



City of Blaine

City Council

January 5, 2026 | 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. RES 26-1 Mission Statement Affirming Council/Staff Responsibilities
Sponsors: Erik Thorvig, City Manager

4.2. RES 26-2 Rules of Procedure and Quorum - Order of Business
Sponsors: Cathy Sorensen, City Clerk

4.3. 2026-004 Appointment of Liaisons to Various Boards and Commissions
Sponsors: Cathy Sorensen, City Clerk

5. Communications

6. Open Forum

Open Forum is an opportunity for the public to present an issue or concern to City Council. There is a maximum of fifteen minutes set aside for open forum. Each presentation should be limited to no more than three minutes. If your item needs follow-up from the City, staff will arrange for that follow-up and will contact you to let you know what is being done. Thank you for coming this evening.

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. 2026-005 Schedule of Bills Paid
Sponsors: Jason Zimmerman, Finance Director

- 7.2. 2026-006 Approval of Minutes
Sponsors: Cathy Sorensen, City Clerk
- 7.3. 2026-007 Designate Official Newspaper for 2026
Sponsors: Cathy Sorensen, City Clerk
- 7.4. 2026-008 Recording Secretary Service Agreement for 2026
Sponsors: Cathy Sorensen, City Clerk
- 7.5. 2026-009 Adopt Council Code of Conduct
Sponsors: Cathy Sorensen, City Clerk
- 7.6. RES 26-3 Designate Official City Depositories for 2026
Sponsors: Jason Zimmerman, Finance Director
- 7.7. RES 26-4 Designate the Finance Director to Make Electronic Funds Transfers
Sponsors: Jason Zimmerman, Finance Director
- 7.8. 2026-010 Acknowledgment of Financial Contributions of Organizations Conducting Lawful Gambling
Sponsors: Jason Zimmerman, Finance Director
- 7.9. RES 26-5 Resolution Releasing North Meadows from Recorded Development Agreement. (Case File No. 25-0053/SLK)
Sponsors: Sheila Sellman, Community Development Director
- 7.10. RES 26-6 Resolution Releasing North Meadows 2nd Addition from Recorded Development Agreement. (Case File No. 25-0058/SLK)
Sponsors: Sheila Sellman, Community Development Director
- 7.11. RES 26-7 Resolution Granting Final Plat Approval to Create Six lots and Two Outlots to be Known as Blaine Town Center East District. Blaine Town Center East LLC (Case File No. 25-0059/SAS)
Sponsors: Sheila Sellman, Community Development Director
- 7.12. 2026-011 Authorize Temporary Removal of Parking Restrictions on 91st Avenue, between Eldorado Street and Isanti Street to accommodate Ferguson Waterworks Training Academy on February 3-5, 2026.
Sponsors: Daniel Schluender, Director of Engineering

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

- 8.1.** RES 26-8 Order Improvement and Order Preparation of Plans and Specifications for the 2026 Quincy Area Street Reconstruction, Improvement Project No. T2604
Sponsors: Daniel Schluender, Director of Engineering
- 8.2.** RES 26-9 Order Improvement and Order Preparation of Plans and Specifications for the 2026 Meadowbrook Area Street Reconstruction, Improvement Project No. T2606
Sponsors: Daniel Schluender, Director of Engineering

9. Development Business

- 9.1.** RES 26-10 Resolution Granting Preliminary Plat Approval to Subdivide 8.36 Acres into 1 Lot and 2 Outlots to be Known as North Meadows Third Addition at the Corner of Lexington Avenue and 109th Avenue NE. Wellington Management (Case File No. 25-0050/SLK)
Sponsors: Sheila Sellman, Community Development Director
- 9.2.** RES 26-11 Resolution Granting a Conditional Use Permit to Allow General Retail, Office, Animal Hospital, Restaurants, Outdoor Dining for Two Restaurants, Zero Lot Line (North Property Line) and Shared Access/Parking on the North Property Line in a Development Flex (DF) Zoning District, on the Corner of Lexington Avenue and 109th Avenue NE. Wellington Management (North Meadows Third Addition) (Case File No. 25-0050/SLK)
Sponsors: Sheila Sellman, Community Development Director
- 9.3.** RES 26-12 Resolution Granting a Conditional Use Permit Amendment to Expand an Existing Auto Repair Business into an Adjacent Tenant Space in a Light Industrial (I-1) Zoning District at 1550 91st Avenue NE, #306. Minnesota Performance (Case File No. 25-0051/ACK)
Sponsors: Sheila Sellman, Community Development Director

10. Administration

- 10.1.** 2026-012 Accept Quotes for Playground Equipment from Landscape Structures and Playground Installation by Flagship Recreation at Jefferson Park
Sponsors: Jerome Krieger, Park and Recreation Director
- 10.2.** ORD 25-2597 Second Reading
Amend City Charter Chapter 5. Initiative and Referendum, Adding Section 5.14 Recall and Chapter 2. Form of Government, Sec. 2.04 Vacancies in the Council
Sponsors: Cathy Sorensen, City Clerk

- 10.3.** ORD 25-2595 Second Reading
Ordinance Amending Chapter 2 - Administration, Article V. - Ordinance Violations, Division 2. Administrative Adjudication and Chapter 86 - Utilities, Division 2 - Fire Services, Sec. 86-74
Sponsors: Cathy Sorensen, City Clerk
- 10.4.** ORD 25-2596 Second Reading
Ordinance Amending Chapter 22 - Businesses Article V.- Peddlers, Solicitors, and Transient Merchants
Sponsors: Cathy Sorensen, City Clerk
- 10.5.** 2026-013 Motion to Authorize Mayor and City Manager to Enter into a Contract with Bolton & Menk, Inc. for Professional Design and Construction Services for the 2026 Quincy Area Street Reconstruction Project, Improvement Project No. T2604.
Sponsors: Daniel Schluender, Director of Engineering
- 10.6.** 2026-014 Motion to Authorize Mayor and City Manager to Enter into a Contract with SEH for Final Design and Construction Services for the 2026 Meadowbrook Area Street Reconstruction Project, Improvement Project No. T2606.
Sponsors: Daniel Schluender, Director of Engineering

11. Other Business

12. Adjournment



City of Blaine Staff Report

File Number: RES 26-1

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Awards - Presentations - Organizational Business - Erik Thorvig, City Manager

Agenda Item # 4.1

Mission Statement Affirming Council/Staff Responsibilities

Executive Summary

Council is asked to adopt the annual resolution affirming Council/staff responsibilities.

Background

The City Council initially adopted Resolution No. 85-108 defining certain responsibilities, defining expected Council/staff relationships and performance expectations, assuring no recrimination for acting in the public interest, and pledging no self-serving activities at the expense of the public interest. This resolution has come to City Council each year since 1986 for consideration and adoption at the first official meeting of the year.

