



City of Blaine

Charter Commission

November 18, 2025 | 6:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

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

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes

3.1. 2025-557 Approval of Minutes
Sponsors:

4. Open Forum for Citizen Input

5. New Business

6. Old Business

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

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

6.3. 2025-559 Ward Redetermination Topic Discussion
Sponsors:

7. Adjournment



City of Blaine

Charter Commission

October 13, 2025 | 6:00 PM
Blaine City Hall
10801 Town Square Drive NE
Blaine, MN 55449

MINUTES

1. Call to Order

Chair Lester called the meeting to order at 6:20PM.

2. Roll Call

PRESENT: Chair Jeffrey Lester, Commissioners Ken Anderson, Tom Doran, Al Goracke, Jason Hartmann, Terri Homan, Jasen Howard, Abdi Hussein, Trace Ludewig, Ashton Ramsammy, and Arman Tagarro.

ABSENT: Commissioners Ali Khan, Jason Halpern, and Nyle Zikmund

ALSO PRESENT: City Clerk Cathy Sorensen

3. Approval of Minutes

3.1. 2025-550 Approval of Minutes
Sponsors:

Motion by Commissioner Homan, seconded by Commissioner Tagarro, to approve the minutes of the September 23, 2025, charter commission meeting. Motion adopted unanimously.

4. Open Forum for Citizen Input

No one appeared.

5. New Business

The commission addressed council feedback from the October 13 workshop concerning the proposed charter amendment to enhance the city manager's purchasing authority. Comments from the council highlighted concerns regarding the timing of the increase following the appointment of a new city manager, while also indicating some support for a gradual increase over a designated timeframe. The commission contemplated the timing of any recommendation, suggesting the first quarter of 2026, prior to the candidate filing period. Staff was tasked with determining the number of special meetings convened in the past to address contracts exceeding the current purchase limit and whether the new city manager's contract included a probationary period that could influence the timing of a potential increase. The commission reached a

consensus to revisit this topic at the November meeting, in addition to discussing the council recall amendment.

6. Old Business

6.1. ORD 25-2590 Re-Initiate Process for Recommendation of an Ordinance Amending Sec. 2.07. Salaries of the Blaine City Charter

Sponsors: Cathy Sorensen, City Clerk

City Clerk Cathy Sorensen reported that the proposed charter amendment concerning council salaries was removed from the October 6 meeting due to the absence of two council members, which precluded a unanimous vote necessary for adoption. She indicated that, given the clear statutory timeline from a commission recommendation to a formal council vote, staff recommended that the commission restart the process with a renewed recommendation presented this evening. If approved, staff will publish the amendment for a public hearing and first reading on November 3, followed by a second reading and adoption on November 17.

A motion by Commissioner Ludewig, seconded by Commissioner Doran, was made to re-initiate the process and recommend an ordinance amending Sec. 2.07 Salaries of the Blaine City Charter. The motion was adopted unanimously.

7. Adjournment

Motion by Commissioner Howard, seconded by Commissioner Ludewig, to adjourn the meeting at 6:43PM. Motion adopted unanimously.



City of Blaine Staff Report

File Number: 2025-168

Agenda Date	Status
November 18, 2025	
In Control	File Type
Charter Commission	Report

Old Business -

Agenda Item # 6.1

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

Executive Summary

Background

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

Sec. 6.05. Purchases and contracts.

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

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

The commission has also discussed increasing the contract limit for the city manager from the current level of \$50,000 to something higher and attended the October 13 council workshop to gather their feedback on this topic. The commission discussed that feedback at their meeting later that evening and are requested to continue the discussion this evening.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

