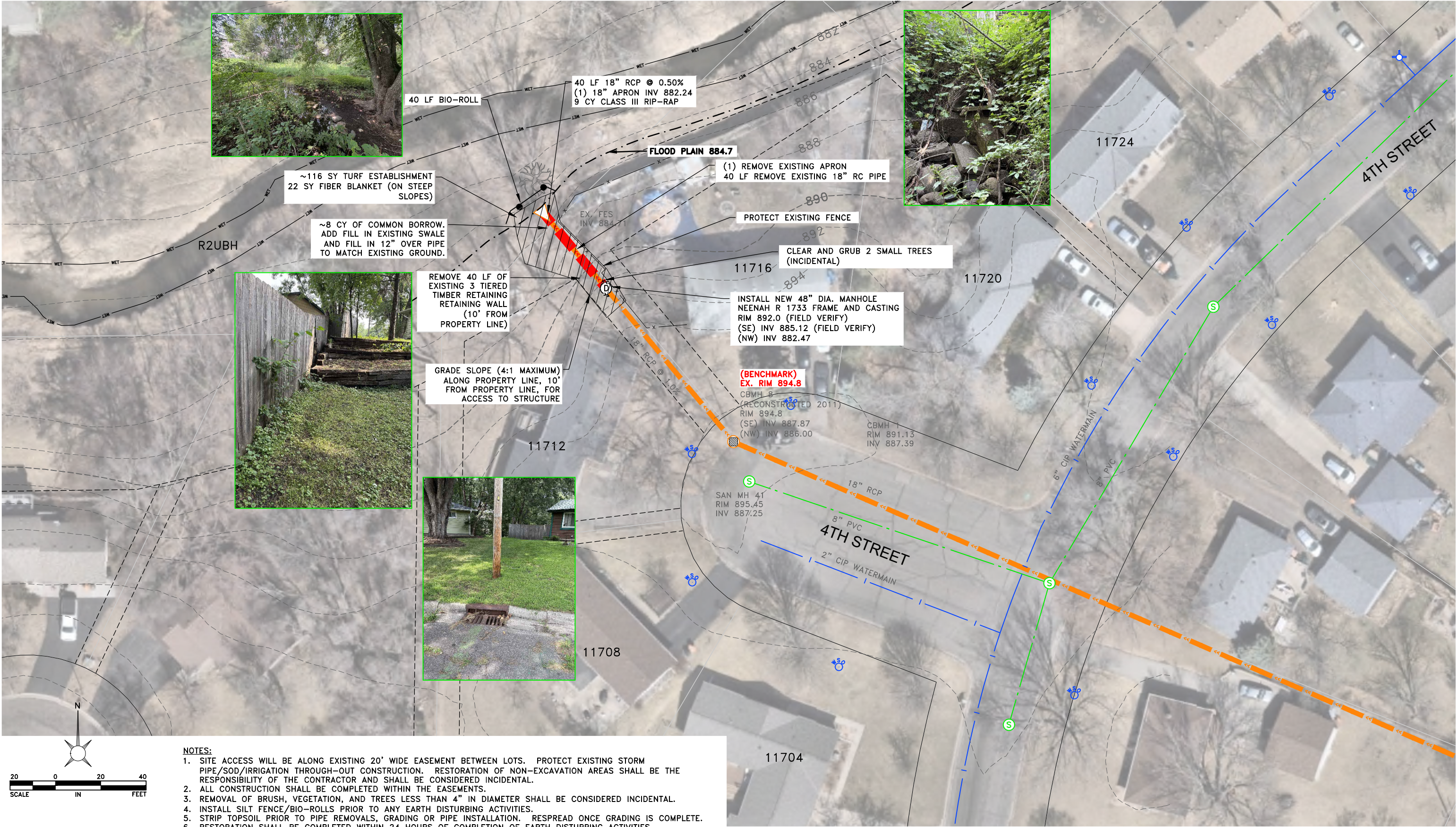
AS BUILT BY:

QUANTITIES, NOTES AND DETAILS

CITY PROJ. NO. 25-14
2025 BLAINE STORM OUTLET PROJECT

SHEET NO. 2 OF 5 SHEETS

11712 & 11716 4TH STREET



- NOTES:
1. SITE ACCESS WILL BE ALONG EXISTING 20' WIDE EASEMENT BETWEEN LOTS. PROTECT EXISTING STORM PIPE/SOD/IRRIGATION THROUGH-OUT CONSTRUCTION. RESTORATION OF NON-EXCAVATION AREAS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE CONSIDERED INCIDENTAL.
 2. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE EASEMENTS.
 3. REMOVAL OF BRUSH, VEGETATION, AND TREES LESS THAN 4" IN DIAMETER SHALL BE CONSIDERED INCIDENTAL.
 4. INSTALL SILT FENCE/BIO-ROLLS PRIOR TO ANY EARTH DISTURBING ACTIVITIES.
 5. STRIP TOPSOIL PRIOR TO PIPE REMOVALS, GRADING OR PIPE INSTALLATION. RESPREAD ONCE GRADING IS COMPLETE.
 6. RESTORATION SHALL BE COMPLETED WITHIN 24 HOURS OF COMPLETION OF EARTH DISTURBING ACTIVITIES.



ENGINEERING DEPARTMENT
10801 Town Square Drive, Blaine, Minnesota 55449
Phone (763) 785-6172

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 under the laws of the State of Minnesota.
[Signature]
Date 9/3/25 Reg. No. 45850

DATE	REVISION	PROJECT NO.
		DESIGN BY: BML
		DRAWN BY: BML
		CHECKED BY: DSS
		APPROVED BY: DSS
		AS BUILT BY:

11712 & 11716 4TH STREET OUTFALL
CITY PROJ. NO. 25-14
2025 BLAINE STORM OUTLET PROJECT
SHEET NO. 3 OF 5 SHEETS

11355 & 11361 PRESIDENT DRIVE



- NOTES:
1. SITE ACCESS WILL BE ALONG EXISTING 20' WIDE EASEMENT BETWEEN LOTS. PROTECT EXISTING STORM PIPE/SOD/IRRIGATION THROUGH-OUT CONSTRUCTION. RESTORATION OF NON-EXCAVATION AREAS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE CONSIDERED INCIDENTAL.
 2. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE EASEMENTS.
 3. REMOVAL OF BRUSH, VEGETATION, AND TREES LESS THAN 4" IN DIAMETER SHALL BE CONSIDERED INCIDENTAL.
 4. INSTALL SILT FENCE/BIO-ROLLS PRIOR TO ANY EARTH DISTURBING ACTIVITIES.
 5. STRIP TOPSOIL PRIOR TO PIPE REMOVALS, GRADING OR PIPE INSTALLATION. RESPREAD ONCE GRADING IS COMPLETE.
 6. RESTORATION SHALL BE COMPLETED WITHIN 24 HOURS OF COMPLETION OF EARTH DISTURBING ACTIVITIES.



ENGINEERING DEPARTMENT

10801 Town Square Drive, Blaine, Minnesota 55449

Phone (763) 785-6172

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 under the laws of the State of Minnesota.

Date 9/3/25 Reg. No. 45850

DATE

REVISION

PROJECT NO.

DESIGN BY: BML

CHECKED BY: DSS

AS BUILT BY:

DRAWN BY: BML

APPROVED BY: DSS

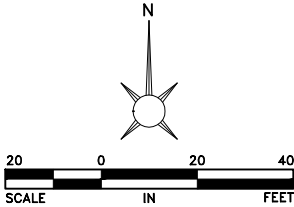
11355 & 11361 PRESIDENT DRIVE OUTFALL

CITY PROJ. NO. 25-14
2025 BLAINE STORM OUTLET PROJECT

SHEET NO. 4 OF 5 SHEETS

11317 POLK STREET (ALTERNATE #1 BID)

- NOTES:
- 1. PROTECT EXISTING STORM PIPE/SOD/IRRIGATION THROUGH-OUT CONSTRUCTION. RESTORATION OF NON-EXCAVATION AREAS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE CONSIDERED INCIDENTAL.
 - 2. ALL CONSTRUCTION SHALL BE COMPLETED WITHIN THE EASEMENTS.
 - 3. RESTORATION SHALL BE COMPLETED WITHIN 24 HOURS OF COMPLETION OF EARTH DISTURBING ACTIVITIES.



ENGINEERING DEPARTMENT
10801 Town Square Drive, Blaine, Minnesota 55449
Phone (763) 785-6172

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 under the laws of the State of Minnesota.
[Signature]
Date 9/3/25 Reg. No. 45850

DATE	REVISION	PROJECT NO.
		DESIGN BY: BML
		CHECKED BY: DSS
		AS BUILT BY:
		DRAWN BY: BML
		APPROVED BY: DSS

11317 POLK STREET SUMP PUMP OUTFALL
CITY PROJ. NO. 25-14
2025 BLAINE STORM OUTLET PROJECT

SHEET NO. 5 OF 5 SHEETS