Of note is the first "Whereas" clause, which includes the City of Blaine Mission Statement. Also of note is the adopted 2023-2026 Strategic Plan and the six strategic priorities identified for the City: financial sustainability, economic development, infrastructure management, organizational health, collaboration and engagement, and TH 65 improvement. Associated with each strategic priority is a set of desired outcomes, key outcome indicators, and performance targets that describe expected results and how results will be measured. As a result of this work, the City's resulting Mission Statement was added to the resolution in 2020: "Deliver exceptional public services with the highest degree of professionalism and accountability." The mission statement will be accomplished through core values of transparency and openness; fairness and impartiality; creativity and innovation, respect and efficiency.

This resolution should be regarded as more symbolic than substantive; however, the reminders contained in the resolution are important.

Strategic Plan Relationship

As the City's mission statement this item relates to the organizational health strategic priority.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

The adopted resolution will be shared with all employees and posted on the City's website for the public.

Staff Recommendation

Adopt the annual resolution affirming Council/staff responsibilities.

Attachment List

None



City of Blaine

Signature Copy

Resolution: RES 26-1

Mission Statement Affirming Council/Staff Responsibilities

WHEREAS, the City Council adopted a mission statement contained in Resolution 85-108 and updated as part of the City's first strategic planning process contained in Resolution 20-151:

"Deliver exceptional public services with the highest degree of professionalism and accountability."

WHEREAS, the City Council later adopted Resolution No. 86-41, Affirming Council/Staff Responsibilities, and directed that the resolution be returned to City Council for consideration at the beginning of each new year; and

WHEREAS, it is intended that this resolution shall continue the intent of Resolution No. 86-41; and

WHEREAS, the Blaine City Council is composed of seven individuals, all of whom have other occupations, duties, and responsibilities; and

WHEREAS, the individuals who serve on this Council must depend on the City's staff to provide them with a great amount of background information, data and expertise to aid in determining issues, developing policy and administering the Council's responsibilities in a fair and impartial manner; and

WHEREAS, it is the City Manager's responsibility to hire and employ people who can and will provide the best possible advice to the Council and who can and will serve the public interest in an exemplary professional manner; and

WHEREAS, it is the desire of City Council to continue the strong, favorable working relationship it now enjoys with the City Manager and City staff.

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

1. The City Manager and staff are instructed to continue developing and transmitting to this Council recommendations, research and information based upon their experience and best professional judgment, and are further instructed and encouraged to be forthright, honest and candid in developing and transmitting such recommendations and information, keeping in mind that their and our sole purpose is to serve the public interest
2. This Council pledges that no staff member shall suffer recrimination for acting in a forthright, honest and candid manner in protecting and promoting the public interest.
3. This Council further pledges that it will carry out its responsibilities as intended and established by federal, state and local statutes, ordinances and the City Charter, and will do so in a fair and impartial manner. Any City official or employee, elected or appointed, who is found to have used their position in a self-serving manner designed, or having such effect, to promote their own

financial interest or the financial interest of a friend, associate, business employer, or relative instead of the public interest, shall be subject to censure, possible removal from office, and prosecution in accordance with federal, state and city laws.

4. The simple intent of this resolution is to remind each of us, Council and staff, that we exist in public office or employment, to serve the public interest and not to promote or serve individual interests. In carrying forth this purpose, Council and staff are dependent upon each other to most effectively and fairly transact the City's business and must do so in a forthright, honest and candid manner.
5. This resolution shall be kept on file in the City Clerk's office and shall be returned to the City Council for consideration at the beginning of each new year.
6. A copy shall be distributed to employees following its adoption.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.



City of Blaine Staff Report

File Number: RES 26-2

Agenda Date	Status
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January 5, 2026

In Control	File Type
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City Council

Resolution

Awards - Presentations - Organizational Business - Cathy Sorensen, City Clerk

Agenda Item # 4.2

Rules of Procedure and Quorum - Order of Business

Executive Summary

Council is asked to adopt the annual rules of procedure and quorum - order of business.

Background

Section 3.03 of the City Charter, Procedure of Council, states council shall determine its own rules and order of business. Council adopted the most recent rules at the February 19, 2025, meeting; no changes are being recommended at this time.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by maintaining governance processes that work.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

By motion adopt the proposed rules of procedure and quorum - order of business.

Attachment List

1. Orders of Business - Adopted February 19 2025
2. Roberts Rules of Order - Summary



City of Blaine

Signature Copy

Resolution: RES 26-2

Rules of Procedure and Quorum - Order of Business

WHEREAS, the City Council of Blaine has determined that the objective of council meetings is to formulate policy, hold public hearings, discuss and debate business items; and

WHEREAS, the procedure outlined in the resolution and addendum is determined to be conducive to the proper expeditious handling of city council business; and

WHEREAS, this resolution formally replaces Resolution 25-15 adopted February 19, 2025, and any subsequent addendums outlining definitions and explanation of city council order of business and rules of procedure.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that the business of the council shall be conducted in the following order:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Awards-Presentations-Organizational Business
5. Communications
6. Open Forum
7. Consent Agenda
8. Public Hearings and Items Set for a Certain Time
9. Development Business
10. Administration
11. Other Business
12. Adjournment

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.



Rules of Order and Procedure

Revisions Adopted February 19, 2025

Amendments to the Rules of Order and Procedure

Amendments to these rules shall be made by resolution and shall require a 2/3 vote in the affirmative by the majority of all members of the council.

Meeting Manner/Debate

Speaking to the Motion. Councilmember remarks are limited to a total of eight minutes on each agenda item. Councilmembers may forfeit their time to speak to another councilmember without a vote. For purposes of this section, questions asked of staff members, applicants, or the public are not included in the limitation on the number of times spoken or the length of time spoken.

Interruption. No member of the council shall interrupt or argue with any other member while such member has the floor.

Courtesy. Members of the council shall be courteous in their language and demeanor in the discussion, comments, or debate of any matter, and shall not engage in disorderly behavior, make personal comments, derogatory remarks, or insinuations or accusations in respect to any other member of the council, staff, or public.

Discipline. If a member of the council violates these rules, the presiding officer shall call such member to order, in which case such member shall be silent except to explain or continue in order. Any other member of the council may, under a point of order, call the presiding officer or other member to order. Additional discipline may include but is not limited to, a verbal admonition, public reprimand, and expulsion from the meeting at which the conduct is occurring.

Challenge. Any member of the council shall have the right to challenge any action or ruling of the presiding officer, or member, in which case the decision of the majority of the members of the council present, including the presiding officer, shall govern.

City Staff. The city manager, city attorney, and city clerk or their designees shall have the right to enter into a discussion of any matter coming before the council. Other city staff may enter into a discussion through the city manager or designee or when asked a direct question by a member of the council. When city staff provide presented materials on agenda items, presentations should be brief, not to exceed 15 minutes with exceptions such as truth in taxation. City staff may attend meetings virtually but must be able to be clearly heard and seen while giving testimony before the council.