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

Attachment List

1. Purchase Authority Survey - Charter Cities
2. Accounts Payable Report
3. Purchasing Policy Quick Reference Guide

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

		the council at the first council meeting after the emergency purchase. The written report must be available for public inspection. Subd. 3. Other purchases or contracts may be made only by the council after receiving the city manager's recommendation.																																																	
Plymouth	80,038	Require council authorization when competitive bids are required by law and when the value is greater than \$175,000 per our purchasing policy. Section 6.05. - Purchases and Contracts. The manager is the chief purchasing agent of the city. Purchases and contracts may be made by the manager when the amount of the purchase or contract does not exceed the amount at which competitive bids are required by law. Other purchases and contracts are made by the council on the recommendation of the manager. Except for purchases and contracts made by the manager, contracts, bonds and instruments to which the city is a party must be signed by the mayor and the manager on behalf of the city.																																																	
St. Louis Park	49,321	Section 5.05. Purchases and contracts. The city manager is the chief purchasing agent of the city. All purchases on behalf of the city shall be made, and all purchases and contracts shall be let, by the city manager, or city manager's designee, provided that the approval of the council must be given whenever the amount of such purchase or contract exceeds the amount at which competitive bids are required by law. Except for purchases and contracts made by the city manager, or city manager's designee, as set forth herein, contracts, bonds, and instruments to which the city is a party must be signed by the mayor and city manager on behalf of the city. <table><tr><td colspan="7">REVISED 11/10/2020</td></tr><tr><td colspan="2">General Purchasing</td><td colspan="5">Required Approvals</td></tr><tr><td>Amount</td><td>Documentation</td><td>Authorized Purchaser</td><td>Director</td><td>CFO</td><td>City Manager</td><td>Council</td></tr><tr><td>\$9,999 or less</td><td></td><td>2 signatures</td><td></td><td></td><td></td><td></td></tr><tr><td>\$10,000-\$49,999</td><td></td><td>x</td><td>x</td><td>x</td><td></td><td></td></tr><tr><td>\$50,000-\$174,999</td><td></td><td>x</td><td>x</td><td>x</td><td>x</td><td></td></tr><tr><td>\$175,000 and over</td><td></td><td>x</td><td>x</td><td>x</td><td>x</td><td>x</td></tr></table>	REVISED 11/10/2020							General Purchasing		Required Approvals					Amount	Documentation	Authorized Purchaser	Director	CFO	City Manager	Council	\$9,999 or less		2 signatures					\$10,000-\$49,999		x	x	x			\$50,000-\$174,999		x	x	x	x		\$175,000 and over		x	x	x	x	x
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White Bear Lake	24,035	Not addressed in charter but by resolution – no amount included just language that the City Manager is authorized to pay claims against the City pursuant to Charter and applicable State laws.
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Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
TH47 & 85th Ave Reconstruction (Agreement 1057697), I/P 25-09	Paid by Check #255380		01/14/2025	02/09/2025	12/31/2024		01/24/2025	165,655.68
2024 Capital: Hook Truck - Tandem Axle #4637	Paid by Check #256430		03/05/2025	04/04/2025	04/11/2025		04/11/2025	162,496.00
2024 Capital:2025 Volvo Dump Truck; Water #4627	Paid by Check #257087		06/01/2025	06/13/2025	06/13/2025		06/13/2025	162,496.00
JOINT POWERS AGREEMENT	Paid by Check #9991020		03/20/2025	04/20/2025	04/25/2025		04/25/2025	161,958.61
2025 Capital: HD Tandem Axle Truck, #1331	Paid by Check #256430		03/05/2025	04/04/2025	04/11/2025		04/11/2025	160,776.00
2025 VOLVO VHD64B300	Paid by Check #9991180		03/10/2025	04/10/2025	04/25/2025		04/25/2025	160,776.00
Blaine/Atlantic Funding LLC Agreement	Paid by Check #256580		05/01/2025	05/16/2025	05/16/2025		05/16/2025	155,802.60
2025 Southwest Area Street Reconstruction, I/P 25-06	Paid by Check #257158		06/01/2025	06/20/2025	06/20/2025		06/20/2025	152,555.46
Partial escrow refund, B23-00350 Naples Industrial II	Paid by Check #257519		07/08/2025	07/11/2025	07/11/2025		07/11/2025	148,322.00
2025 VOLVO VHD42F300	Paid by Check #9991179		03/05/2025	04/05/2025	04/25/2025		04/25/2025	147,959.00
2024 Capital: 2025 Volvo Single Axle Plow; Streets 1323	Paid by Check #257323		06/01/2025	06/24/2025	06/27/2025		06/27/2025	147,959.00