Council Meetings

Chapter 3. – Procedure of Council, Sec. 3.01. outlines the procedure for council meetings to be held, both regular meetings and special meetings such as workshops. While regular meetings and special meetings may allow public comment, workshops are an opportunity for council and staff to discuss agenda items/issues before them and not intended for the purpose of receiving public comment. While workshops are public meetings where interested persons are welcome and encouraged to attend, workshops are for city council and staff and not for the purpose of receiving public input unless at the discretion of the mayor, or in the mayor's absence the mayor pro tem, presiding over the workshop.

Agenda Item Additions Procedure

Items can be added to future workshop and/or regular meeting agendas in the following manner:

- Consensus reached during workshop, with consensus defined as the agreement of a majority of councilmembers present.
- Two (2) councilmembers can request an agenda item be added to an upcoming workshop during the Other Business portion of a regular meeting. No formal vote or consensus is needed to have the item added to workshop. When the item is discussed, consensus as defined above is required to bring the item forward for formal consideration at a regular council meeting.
- One (1) councilmember can request an item be added to a future workshop agenda through the workshop request form. The request form process does not provide discussion of the item itself but the opportunity for consensus as defined above to add the item to a future workshop.
- If an item has been reviewed at workshop and consensus as defined above is not reached to bring the item forward for formal consideration, one (1) councilmember may make a request under Other Business of any regular council meeting to add the item to a future council meeting. If the request is verbally supported on record by at least one (1) other councilmember, the item will be added to a future council meeting for formal consideration.

Agenda item addition requests not in compliance with this policy will be ruled out of order by the mayor/pro tem as chair of the meeting. Agenda item additions will be scheduled as soon as reasonably practicable, based on the priority of the item in relation to the priority of all other items as well as amount of staff time needed for review/research for the item.

1. Call to Order

The mayor, or in the mayor's absence the mayor pro tem, presides over all meetings of the city council and after determining that a quorum is present calls the meeting to order. The mayor or mayor pro tem shall:

- a. Preserve order and decorum in the council chambers.
- b. Observe and enforce all rules adopted by the council for its government.
- c. Decide all questions on order, in accordance with these rules.
- d. Recognize members of the council in the order in which they request the floor. No member shall be recognized and given the floor to speak on the same matter more than once until after all other members of the council have had an opportunity to be recognized and heard.
- e. Retain the authority during public comment to determine whether a speaker's remarks fail to comply with these rules or exceed the scope of the designated forum. The presiding officer shall have the authority to suspend such person's right to speak, subject to the council's right to overrule such decision.

2. *Pledge of Allegiance*

Following the call to order, those in attendance are asked to join the council in reciting the Pledge of Allegiance.

3. *Roll Call*

The city clerk, deputy city clerk, city attorney or manager takes roll and announces the presence or absence of individual councilmembers.

4. *Awards-Presentations-Organizational Business*

This order of business is the appropriate time to present awards, proclamations, or to recognize residents, staff, elected officials or others. It is also where business is conducted for the first meeting of the year to appoint council liaisons, designate the official newspaper and financial institutions.

5. *Communications*

This section is designated as an opportunity to relay information to the city council and community that is not on the agenda. Items for discussion under this section could include presentations by other elected officials such as legislators or commissioners, reports by councilmembers on a conference they attended, information presented by local organizations, or information council members feel would be important for the entire council.

6. *Open Forum*

This order of business provides a time for any individual to approach the council and 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. The mayor will advise the audience of the time limit when introducing the open forum portion of the meeting.

7. *Consent Agenda*

Those matters of business that require action by the council which are considered to be of a routine and non-controversial nature and normally do not require any discussion are placed on

the consent agenda. Any councilmember or the mayor may request an item be removed from this agenda and placed on the regular agenda. Council can ask questions/make clarifications on any item without the need for formal removal/separate action from the consent agenda as a whole. This action should be taken at the time the agenda is formally adopted. The individual items on the consent agenda shall be approved, adopted or enacted by one motion of the council.

Examples of such items include, but are not limited to:

- Approval of minutes (approved by full council even if absent from that meeting)
- Schedule of bills paid
- Renewal of licenses (i.e., tobacco, temporary nursery, peddlers/solicitors)
- Temporary on-sale 3.2 percent beverage licenses
- Premises permits for charitable gambling organizations
- Resolutions ordering public hearings
- Vacation of drainage/utility easement ordinances¹
- Final plats
- Development agreements/releases

8. Public Hearings and Items Set for a Certain Time

All public hearings will be held after the meeting begins at 7:00PM following the consent agenda unless otherwise noted. This order of business allows speakers to give testimony concerning the item set for a public hearing. The council holds public hearings as required by city ordinance and state statute. All members of the community wishing to speak about items during a public hearing may do so either in-person or in writing, including email. If attending in person, those wishing to speak are requested to please sign the public comment card prior to the meeting located outside the chambers and submit to the city clerk. Sign-up is first-come, first-serve. Names will be called and the speaker will step to the podium and speak into the microphone to address the council. Failure to complete a comment card will not preclude an individual's right to speak.

9. Development Business

This section includes items that relate to planning and development within the city, such as conditional use permits, preliminary/final plat approval, land use and zoning changes, concept plan approval, etc.

10. Administration

Those items which relate to the administration and details of city business should be placed under this section. Examples include, but are not limited to:

- Approval or authorization to enter into contracts
- Establishing policies
- Ordinances¹ (other than zoning related)
- Accepting bids for projects
- Appointing members to boards or commissions
- Budget adjustments
- Capital purchases requiring council approval
- Appropriating money for projects or other items

- Agreements
- Other items or non-development items requiring discussion
- Items which have been postponed or tabled to later date
- Reports

11. Other Business

This order of business provides an opportunity for councilmembers and staff to bring up items not included on the adopted agenda. Items to be addressed during this portion of the meeting are limited to:

- Questions or concerns of councilmembers
- Questions or concerns that have been expressed to councilmembers by residents or others
- Future agenda items as outlined in the Agenda Item Additions Procedure

Additional items or topics may be considered during Other Business upon a motion to suspend the rules, which will require a second and approval of two-thirds of the body.

12. Adjournment

A councilmember may propose to close the meeting by moving to adjourn. The meeting will close upon the majority vote of the council. A motion to adjourn will always be in order and decided without debate.

¹First and Second Ordinance Readings: As outlined in City Charter Sec. 3.05. - Procedure on Ordinances the enacting clause of all ordinances passed by the council shall be in the words, "The City of Blaine does ordain." Every ordinance shall be presented in writing at the meeting at which it is introduced. If a councilmember or one Blaine resident present at the meeting request[s] that the ordinance be read in its entirety, the ordinance shall be read at the meeting at which it is introduced. No ordinance except an emergency ordinance shall be passed at the meeting at which it is introduced, nor before the next regularly scheduled meeting of the council. In order to ensure consistency surrounding public input for proposed ordinance readings:

- a. First reading of an ordinance allows the city council to review the text and purpose of the proposed ordinance. At this reading council will ask questions of staff and the applicant(s) regarding the proposed ordinance contents and purpose, after which the clerk will hold first reading of the proposed ordinance number and title, unless requested its reading in its entirety.
- b. Second reading of an ordinance will provide the city council an opportunity to hear public comment on the matters contained therein and allow the applicant(s) to present their request to the city council. Upon conclusion the council, by motion will vote to adopt, deny, postpone, or table second reading and ordinance adoption.

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote



City of Blaine Staff Report

File Number: 2026-004

Agenda Date

January 5, 2026

Status

In Control

City Council

File Type

Motion

Awards - Presentations - Organizational Business - Cathy Sorensen, City Clerk

Agenda Item # 4.3

Appointment of Liaisons to Various Boards and Commissions

Executive Summary

Each year the City Council designates Council and/or staff liaisons to serve on various boards and commissions throughout the year.

Background

Liaison designations for 2025 are attached for reference.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by creating governance decision making processes that works.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

By motion, appoint Council/staff liaisons for 2026.

Attachment List

1. 2025 Council Liaison Appointments

2025 Council Liaison Appointments

Mayor Pro Tem	Councilmember Robertson
Blaine EDA President	Mayor Sanders
Blaine EDA Vice President	Councilmember Robertson
Mary Ann Young Senior Advisory Board	Councilmember Fleming
	Councilmember Larson

Anoka County-Blaine Airport Advisory Commission	Councilmember Newland
	Councilmember Ford - <i>alternate</i>
	PW Works Dir. Fleishhacker- <i>alternate</i>
Anoka County Joint Law Enforcement Council	
- Governance Committee	Mayor Sanders
- Executive Committee	Chief Podany
Fogerty Arena Board of Directors	Councilmember Robertson
North Metro Telecommunications Commission And Operations Committee	City Manager Wolfe
- Executive Committee and Full Commission	Councilmember Massoglia
	Councilmember Newland - <i>alternate</i>
Twin Cities Gateway	Councilmember Fleming
	<i>TBD – Lodging representative</i>
	City Manager Wolfe - <i>alternate</i>
Anoka County Fire Protection Council	Councilmember Newland
	Councilmember Massoglia- <i>alternate</i>
	Councilmember Ford - <i>alternate</i>
North Trunk Hwy 65 Corridor Coalition	Mayor Sanders
	Councilmember Robertson
National Sports Center Foundation	Mayor Sanders
	Councilmember Robertson- <i>alternate</i>
Transportation Advisory Board (Metropolitan Council appointed)	Councilmember Robertson
	Councilmember Newland- <i>alternate</i>

CITY OF BLAINE

SCHEDULE OF BILLS PAID

APPROVED ON 01/05/2026 FOR PAYMENTS THE WEEK OF 12/08/2025

Vendor Name	Description	Amount
ACI ASPHALT	Hydrant Meter Deposit Refund	\$ 4,744.00
AMAZON CAPITAL SERVICES	Supplies for babysitting class	\$ 8.99
AMAZON CAPITAL SERVICES	High Visibility Work Jacket for Chris Darst - Inspections	\$ 96.02
AMAZON CAPITAL SERVICES	Microphone for computer to enhance training video recording	\$ 15.98
AMAZON CAPITAL SERVICES	Employee Recognition Gift	\$ 30.40
AMAZON CAPITAL SERVICES	Boot Dryers/Laptop Backpacks/wireless mouse & 10K	\$ 229.45
AMAZON CAPITAL SERVICES	Employee Recognition Gift	\$ 50.00
AMAZON CAPITAL SERVICES	Docking Station Power Adapters	\$ 62.68
AMAZON CAPITAL SERVICES	Batteries: Plow Truck Fleet	\$ 143.97
ANDERSON KENNETH R	NRCB yearly compensation - 2025	\$ 300.00
ANOKA COUNTY TREASURY DEPARTMENT	Connect Anoka County Fiber	\$ 812.50
ANOKA COUNTY TREASURY DEPARTMENT	2025 2nd Qtr - Traffic Signal Maintenance	\$ 13,172.69
APPLE FORD WHITE BEAR LAKE	DOT Inspection: Truck 4656	\$ 365.59
APPLE FORD WHITE BEAR LAKE	DOT Inspection/Window Repair: Truck 4648	\$ 345.16
APPLE FORD WHITE BEAR LAKE	DOT Inspection/Repairs: Truck 4603	\$ 2,311.39
ARETE ADVISORS LLC	SentinelOne Cybersecurity Software and Monitoring	\$ 4,264.65
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 210.95
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 454.84
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 106.45
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 79.99
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 81.95
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 79.95
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 96.00
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 214.85
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 2,980.91
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 978.32
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 1,633.52
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 2,116.74
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 22.00
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 39.99
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 62.99
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 22.50
ASPEN MILLS INC	Patrol Clothing and Uniforms/New Hire Uniform	\$ 502.24
AT&T	Fees for investigation	\$ 145.00
AT&T MOBILITY	Internet Bait Trailer	\$ 66.96
AUTOMATIC SYSTEMS COMPANY	Radio Path 2 Study: Lift stations/Sewer	\$ 7,494.00
AUTOMATIC SYSTEMS COMPANY	Lift 13 Radio to Cellular Conversion: Sewer	\$ 15,649.00
AUTOMATIC SYSTEMS COMPANY	Replacement Handle/Hardware for Bulk Water Fill Station	\$ 190.00
BLAINE BROTHERS INC	Service Truck Lights : Small Tools	\$ 1,055.00
BLAINE BROTHERS INC	Front Leaf Springs: Unit 1241 (Hook Truck)	\$ 6,125.50
BRIGHTON SANDBLASTING INC	Fire Suppression Grant - Brighton Sandblasting	\$ 25,000.00
CAPITOL HILL ASSOCIATES INC	Credit	\$ (4,500.00)
CAPITOL HILL ASSOCIATES INC	Federal Lobbyist Services Nov 2025	\$ 4,500.00
CAPITOL HILL ASSOCIATES INC	Federal Lobbyist Services Dec 2025	\$ 4,500.00
CARR'S TREE SERVICE INC	Ash Tree Removal: Multiple Locations	\$ 31,764.80
CARR'S TREE SERVICE INC	Ash Tree Removal: Multiple Locations	\$ 10,697.60