Aquatore Bandshell Construction	Paid by Check #258534		09/01/2025	09/30/2025	09/12/2025		09/12/2025	145,083.36
2024-25 Property/Casualty Coverage Premium	Paid by Check #256234		03/10/2025	03/28/2025	03/28/2025		03/28/2025	139,820.00
Full escrow refund, B22-03351 Sunrise Elementary	Paid by Check #256667		05/01/2025	05/15/2025	05/23/2025		05/23/2025	132,500.00
Purchase Wetland Credits-Butterfly Marsh Wetland Bank, I/P 25-04	Paid by Check #258382		08/01/2025	08/31/2025	08/29/2025		08/29/2025	128,244.12
2025 3M Open Deliverables	Paid by Check #255547		01/21/2025	02/20/2025	02/07/2025		02/07/2025	125,660.00
2025 Capital; Front End Wheel Loader #1335	Paid by Check #256011		02/18/2025	03/18/2025	03/07/2025		03/07/2025	120,986.38
TIF Proceeds Paid - TIF District 1-18	Paid by Check #255496		01/13/2025	01/31/2025	01/31/2025		01/31/2025	118,735.16
JLEC 2025 Shared Costs for PSDS	Paid by Check #255821		02/07/2025	03/06/2025	02/28/2025		02/28/2025	118,268.00
SANITARY SEWER REPAIR	Paid by Check #9991363		03/15/2025	04/15/2025	04/30/2025		04/30/2025	116,567.64
Microsoft Software Licensing Annual Renewal	Paid by Check #255574		01/16/2025	02/15/2025	02/07/2025		02/07/2025	113,436.16
TIF Proceeds Paid - TIF District 1-18	Paid by Check #257792		08/01/2025	08/01/2025	08/01/2025		08/01/2025	109,170.22
May 2025 SAC	Paid by Check #257077		05/01/2025	05/31/2025	06/13/2025		06/13/2025	100,866.15
New World ERP Software - Annual Renewal	Paid by Check #256866		06/01/2025	06/30/2025	05/30/2025		05/30/2025	100,792.89
Relocation Assistance Payment, 10500 Nassau	Paid by Check #257233		06/01/2025	06/20/2025	06/20/2025		06/20/2025	100,000.00
2024 Capital:2025 Volvo Dump Truck build up #4627	Paid by Check #258319		07/22/2025	08/21/2025	08/29/2025		08/29/2025	97,635.91
Claim #105580	Paid by Check #255342		01/09/2025	02/08/2025	01/17/2025		01/17/2025	94,010.23
Blaine Baseball Complex field 5 lighting installation	Paid by Check #258145		07/31/2025	08/30/2025	08/15/2025		08/15/2025	92,673.00
2025 Capital; Parks MD Garbage Truck Add On #2451	Paid by Check #258664		07/11/2025	08/12/2025	09/19/2025		09/18/2025	92,198.82
2025 Flock Safety Subscription	Paid by Check #256456		03/20/2025	04/19/2025	05/09/2025		05/09/2025	91,500.00
INSTALL TANK ROOM EQUIPMENT	Paid by Check #9991227		03/28/2025	04/27/2025	04/25/2025		04/25/2025	91,338.00
Camera Trailer- Overage Amount of Capital Proposal	Paid by Check #258576		06/26/2025	07/28/2025	09/12/2025		09/12/2025	86,445.00
2025 Capital; HD Flail Mower Attachment #1336	Paid by Check #257849		06/30/2025	07/30/2025	08/01/2025		08/01/2025	85,000.00
City Hall ballistic glass	Paid by Check #256928		02/20/2025	03/22/2025	06/06/2025		06/06/2025	84,663.34
TIF Proceeds Paid - TIF District 1-20	Paid by Check #255523		01/13/2025	01/31/2025	01/31/2025		01/31/2025	84,025.84
2025 IT Services	Paid by Check #256516		05/01/2025	05/16/2025	05/16/2025		05/16/2025	82,755.32
IVY HILLS PLAYGROUND REPLACEMENT	Paid by Check #9991310		04/16/2025	05/16/2025	04/30/2025		04/30/2025	78,547.16
EAMS 2025 Service	Paid by Check #255347		01/03/2025	02/02/2025	01/17/2025		01/17/2025	78,057.00
2023 Capital; Skid Steer #4662- Storm Water	Paid by Check #257699		06/11/2025	07/11/2025	07/18/2025		07/18/2025	77,632.22
The Wild Hare Loan, RES 25-60	Paid by Check #256628		05/01/2025	05/16/2025	05/16/2025		05/16/2025	75,000.00
TIF Proceeds Paid - TIF District 1-17	Paid by Check #255480		01/13/2025	01/31/2025	01/31/2025		01/31/2025	74,929.50
TIF Proceeds Paid - TIF District 1-19	Paid by Check #257885		08/01/2025	08/01/2025	08/01/2025		08/01/2025	74,000.24
TIF Proceeds Paid - TIF District 1-19	Paid by Check #255527		01/13/2025	01/31/2025	01/31/2025		01/31/2025	73,770.20
2025 Charitable Gambling Donation	Paid by Check #255330		01/17/2025	01/17/2025	01/17/2025		01/17/2025	72,000.00
July 2025 Electric	Paid by Check #258210		08/01/2025	08/31/2025	08/22/2025		08/22/2025	71,839.14
May 2025 Electric	Paid by Check #257152		06/13/2025	07/09/2025	06/20/2025		06/20/2025	71,107.94
June 2025 Electric	Paid by Check #257632		07/15/2025	07/18/2025	07/18/2025		07/18/2025	70,990.25
TIF Proceeds Paid - TIF District 1-17	Paid by Check #257773		08/01/2025	08/01/2025	08/01/2025		08/01/2025	70,275.46
Water Tower 2 Reconditioning, I/P 24-21 (U2315)	Paid by Check #257300		06/01/2025	06/24/2025	06/27/2025		06/27/2025	70,205.00
Final Escrow Release Oakwood Ponds 5th & 6th Addition	Paid by Check #258006		08/01/2025	08/08/2025	08/08/2025		08/11/2025	69,027.10
SAAS and Analytics Yearly Service Fees	Paid by Check #255638		01/07/2025	02/06/2025	02/14/2025		02/14/2025	68,544.00
Zest St Final Design & Construction Services, I/P 25-04 (T2504)	Paid by Check #257105		05/29/2025	06/28/2025	06/13/2025		06/13/2025	67,779.75