CENTER FOR ENERGY AND ENVIRONMENT	EDA Loan Program - September 2025	\$	51,170.52
CENTER FOR ENERGY AND ENVIRONMENT	EDA Loan Program - October 2025	\$	18,113.83
CENTERPOINT ENERGY	November 2025 Gas Service	\$	1,152.58
CINTAS CORPORATION	MAYC Mats/Rugs	\$	38.42
CINTAS CORPORATION	PW: 2025 Uniform/Rug-Towel Rentals	\$	210.31
CINTAS CORPORATION	MAYC Mats/Rugs	\$	38.42
CIVICPLUS, LLC	Monsido - Website Quality Insurance/Accessibility Platform	\$	6,900.00
COMPLEMENTOR LLC	Staff Training	\$	1,662.50
CONNEXUS ENERGY-UTILITY PAYMENTS	951 124th LN NE - Electric	\$	8,166.02
CONNEXUS ENERGY-UTILITY PAYMENTS	10801 Town Square DR NE - Electric	\$	8,163.58
CORE & MAIN LP	3/4" Meters/ECR's for Resale	\$	7,192.15
COREMARK METALS	Stainless Steel Angle	\$	68.44
CRYSTEEL TRUCK EQUIPMENT	2025 Capital: Sewer Medium duty LS Serv Vehicle #4653 Undercoat	\$	1,835.00
CRYSTEEL TRUCK EQUIPMENT	Strobe Light:: Unit 4505 (Crane Truck)	\$	133.00
CRYSTEEL TRUCK EQUIPMENT	Brien System Replacement Parts : Unit 1241 (Hook Truck)	\$	199.48
CRYSTEEL TRUCK EQUIPMENT	Brien System Replacement Parts : Unit 1241 (Hook Truck)	\$	89.45
DAHL JAYSON	NRCB yearly compensation - 2025	\$	240.00
DAVIDS HYDRO VAC	Service Break dig: 10907 Buchanan	\$	2,162.50
DEANS HOME SERVICE/DEANS PROFESSIONAL PLBG	Permit B25-02599 canceled, no work started. Refund 80% of permit	\$	60.00
ECM PUBLISHERS INC	2026 Water Treatment Chemical Posting	\$	181.50
ECM PUBLISHERS INC	Publication of Legal Notices	\$	231.00
ELECTRIC PUMP INC	Lifting hook for pumps: Tuck 4653	\$	2,682.02
ELECTRIC PUMP INC	LS Panelview Touch Screens; Sewer Stock	\$	3,265.00
EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	Repairs to squad 5334	\$	450.00
ENVIRONMENTAL EQUIPMENT & SERVICES	Electrical Repair: Unit 4615 (Street Sweeper)	\$	1,088.20
ESCAPE FIRE	Fire Sprinkler Inspection - Aquatore Bandshell	\$	450.00
ETERNITY HOMES LLC	Escrow Refund - 11972 Woodland Pkwy NE	\$	4,250.00
ETERNITY HOMES LLC	Escrow Refund - 4376 123rd CIR NE	\$	2,600.00
ETERNITY HOMES LLC	Escrow Refund - 4390 123rd CIR NE	\$	4,300.00
EXPRESS SIGNS INC	Sign for Mingle Jingle craft fair	\$	300.00
FACTORY MOTOR PARTS COMPANY	Batteries: PW Stock	\$	1,005.92
FERGUSON WATERWORKS #2518	G-Valve, Box Curb Stops: Water Dept	\$	2,537.35
FERGUSON WATERWORKS #2518	72" extension Rod/ curb Stop	\$	109.44
FIEDLER LON AND ELIZABETH	Landscape Escrow - 12352 Radisson RD NE	\$	1,500.00
FIELDS CONTRACTING LLC	2025 Storm Outfall Project, I/P 25-14 (U2514)	\$	66,362.25
FISERV	October 2025 FISERV Payment	\$	169.04
FRANKENSIGNS INC	New Officer/CSO mailbox and locker plates	\$	262.00
FRIENDLY CHEVROLET INC	Oil Pan ; Vehicle 5288	\$	52.23
FRIENDLY CHEVROLET INC	Transmission cover: Vehicle 5288	\$	35.13
GARY CARLSON EQUIPMENT COMPANY	Iron NPT End	\$	23.60
GENERAL INDUSTRIAL SUPPLY CO INC	Dump lock Safety Stands: Plow Trucks	\$	7,400.00
GOODIN COMPANY	Vented Unit Heater	\$	845.17
GRAINGER	Plumbing strainer	\$	39.36
GRAMSTAD DOUGLAS	NRCB yearly compensation - 2025	\$	120.00
GREAT LAKES WEATHER SERVICE LLC	Weather Service for 2025-2026	\$	1,270.00
GROUP HEALTH NON-PATIENT A/R	EAP benefits	\$	258.64
GROUP HEALTH NON-PATIENT A/R	Wellness Program Non-Member Charges	\$	283.50
GUARDIAN FLEET SAFETY LLC	Repairs to Squad 5346	\$	1,597.50
GUARDIAN FLEET SAFETY LLC	Upfit for CSO replacement truck 5358	\$	13,819.89
HAMMER SPORTS LLC	Refs for Adult Basketball 11/9/2025	\$	420.00
HARDWOOD CREEK LUMBER	48" Pine Lathe - Streets	\$	420.00
HAWKINS INC	Water Treatment Chemicals	\$	1,937.10
HEALTHSOURCE SOLUTIONS LLC	Wellness Program Software Implementation Fee	\$	3,500.00