Playground Equipment	Paid by Check #256576	04/17/2025	05/17/2025	05/16/2025	05/16/2025	67,202.48
Final Escrow Release Oakwood Ponds 5th & 6th Addition	Paid by Check #258006	08/01/2025	08/08/2025	08/08/2025	08/11/2025	67,094.16
EDA Loan Program - January 2025	Paid by Check #255944	02/15/2025	03/15/2025	03/07/2025	03/07/2025	64,450.00
2025 Capital: Sewer Medium duty LS Serv Vehicle #4653	Paid by Check #257875	07/01/2025	07/31/2025	08/01/2025	08/01/2025	61,109.00
Permit Fees - Water use	Paid by Check #255423	01/06/2025	01/24/2025	01/24/2025	01/24/2025	60,802.23
Full escrow refund, B22-04554 MIsTer Car Wash	Paid by Check #257855	08/01/2025	08/01/2025	08/01/2025	08/01/2025	60,697.60
ENTERPRISE AGREEMENT FEE	Paid by Check #9991102	03/26/2025	04/26/2025	04/25/2025	04/25/2025	60,300.00
Design & Construction Services for I/P 24-04	Paid by Check #258427	08/22/2025	09/21/2025	09/05/2025	09/08/2025	59,212.00
iMS Software Hosting and Maintenance	Paid by Check #255575	01/03/2025	02/02/2025	02/07/2025	02/07/2025	59,077.20
2025 Capital: Sewer Light duty pickup #4655	Paid by Check #257079	05/20/2025	06/19/2025	06/13/2025	06/13/2025	58,854.14
2025 Capital: Sewer Light duty pickup #4656	Paid by Check #257079	05/20/2025	06/19/2025	06/13/2025	06/13/2025	58,854.14
2025 Capital; Light Duty F350, #4648	Paid by Check #256842	04/29/2025	05/29/2025	05/30/2025	05/30/2025	58,578.41
2025 Capital: Park Light Duty Pickup #2452	Paid by Check #257079	05/08/2025	06/07/2025	06/13/2025	06/13/2025	58,578.41
2025 Capital: Sewer Light duty pickup #4654	Paid by Check #257079	04/16/2025	05/16/2025	06/13/2025	06/13/2025	57,360.03
2025 Capital; Light Duty Pickup w/Plow & Special Eq #4660	Paid by Check #256590	04/16/2025	05/16/2025	05/16/2025	05/16/2025	57,360.03
2025 Capital; Parks Medium Duty Garbage Truck #2451	Paid by Check #256622	04/22/2025	05/22/2025	05/16/2025	05/16/2025	57,277.00
EDA Loan Program - June 2025	Paid by Check #257777	07/15/2025	08/14/2025	08/01/2025	08/01/2025	57,202.40
2025 Capital: Medium Duty Sign Shop Truck, #1334	Paid by Check #256856	04/22/2025	05/22/2025	05/30/2025	05/30/2025	56,982.00
DOWNPAYMENT ON INSTALL - RADAR	Paid by Check #9991060	03/27/2025	04/27/2025	04/25/2025	04/25/2025	56,102.50
PW overhead doors	Paid by Check #258300	08/08/2025	09/07/2025	08/29/2025	08/29/2025	56,102.50
STATE WATER TESTING FEE - JAN, FEB, MAR 2025	Paid by Check #255983	02/17/2025	03/07/2025	03/07/2025	03/07/2025	55,462.00
STATE WATER TESTING FEE - APR, MAY, JUNE 2025	Paid by Check #257198	06/01/2025	06/20/2025	06/20/2025	06/20/2025	55,462.00
STATE WATER TESTING FEE - JULY, AUG, SEPT 2025	Paid by Check #258686	09/01/2025	09/15/2025	09/19/2025	09/18/2025	55,462.00
WATER TREATMENT PLANT 2 REHAB	Paid by Check #9991232	04/01/2025	04/30/2025	04/25/2025	04/25/2025	53,596.37
Lift Station 13 Force Main-Phase 2, I/P 23-30 (U2330)	Paid by Check #256592	04/01/2025	04/03/2025	05/16/2025	05/16/2025	53,464.29
2025 CHEV TAHOE POLICE	Paid by Check #9991173	03/14/2025	04/14/2025	04/25/2025	04/25/2025	53,090.28
2025 Chevrolet Tahoe patrol vehicle replacement	Paid by Check #256602	04/23/2025	05/23/2025	05/16/2025	05/16/2025	52,997.28
2025 Chevrolet Tahoe patrol vehicle replacement	Paid by Check #256602	04/23/2025	05/23/2025	05/16/2025	05/16/2025	52,997.28
2025 Chevrolet Tahoe patrol vehicle replacement	Paid by Check #256602	04/23/2025	05/23/2025	05/16/2025	05/16/2025	52,997.28
2025 Chevrolet Tahoe patrol vehicle replacement	Paid by Check #256602	04/24/2025	05/24/2025	05/16/2025	05/16/2025	52,997.28
2025 Chevrolet Tahoe patrol vehicle replacement	Paid by Check #256602	04/24/2025	05/24/2025	05/16/2025	05/16/2025	52,997.28
2025 Chevrolet Tahoe patrol vehicle replacement	Paid by Check #256602	04/24/2025	05/24/2025	05/16/2025	05/16/2025	52,997.28
2025 Tahoe Patrol Vehicle	Paid by Check #256602	04/24/2025	05/24/2025	05/16/2025	05/16/2025	52,997.28
Work Crew Contract; 11/1/24 - 4/30/25	Paid by Check #255715	02/06/2025	03/08/2025	12/31/2024	02/14/2025	52,750.00
January 2025 Electric	Paid by Check #255845	02/13/2025	03/09/2025	02/28/2025	02/28/2025	51,592.90
2025 Capital; Light duty Utility Vehicle -Water #4649	Paid by Check #257079	05/08/2025	06/07/2025	06/13/2025	06/13/2025	51,390.16

Appendix B

Purchasing Quick-Reference Guide

To ensure that the purchase and acquisition of all supplies, materials, services, and equipment by the City of Blaine conform to all laws, statutes, regulations, ordinances, and charter provisions, and that all governing rules are applied on a consistent basis. The following provides guidance and instruction for those responsible for carrying out the purchasing process.

Except in instances where the City Charter provides additional restrictions, the City will follow procedures as set forth in Minnesota Statute 471.345:

Purchases should not be separated into smaller components in order to eliminate an authorization threshold requirement.

Type	Amount	Process	Approval Level	Authorization
Supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property	\$0 - \$5,000	Open Market; Purchase Order	Supervisor	City Policy/Charter
	\$5,001 - \$10,000	Open Market; PO	Dept Head	City Policy/Charter
	\$10,001 - \$25,000	Quotes (minimum of 3); PO	Dept Head	City Policy/Charter
	\$25,001 - \$50,000	Quotes (minimum of 3); PO	City Manager	City Charter; MN Statutes 471.345
	\$50,000+	Quotes (minimum of 3); PO	City Council	
	Subject to change per MN Statutes 471.345; \$175,000 as of 7/1/22	Sealed Bids	City Council	City Charter; MN Statutes 471.345
Type	Amount	Process	Approval Level	Authorization
Services	\$0 - \$5,000	Open Market; Purchase Order	Supervisor	City Policy/Charter
	\$5,001 - \$10,000	Open Market; PO	Dept Head	City Policy/Charter
	\$10,001 - \$25,000	Direct Negotiation: Quotes (minimum of 3); PO	Dept Head	City Policy/Charter
	\$25,001 - \$50,000	Quotes (minimum of 3); PO	City Manager	City Policy/ Charter
	\$50,000+	Quotes (minimum of 3); PO	City Council	
	\$100,000+	Formal Request for Proposals (RFP)	City Council	City Policy/ Charter

Minnesota Statute 471.345

The City of Blaine employs a "decentralized" purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including the following:

- Technology (Hardware and Software): Authorized purchasers must consult with the information Technology Manager prior to acquiring any hardware and/or software to ensure it is consistent with the technology plan.
- Vehicles: Authorized purchasers must consult with the PW Director or designee prior to acquiring vehicles and appurtenant equipment to ensure it is consistent with the maintenance resources.
- Building Maintenance: All building repair and maintenance should be coordinated with the Facility Maintenance Division.
- Other: General office supplies, paper, and stationary products should be purchased through a coordinated process administered by the Director of Administration.



City of Blaine Staff Report

File Number: 2025-175

Agenda Date	Status
November 18, 2025	
In Control	File Type
Charter Commission	Workshop Item

Old Business -

Agenda Item # 6.2

Review of Proposed Charter Amendment - Council Recall

Executive Summary

Background

In 2022 the council directed the charter commission to consider amendments that would provide for a recall process for an elected councilmember. It should be noted that the State's constitution and statute provide for recall of elected state officials but not city officials. The topic was discussed at the 2022 and 2023 commission meetings where commissioners shared input cautioning that reasons for recall did not include those good cause such as health and was against language providing for a recall strictly for political reasons but should address members not being available, dereliction of duty, or criminally based, such as gross misdemeanor or higher. Discussion was held that while charter language sets the parameters for recall ultimately the action was up to the residents to decide and suggested setting the threshold for recall high such as 20% of registered voters. Discussion was held that the recall committee should be larger than five registered voters as well as possibly allowing for a temporary recall. Discussion was also held regarding the potential for lawsuits if the petitions were unfounded and if the councilmember as subject of the recall could appeal the validity of the petition.

The commission reviewed examples from several cities and presented the attached to council during the required public hearing process; the amendment failed 6-1, as charter amendments must be adopted unanimously. The final draft is included here again for any potential changes and possible scheduling for formal consideration by council again. It should be noted that MN Statute 412.02 subd(b) allows cities to declare a vacancy of office if unable/unwilling to serve for a period of 90 days (see attached). Many cities, including Blaine, includes additional language in either charter or city code so any potential recall process ultimately would not have to reference inability or refusal to serve.

Strategic Plan Relationship

Board/Commission Review

Financial Impact

Public Outreach/Input

Staff Recommendation

Staff suggests the commission review the proposed amendment and provide staff direction on next steps.

Attachment List

1. Chapter 5. Initiative and Referendum and Recall - Draft
2. February 5, 2024 Council Minutes

CHAPTER 5. INITIATIVE AND REFERENDUM AND RECALL

Sec. 5.13. Reserved.

Section 5.14. The Recall.

No less than twenty-five (25) registered voters eligible to vote on candidates for that office may form themselves into a committee for the purpose of bringing about the recall of any member of council, which is comprised of a mayor and six (6) councilmembers, as outlined in Sec. 2.03, - Elective Offices, or as amended from time to time. If the committee seeks the recall of a ward councilmember, the registered voters constituting the committee must be from that councilmember's ward. The committee must certify to the city clerk the name of the councilmember whose removal is sought, a statement of the grounds for removal in not more than two hundred and fifty (250) words, and the committee's intention to bring about their recall. A copy of this certificate must be attached to each signature paper and no signature paper may be put into circulation previous to such certification.