HENDERSON CHAD	Park Board yearly compensation - 2025	\$	300.00
INSIGHT PUBLIC SECTOR INC	Adobe Acrobat Pro	\$	72.15
INSIGHT PUBLIC SECTOR INC	Microsoft Azure IaaS	\$	2,865.88
INTEGRATED CITY SOLUTIONS LLC	Sand Blast and Repair Fire Hydrants (63): Blaine	\$	9,450.00
INTEGRATED CITY SOLUTIONS LLC	Sand Blast and Paint Hydrants (4) : Blaine Plants 1,2,3,	\$	600.00
JOHANN THOMAS	Court time for case 22-162603	\$	260.86
JOHN'S SEWER & PIPE CLEANING INC	Kitchen sink and fountain clogged	\$	285.00
JOHNSON TONY	Reimbursement for Donuts for training	\$	44.97
JORDAN DRILLING SOLUTIONS LLC	Hydrant Meter Deposit Refund	\$	5,000.00
KODRU EQUIPEMNT LLC	Well 12 Relief	\$	2,168.98
KUTAK ROCK LLP	General TIF Matters – TIF 1-20 Crown Ironworks	\$	152.50
LAKES IRRIGATION LLC	Irrigation Water Usage - East & West Lake Parks	\$	781.67
LAKES IRRIGATION LLC	Irrigation Water Usage - East & West Lake Parks	\$	0.50
LAWSON PRODUCTS INC	Mechanic shop supplies; Washers/Lubricant/Clevis hook	\$	1,720.76
LEGACY CONCRETE COATINGS	Police Garage Floor Coating	\$	5,706.00
LESTER JEFFREY	Park Board yearly compensation - 2025	\$	600.00
LINO LAKES LANDSCAPING LLC	Hydrant Meter Deposit Refund	\$	5,000.00
LIZAKOWSKI TONYA	Park Board yearly compensation - 2025	\$	420.00
MANAGED SERVICES INC	CH janitorial November	\$	4,819.00
MANSFIELD OIL COMPANY	Tax Recoup - Diesel fuel excise tax 2025	\$	12,250.52
MANSFIELD OIL COMPANY	Fuel Delivery - November 2025	\$	14,761.08
MANSFIELD OIL COMPANY	Fuel Delivery - November 2025	\$	11,921.92
MARTIN MARIETTA MATERIALS	Patching Material for Streets	\$	310.43
MARTIN MARIETTA MATERIALS	Patching Material for Streets	\$	240.89
MC TOOL & SAFETY SALES	Safety Vests: Water	\$	2,083.08
MC TOOL & SAFETY SALES	New Emp Safety Equip Back Ordered: N. Deboer	\$	84.70
MEDALIST HOMES INC	Escrow Refund - 11779 Woodland Pkwy NE	\$	250.00
MENARDS - BLAINE	PVC Pipe & Coupler/ Hydro Vac Extension: Water Dept	\$	18.28
MENARDS - BLAINE	Supplies for fall programs	\$	83.93
MENARDS - BLAINE	PVC Pipe for Irrigation	\$	20.64
MENARDS - BLAINE	Training building supplies	\$	20.88
MENARDS - BLAINE	Supplies for W/B Trailer	\$	92.77
MENARDS - BLAINE	3M N95 Respirator : Parks	\$	44.01
MENARDS - BLAINE	Salt, sink repair trap	\$	121.86
MENARDS - BLAINE	Lumber / Screws to replace decking @ sanctuary	\$	160.28
MENARDS - BLAINE	Bulk Water Fill Parts / Plant #4	\$	73.98
MENARDS - BLAINE	Screws/Washers: LAC Ice Rink	\$	32.86
MENARDS - BLAINE	Screws/Washers: LAC Ice Rink	\$	55.76
MENARDS - BLAINE	Filters, door stop, soap, Swiffer's, drill	\$	173.75
MENARDS - BLAINE	Furnace parts: WTP 2	\$	39.66
MERENESS MICHAEL	NRCB yearly compensation - 2025	\$	180.00
METRO SALES INCORPORATED	Copier Support and Maintenance	\$	235.00
METRO SALES INCORPORATED	Copier Support and Maintenance	\$	777.00
MICKMAN BROTHERS INC	Winterize Irrigation 2024 - East & West Lake Park	\$	176.00
MICKMAN BROTHERS INC	Winterize Irrigation 2024 - East & West Lake Park	\$	686.00
MICKMAN BROTHERS INC	Winterize Irrigation 2025 - East & West Lake Park	\$	185.00
MICKMAN BROTHERS INC	Winterize Irrigation 2025 - East & West Lake Park	\$	198.00
MINNEAPOLIS OXYGEN COMPANY	Oxygen Cylinders for Patrol Operations	\$	198.94
MINNEAPOLIS SAW COMPANY INC	Chainsaw chains and Bars: City Wide	\$	127.88
MINNEAPOLIS SAW COMPANY INC	Forestry/Street Small Tools	\$	596.75
MINNESOTA DEPARTMENT OF COMMERCE	2025 Unclaimed Property Transfer	\$	25,521.99
MINNESOTA EQUIPMENT - HAM LAKE	Fuel Filter : Unit 2433 (Tractor)	\$	66.28
MINNESOTA PAVING AND MATERIALS	Hydrant Meter Deposit Refund	\$	4,643.00

MINUTE MAKER SECRETARIAL	Minute Maker Secretarial	\$	627.50
MINUTE MAKER SECRETARIAL	2025 Planning Commission Minutes	\$	172.00
MOHLER WILLIAM	holiday entertainment -music	\$	100.00
M-R SIGN COMPANY INC	Posts; Streets Weather stations	\$	443.24
NEOGOV	2026 eForms and Perform Subscription Fee	\$	30,168.60
NEUBERT AMANDA RAE	Park Board yearly compensation - 2025	\$	420.00
NORTH METRO TELEVISION	New Video Monitors for Control Room	\$	806.51
O'REILLY AUTOMOTIVE INC	Credit	\$	(79.76)
O'REILLY AUTOMOTIVE INC	Credit	\$	(21.77)
O'REILLY AUTOMOTIVE INC	Filters and Brakes: PD and PW Stock	\$	725.83
O'REILLY AUTOMOTIVE INC	Steering Wheel Cover 16" : Unit 4603 (Truck)	\$	80.97
O'REILLY AUTOMOTIVE INC	Filters : Unit 2434 (Tractor)	\$	225.00
O'REILLY AUTOMOTIVE INC	Filters: PW Stock	\$	219.88
O'REILLY AUTOMOTIVE INC	Filters: Toolcat 1309	\$	15.47
O'REILLY AUTOMOTIVE INC	Filter : Unit 1241 (Hook Truck)	\$	44.66
O'REILLY AUTOMOTIVE INC	Wheel Bearings: PW Stock	\$	496.82
O'REILLY AUTOMOTIVE INC	Wheel Bearing; Toolcat 1312	\$	993.64
O'REILLY AUTOMOTIVE INC	Battery: PD Stock	\$	245.99
O'REILLY AUTOMOTIVE INC	Filters: PD Stock	\$	22.05
O'REILLY AUTOMOTIVE INC	Filters: PW Stock	\$	1,019.26
PAFFY'S PEST CONTROL INC	PW monthly pest control	\$	134.00
PAFFY'S PEST CONTROL INC	CH monthly pest control	\$	85.35
PANNING CAROLYN	NRCB yearly compensation - 2025	\$	300.00
PEREZ PAUL	Park Board yearly compensation - 2025	\$	120.00
PITNEY BOWES INC	Postage Machine Equipment Service Agreement	\$	135.75
PITNEY BOWES INC	Postage Machine Supplies	\$	123.73
PLAISTED COMPANIES INC	Class 5/ Sand/ River Rock	\$	3,783.78
PRESCRIPTION LANDSCAPE INC	October Turf Fert/Weekly Grounds - Various Medians	\$	338.47
PRESCRIPTION LANDSCAPE INC	October Turf Fert/Weekly Grounds - Various Medians	\$	619.84
RAFFERTY GENE	NRCB yearly compensation - 2025	\$	300.00
REGENCY HOMES INC	Escrow Refund - 12116 Radisson RD NE	\$	500.00
REHBEIN'S BLACK DIRT	Black Dirt	\$	2,195.00
REPUBLIC SERVICES #894	Shredding for Recycling Saturday Events	\$	971.28
RICE CHRIS	Escrow Refund - 4726 115th AVE NE	\$	4,800.00
RJ RYAN	Hydrant Meter Deposit Refund	\$	4,930.40
SAINT NORDIC CUSTOM AUTOWORKS	Repair/install for squad 5274	\$	465.73
SELETSKIY NATALYA	Hydrant Meter Deposit Refund	\$	400.00
SELLMAN SHEILA	Mileage & Expense Report - 11/13/25-11/21/25	\$	19.12
SHADYWOOD TREE EXPERTS	Stump grinding/hauling debris; Street Dept	\$	9,808.00
SHORT ELLIOTT HENDRICKSON INC	Design & Construction Svcs-2025 Street Rehab, I/P 25-05	\$	22,606.95
SHORT ELLIOTT HENDRICKSON INC	Prelim Design & Feasibility Report, I/P 26-06	\$	28,753.36
SNAP-ON INDUSTRIAL	Tool set : Unit 4653 (Truck)	\$	11,674.68
SNAP-ON INDUSTRIAL	Tools for Sewer truck 4653	\$	253.88
SNAP-ON INDUSTRIAL	Tools for Sewer truck 4653	\$	120.55
SOUTH-TOWN REFRIGERATION	MAYC freezer repair	\$	307.50
STANTEC CONSULTING SERVICES INC	Blaine Wetland Sanctuary Trail Development, I/P 25-08	\$	20,721.00
STIX SPORTSWEAR	Embroidery on Team Apparel for: Dan, Ben, Chris, Stan and Tom	\$	126.00
SUBURBAN TIRE WHOLESALE INC	Tires: PD Stock	\$	552.00
SUNDGAARD JOSHUA	Reimb for detail to San Diego for USPIS. Fully reimb by USPIS	\$	1,840.36
THOMAS JOHN	Holiday entertainment -Santa	\$	180.00
THOMSEN SYSTEMS INC	Fall Tech Camps	\$	75.00
TOLL GAS & WELDING SUPPLY	Welding Bay Supplies	\$	1,088.32
TPC TWIN CITIES	Business Appreciation Day Golf Event 9/22/25	\$	26,965.06