The Minnesota Constitution and state court decisions restrict the recall of elected city officials to cases of serious malfeasance during the term of office the performance of the duties of the office. The grounds for recall, as set forth in the recall petition, must be predicated on one (1) or more charges of serious malfeasance during the term of office in the performance of the duties of the office. For this purpose the word "malfeasance" means the performance of an act by a councilmember in their official capacity that is wholly illegal and wrongful.

Section 5.15. Recall Petitions.

The petition for the recall of any councilmember must consist of a certificate identical to that filed with the city clerk together with all the signature papers and affidavits thereto attached. All the signatures need not be on one (1) signature paper, but the circulator of every signature paper must make an affidavit that each signature appended to the paper is the genuine signature of the person whose name it purports to be. Every circulator of a signature paper must be a registered voter eligible to vote on candidates for that office. Each signature paper must be in substantially the following form:

RECALL PETITION

Proposing the recall of _____ from the office as _____ which recall is sought for the reasons set forth in the attached certificate.

Committee

This movement is sponsored by the following committee of registered voters eligible to vote on candidates for that office.

	<u>Legal Signature</u>	<u>Name</u> (print legibly)	<u>Address</u> (print legibly)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
[listing all members of the committee]			

Instructions to Petition Signers

You are being asked to sign a petition. You must be a resident of, and a registered voter in, the City of Blaine and corresponding ward if the subject of the recall petition is not at large. Every person signing this petition must do so in the presence of the person circulating the petition. It is a criminal offense to sign a name other than your own to the petition or to accept compensation for signing your name to the petition. Pursuant to Section 5.16 of Blaine City Charter, twenty (20) percent of the total number of registered voters eligible to vote on candidates for that office at the last preceding regular municipal election is required to be deemed a sufficient petition, which is [X] signatures.

The undersigned registered voters, all being eligible to vote on candidates for that office, understanding the nature of the charges against the councilmember herein sought to be recalled, desire the holding of a recall election for that purpose.

	<u>Date</u>	<u>Legal Signature</u>	<u>Name</u> (print legibly)	<u>Address</u> (print legibly)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

The affidavit of the circulator must be attached at the end of the list of signatures.

Section 5.16. Filing of Petition.

Within thirty (30) days after the filing of the original certificate, the committee must file the completed petition in the office of the city clerk. The city clerk must examine the petition within the next ten (10) working days and if the city clerk and/or city attorney finds it irregular in any way, or finds that the number of signers is less than twenty (20) percent of the total number of registered voters eligible to vote on candidates for that office at the last preceding regular municipal election, the city clerk must so notify one (1) or more members of the committee. The committee shall then be given ten (10) days in which to file additional signature papers and to correct the petition in all other respects, but the committee may not change the statement of the grounds upon which the recall is sought. If

at the end of that time the city clerk and/or city attorney finds the petition still insufficient or irregular, the city clerk must notify all the members of the committee to that effect and file the petition in the city clerk's office. No further action shall be taken thereon.

Section 5.17. Recall Election.

If the petition or amended petition is found sufficient, the city clerk must transmit it to the council without delay, and must also officially notify the person sought to be recalled of the sufficiency of the petition and of the pending action. If the councilmember sought to be recalled does not resign within ten (10) days after having been given such notice, the council shall, at its next meeting occurring more than ten (10) days after the receipt by the council of the recall petition, by resolution, provide for the holding of a special recall election as allowed by statute and election law, as amended from time to time. If the special recall election involves one (1) or more ward councilmembers, the recall election must be conducted only within the wards of the affected councilmembers. If it involves a councilmember who is elected at large, the election must be a citywide election.

Section 5.18. Procedure at Recall Election.

The city clerk must include with the published notice of the election the statement of the grounds for recall and also, in not more than five hundred (500) words, the response of the councilmember concerned in justification of their course in office. The election must be conducted in accordance with statute and election law, as amended from time to time.

Section 5.19. Form of Recall Ballot.

The form of the ballot at such election shall be: "Shall _____ be recalled and thereby removed from office?" The name of the councilmember whose recall is sought and their office shall be inserted in the blank. The voters shall be permitted to vote separately "yes" or "no" upon this question. If a majority of those voting on the question of recall vote in favor of recall, the official shall be thereby removed from office, effective as allowed by statute and election law, as amended from time to time.

Section 5.20. Procedure to Fill Vacancy.

In the event that a councilmember is recalled by the voters or resigns after a petition has been filed for their recall, the vacancy must be filled pursuant to Sec. 20.5 – Vacancies in the council.

Section 5.21. Term.

The term of the candidate selected by the voters at the special election to fill the unexpired term shall start as soon as the certified results have been canvassed by the council and filed with the city clerk and the person has been duly qualified for office.

Section 5.22. Offenses; penalty.

It is unlawful for a person to:

- a. Sign a name other than that person's own name to an initiative, referendum, or recall petition;
- b. Circulate an initiative, referendum, or recall petition without required attachments;
- c. Circulate an initiative, referendum, or recall petition when unqualified to do so;
- d. Sign an initiative, referendum, or recall petition when that person knows they are not qualified to do so;
- e. Make a false affidavit in connection with an initiative, referendum, or recall petition;
- f. Pay or offer to pay a person, or receive payment or agree to receive payment, for signing an initiative, referendum, or recall petition;
- g. Pay or offer to pay a person, or receive payment or agree to receive payment, on a basis related to the number of signatures obtained for circulating an initiative, referendum, or recall petition. This subsection does not prohibit the payment of salary and expenses for circulation of the petition on a basis not related to the number of signatures obtained, as long as the circulators fully disclose all contributions received to the city clerk upon submission of the petitions.

A violation of this section is a misdemeanor punishable in accordance with state law.

Sec. 2.05. Vacancies in the council.

A vacancy in the council shall exist in case of:

- (1) The failure of any person elected thereto to qualify on or before the date of the second regular meeting of the new council; or
- (2) The death, resignation, removal from office, removal from the city, continuous absence of any councilmember from the city for more than three (3) months; or
- (3) The failure of any councilmember without good cause to perform any of the duties of membership in the council for a period of two (2) months; or
- (4) The conviction of any such person of a crime for which a sentence of imprisonment for more than one year may be imposed, whether before or after such person's qualification.

If a vacancy on the council is for a period of more than twelve (12) months, the council shall by resolution declare the vacancy to exist and shall by resolution call for a special election as provided in this section.

If a vacancy on the council is for a period of less than twelve (12) months, the council shall by resolution declare that the vacancy exists. Within the next forty-five (45) days, the council shall by resolution appoint an eligible person to the existing vacancy. The appointee shall serve until January 1 following the next regular municipal election, or until their successor is elected and qualified. ~~At the next regular municipal election, the office will be filled for the unexpired term.~~

The council may by resolution waive its right to appoint to fill a vacancy and may call a special election to be held as soon as legally permissible. If a vacancy on the council is not filled by appointment within the forty-five (45) days following the declaration of the vacancy, the council shall call a special election as provided in this section.

Notwithstanding anything to the contrary herein, any vacancy resulting from a recall election or from a resignation following the filing of a recall petition shall be filled in the manner provided above.

Northwest Area Street Reconstruction Improvement Project, Improvement Project No. 24-05

Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated on August 7, 2023 Council initiated the 2024 Northwest Area Street Reconstructions, Improvement Project No. 24-05 with Resolution No. 23-124. At the August 7, 2023 Council meeting WSB, which is one of the engineering firms in the pre-approved consultant pool approved by Council on August 2, 2021, was awarded a contract to prepare preliminary design and a feasibility report. At that time it was stated that after completion of the feasibility report and upon ordering the improvements, a contract for final design and construction services would be negotiated with WSB. The Engineering Department recently requested and received a proposal for final design and construction services including construction materials testing for the 2024 Northwest Area Street Reconstructions project from WSB in the amount of \$273,925.00. Staff has reviewed the proposal and determined that the fees are justified and reasonable. City council is also asked to approve a 10% contingency to bring the total project budget to \$301,317.50. This project will be funded through proposed project assessments, Pavement Management Program funds, Storm Drainage funds, and Public Utility funds.

Moved by Councilmember Fleming, seconded by Councilmember Massoglia, to Authorize the Mayor and City Manager to Enter into a Contract with WSB for Professional Design and Construction Services for the 2024 Northwest Area Street Reconstruction Improvement Project, Improvement Project No. 24-05.

Motion adopted unanimously.

- 11.3. RES 24-30** Resolution Accepting a Bid from Corval Constructors, Inc. in the Amount of \$675,500.00 for the Water Treatment Plant 1 Filter & Piping Upgrades, Improvement Project No. 23-21.

Sponsors: Nick Fleischhacker, Public Works Director

Public Works Director Fleischhacker stated council is requested to approve a contract with Corval Constructors, Inc for the construction of the Water Treatment Plant No. 1 Filter & Piping Upgrades, Improvement Project No. 23-21 in the amount of \$675,500.00.

Moved by Councilmember Robertson, seconded by Councilmember Massoglia, to adopt a Resolution Accepting a Bid from Corval Constructors, Inc. in the Amount of \$675,500.00 for the Water Treatment Plant 1 Filter & Piping Upgrades, Improvement Project No. 23-21.

Motion adopted unanimously.

- 11.4. ORD 24-2540** Amend City Charter Chapter 5. Initiative and Referendum and Recall
Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen stated in 2022 the council directed the charter commission to consider a

charter amendment that would provide for a recall process for an elected mayor or councilmember. It should be noted that Minnesota's constitution and statute provide for recall of elected state officials but not city officials therefore any recall process would require a charter amendment. The topic was discussed at the 2022 and 2023 commission meetings where commissioners discussed reasons where a recall would be allowed, size of the recall committee, and an appropriate threshold required of registered voters on a petition that would trigger a recall election. They reviewed several cities' examples and the proposed ordinance being presented is based on the City of Richfield's charter with input from city council regarding restricting reasons for recall to serious cases of malfeasance during the term of office in the performance of the duties of the office. It was noted the first reading and public hearing were held on January 17 with no comments received. It was noted this motion requires unanimous approval (7-0) from the city council in order to be adopted.

Moved by Councilmember Newland, seconded by Councilmember Larson, to adopt Ordinance No. 24-2540, Amending City Charter Chapter 5. Initiative and Referendum and Recall.