TRI-STATE BOBCAT INC	Axel Shaft/Tie Rod/Shock: Unit 2398 (Toolcat)	\$	1,985.18
TRUCHON MARY JO	NRCB yearly compensation - 2025	\$	300.00
TSCHAKERT AMANDA	Park Board yearly compensation - 2025	\$	300.00
TUCKER RUTH	Mileage and Expense Report - 1/1/25-3/31/25	\$	248.86
TWIN CITIES TRANSPORT & RECOVERY INC	Tow of squad 5307	\$	125.00
ULINE	5 desk chairs	\$	1,468.90
USA BLUEBOOK (#657220)	Tooling up :Truck #4653	\$	83.66
VAN BUREN AMANDA S	Park Board yearly compensation - 2025	\$	420.00
VIKING ELECTRIC SUPPLY LLC	Light bulbs	\$	495.00
VILENE TARA	Refund for Special Assessment Overpayment, I/P 24-06	\$	66.67
ZELENAK THERESE	Payment for helping with every event and program	\$	599.00
ZIEGLER INC	Generator Prevent Maint: Various Liftsations	\$	5,928.85
ZIEGLER INC	Bucket Pin/Cont Gp-Hand/Misc Parts: Excavator 4601	\$	3,588.06
		\$	684,999.13

CITY OF BLAINE

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID
APPROVED ON 01/05/2026 FOR PAYMENTS THE WEEK OF 12/08/2025**

Vendor Name	Description	Amount
STANTEC CONSULTING SERVICES INC	Blaine Wetland Sanctuary Trail Development, I/P 25-08	\$ 20,721.00
SHORT ELLIOTT HENDRICKSON INC	Design & Construction Svcs-2025 Street Rehab, I/P 25-05	\$ 22,606.95
BRIGHTON SANDBLASTING INC	Fire Suppression Grant - Brighton Sandblasting	\$ 25,000.00
MINNESOTA DEPARTMENT OF COMMERCE	2025 Unclaimed Property Transfer	\$ 25,521.99
TPC TWIN CITIES	Business Appreciation Day Golf Event 9/22/25	\$ 26,965.06
SHORT ELLIOTT HENDRICKSON INC	Prelim Design & Feasibility Report, I/P 26-06	\$ 28,753.36
NEOGOV	2026 eForms and Perform Subscription Fee	\$ 30,168.60
CARR'S TREE SERVICE INC	Ash Tree Removal: Multiple Locations	\$ 31,764.80

CITY OF BLAINE**SCHEDULE OF BILLS PAID****APPROVED ON 01/05/2026 FOR PAYMENTS THE WEEK OF 12/12/2025**

Vendor Name	Description	Amount
A PANE IN THE GLASS CONSTRUCTION	Wrong permit type pulled, commercial permit needed.	\$ 80.00
AMAZON CAPITAL SERVICES	Credit	\$ (121.07)
AMAZON CAPITAL SERVICES	Gift boxes for shopping	\$ 29.99
AMAZON CAPITAL SERVICES	Computer Equipment	\$ 31.98
AMAZON CAPITAL SERVICES	Special Event Supplies	\$ 22.99
AMAZON CAPITAL SERVICES	Post Its, Staples, Staplers, Steno Pads, Scissors	\$ 101.44
AMAZON CAPITAL SERVICES	Supplies for Earth Day paid by sponsorship	\$ 96.87
AMAZON CAPITAL SERVICES	Administrative supplies for Mark Stack Room	\$ 99.10
AMAZON CAPITAL SERVICES	Lights for Winter Celebration	\$ 218.14
AMAZON CAPITAL SERVICES	Craft for Breakfast with Santa	\$ 28.48
AMAZON CAPITAL SERVICES	Printer for Breakfast with Santa	\$ 151.98
AMAZON CAPITAL SERVICES	Flashlights for inspections - For Jason B. and Sean C.	\$ 24.99
AMAZON CAPITAL SERVICES	Flash drives, zip ties, saline solution	\$ 552.20
AMAZON CAPITAL SERVICES	Credit	\$ (97.07)
AMAZON CAPITAL SERVICES	Mechanics Shop supplies; Caliper Hooks/Heat gun	\$ 143.55
AMAZON CAPITAL SERVICES	Tire Air chuck; Mechanic tool	\$ 53.00
ANCHETA CODY	Santa for Breakfast with Santa event 12/13/2025	\$ 300.00
ANCHETA CODY	Santa for Breakfast with Santa event 12/20/2025	\$ 300.00
APPLE FORD WHITE BEAR LAKE	DOT Inspection: Truck 4629	\$ 314.36
APPLE FORD WHITE BEAR LAKE	Brake Diagnostics : Unit 5141 (Truck)	\$ 152.99
ASCEN TEK CORP	Disposal fees; Used Oil filters/Absorbents waste	\$ 310.50
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$ 22.00
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$ 115.44
ASPEN MILLS INC	Patrol Clothing and Uniforms	\$ 174.43
AT&T MOBILITY	Telephone and Internet Service	\$ 297.61
AT&T MOBILITY	Employee Cell Phone Service November 2025	\$ 676.56
AXON ENTERPRISES INC	Axon 10 Taser Holsters	\$ 1,032.00
BARNUM COMPANIES INC	Door Repair; WTP 4	\$ 1,189.60
BARR ENGINEERING COMPANY	Well Interference Response Plan, I/P 23-22	\$ 2,741.50
BARR ENGINEERING COMPANY	WTP #4, Construction Admin-Change Order 3, I/P 19-11	\$ 9,242.80
BARR ENGINEERING COMPANY	General Engineering Services	\$ 236.00
BLAINE AREA PET HOSPITAL PA	Vet services for K9 Hector	\$ 36.45
BOLTON & MENK INC	Design & Construction Services for I/P 24-04	\$ 7,858.50
BOLTON & MENK INC	Design & Construction Services - 2025 SW Area, I/P 25-06	\$ 19,370.50
BOLTON & MENK INC	Lift Station 13 Force Main-Phase 2 Construction Svsc, I/P 23-30	\$ 8,170.00
BOLTON & MENK INC	Prelim Design & Feasibility Report, I/P 26-04 (T2604)	\$ 35,419.00
BOLTON & MENK INC	Lead Service Line Inventory, I/P 24-20	\$ 5,244.00
BOLTON & MENK INC	2025 Contract: Emergency Response Plan Update; Water Dept	\$ 1,350.00
BOLTON & MENK INC	2025 Contract: General Water Services; Water Dept	\$ 397.50
BOLTON & MENK INC	2025 Contract: Risk Assessment Update; Water Dept	\$ 1,440.00
BOLTON & MENK INC	Construction Services for Water Tower 2 Rehab, I/P U2315 (24-21)	\$ 3,328.25
BOLTON & MENK INC	Contract: Well House 1 & 2 Modeling; Water Dept	\$ 90.00
BOLTON & MENK INC	Contract (Amended): Well Inspections Services; Water	\$ 450.00
BOYER TRUCKS	Front Brakes/ Drums: Unit 1241 (Hook Truck)	\$ 588.44
CEMSTONE PRODUCTS CO INC	Concrete for 12248 Davenport	\$ 1,748.12
CENTENNIAL SCHOOL DIST 12	Senior Trip	\$ 984.00