Councilmember Saroya asked what changes were made to this portion of charter from the original language. Ms. Sorensen explained the draft before the council was based on the City of Richfield's charter. She reported after looking at several different cities, the Charter Commission recommended the draft language move forward but lowering the threshold for required number of voters on a recall petition as well as lowering the number of petition committee members. She indicated the reasons for a recall were changed from serious cases of malfeasance and nonfeasance in the performance of duties to only malfeasance.

Councilmember Saroya expressed concerns with the fact a city councilmember could not be recalled if they commit a gross misdemeanor crime in their personal capacity. Ms. Sorensen indicated a councilmember could only be recalled if the crime was in relation to their duties of office. She reported this would be determined on a case by case basis by the city clerk and city attorney.

She explained she would be voting against this charter amendment. She stated she wanted residents to have the right to go through the recall process, even if the crime occurs in an elected official's personal capacity.

Mayor Sanders requested staff bring this item back to the Charter Commission for further consideration.

Councilmember Massoglia stated the reason nonfeasance was eliminated was to avoid political theater. He explained the city council wanted recall process put in place and this charter amendment would create that process. He encouraged the Charter Commission to limit the scope for this process and supported recalls being limited to serious malfeasance.

Councilmember Saroya explained she would like councilmembers who commit a gross misdemeanor such as fraud to be included in reasons for a recall petition.

Motion failed 6-1 (Councilmember Saroya opposed).

11.5. ORD 24-2539 Amend City Charter Sec. 2.07 Salaries

Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen stated the council requested the charter commission annually review council salary data and make recommendations for possible increases. After reviewing salary data and the council's current salary which was last increased in 2015, the charter commission recommended a charter amendment that would provide regular review of salary data and recommendations based on annual cost of living increases provided to city staff. The proposed amendment only amends the process in which to review council salaries. Actual adjustments of the salaries are determined via an ordinance that requires approval by a majority of the city council. The proposed amendment also removes reference to reimbursement for reasonable expenses as the commission felt this was out of scope of salary language and is already addressed in council policy. It was noted the first reading and public hearing were held on January 17 with no comments received. Staff explained this motion requires unanimous approval (7-0) from the city council in order to be adopted.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to adopt Ordinance No. 24-2539, Amending City Charter Sec. 2.07 Salaries.

Councilmember Saroya shared concerns about not wanting to increase salaries as officials are elected to serve. She did not feel comfortable raising salaries when there was no mechanism in place to determine how many hours councilmembers put in.

Councilmember Robertson explained the council was paid \$10,000 per year and noted many of the councilmembers have full time jobs. She reported this was her sixth year on the council. She understood this was a difficult topic to discuss and she understood she was a public servant. She asked staff when was the last time the council received a pay increase. Ms. Sorensen stated the council's last pay increase occurred in 2015. She clarified that the ordinance before the council would allow for an automatic review by the Charter Commission of the council's wages in June of every year and a recommendation would be made by the Charter Commission to the city council. She expressed frustration with the fact this item had been reviewed by council three different times at worksession and believed there was consensus and now it would not be moving forward.

Councilmember Fleming urged the council to support having a mechanism in place that would allow the Charter Commission to review the Council's salary each year. She believed it would be a disservice to not have this mechanism in place going forward. She noted the Council did not have to say yes to each pay raise, but at least there would be a consideration on a yearly basis.

Councilmember Saroya indicated she shared her concerns at the worksession meeting noting this was not supposed to be a full time job. She recommended this topic be revisited, stating she was putting in nearly 40 hours per week in this position. She was of the opinion this position was being done for public service and not compensation. She supported having a mechanism in place, but believed this was not the right one.

Motion failed 6-1 (Councilmember Saroya opposed).

11.6. ORD 24-2541 Amend Sec. 2-31. - Salaries of Mayor and Councilmembers

Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen stated the council requested the charter commission annually review council salary data and make recommendations for possible increases. After reviewing salary data and the council's current salary which was last increased in 2015, the charter commission is recommending the following salary increases for both mayor and councilmembers based on cost of living increases over the past 10 years provided city staff and comparisons to other cities of similar size:

Mayor

- \$18,315.03/yr - currently \$14,313.60/yr
- \$1,526.25/mo - currently \$1,192.80/mo

Councilmembers

- \$13,461.54/yr - currently \$10,500/yr
- \$1,121.80/mo - currently \$875.00

Moved by Councilmember Newland, seconded by Councilmember Larson, to adopt Ordinance No. 24-2541, Amending Section 2-31. - Salaries of Mayor and Councilmembers.

Councilmember Larson stated she believed the proposed pay increases were extremely fair. She understood this pay was not for a full time position, but also noted that costs were on the rise.

Councilmember Saroya indicated she did not feel right raising salaries of city councilmembers.

Councilmember Fleming questioned if this item could be brought back to the Charter Commission for further action. City Attorney Sandstrom advised this was an ordinance amendment and does not require a unanimous vote. He explained per State Statute, any changes of salaries can only go into effect after an election, which meant these changes would go into effect January of 2025.

Motion carried 6-1 (Councilmember Saroya opposed).

12. Other Business

None.

13. Adjournment