CENTENNIAL SCHOOL DIST 12	Senior Trip	\$	3,815.00
CENTRAL PRO SUPPLY	Irrigation parts; Parks stock	\$	969.72
CENTURYLINK	911 Service	\$	80.52
CINTAS CORPORATION	PW: 2025 Uniform/Rug-Towel Rentals	\$	423.77
CINTAS CORPORATION	Cold storage PD first aid cabinet supplies	\$	53.60
CINTAS CORPORATION	PD first aid cabinet supplies	\$	246.29
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 - 4684 127th LN NE	\$	3,600.00
CRYSTEEL TRUCK EQUIPMENT	Installation of Equipment: Unit 1298 (Truck)	\$	250.00
CUSTOM TRUCK ONE SOURCE	Hydraulic Line Repair; Lift Truck 2393	\$	5,983.38
D ERVASTI SALES COMPANY LLC	Clay for pitching mounds	\$	5,156.00
DEM CON BUSINESS OFFICE	Metal Dumpster Removal: PW Facility	\$	150.00
DIVERSIFIED PAVING	2025 Trail Improvement Project, I/P 25-40 (P2501)	\$	39,710.95
DRESEL CONTRACTING INC	2025 Misc. Sanitary Sewer Repair Project, I/P 25-07 (U2507)	\$	69,741.97
ECKBERG LAMMERS PC	2025 Prosecution Fees for the entire year	\$	23,382.36
ECKBERG LAMMERS PC	Civil Legal Services & Retainer Fees for October 2025	\$	30,228.50
ECKBERG LAMMERS PC	Civil Legal Services & Retainer Fees for October 2025	\$	4,250.00
ECKBERG LAMMERS PC	Civil Legal Services & Retainer Fees for October 2025	\$	7,397.50
ECM PUBLISHERS INC	Publication of Legal Notices	\$	60.50
ELECTRIC PUMP INC	LS Pump Supplies; Sewer Dept	\$	259.88
ELITE K-9 INC	K9 unit replacement e-collar kit x3	\$	5,409.91
ELSTON MANUFACTURING INC	Rodent bait stations: Storm Water	\$	995.00
FERGUSON WATERWORKS #2518	Curbstop Repair parts for Quincy Park/Water	\$	1,253.64
FERGUSON WATERWORKS #2518	Curbstop Repair parts for Quincy Park/Water	\$	98.49
FORESTRY SUPPLIERS INC	Long Reach Chain Saw (Forestry)	\$	2,933.29
FORESTRY SUPPLIERS INC	B/O Hose: Forestry/Streets	\$	329.00
GRAINGER	Cable drive assembly	\$	515.57
GRAINGER	Shop Stock Hand Tools	\$	1,049.52
GRAINGER	Shop Stock Hand Tools	\$	1,349.22
HAMMER SPORTS LLC	Refs for Adult Basketball 11/16/2025	\$	420.00
HANDT CALLY JO R	Working through out the year at events over 30 hours	\$	200.00
HANSON SPORTS LLC	Winter Sports Camps	\$	1,625.00
HAWKINS INC	Water Treatment Chemicals	\$	2,293.00
HAWKINS INC	Water Treatment Chemicals	\$	11,436.50
HOLIDAY COMPANIES	2025 Blanket; Car Washes - PD	\$	660.00
HOLIDAY COMPANIES	2025 Blanket; Car Washes - Fire/Comm Stds	\$	20.00
HOSE PROS LLC	Hydrant RPZ Parts: Water	\$	122.11
JOHNSON BRIDGET	Refund Massage Renewal License	\$	135.00
JUST-RITE FENCE INC	Fence repair at Blaine Baseball Complex Field #6	\$	5,000.00
KATH FUEL OIL SERVICE COMPANY	Floor Cleaner : Shop	\$	432.00
KATH FUEL OIL SERVICE COMPANY	Bulk Oil/ Hyd Fluid/ Grease : Mechanics	\$	2,066.75
KORTERRA INC	Locate Management Plan : 11/12/25-11/11-26	\$	8,472.00
LAMETTRY'S COLLISION INC	Repairs for squad 5346	\$	4,305.20
LANDBRIDGE ECOLOGICAL	2025 BMP & Mitigation Maintenance (Ref PO 25-1362)	\$	1,711.25
LAWSON PRODUCTS INC	Locate Paint: Water/Sewer	\$	445.56
LEAGUE OF MN CITIES INSURANCE TRUST	Claim #470306	\$	4,704.76
LENNAR	Escrow Refund - 13017 Legacy Creek Pkwy NE	\$	3,750.00
MANAGED SERVICES INC	CH enmotion, tp, soap	\$	955.96
MC TOOL & SAFETY SALES	Team Gloves (Sewer)	\$	2,052.87
MC TOOL & SAFETY SALES	Safety Supplies/glasses: WTP's	\$	180.13
MENARDS - BLAINE	Lumber/Screws: Pallets for Plows	\$	275.18
MENARDS - BLAINE	Expanding Foam: Bulk water WTP 4	\$	107.64

MENARDS - BLAINE	Supplies for Plow trucks: Streets	\$	164.88
MENARDS - BLAINE	Salt, gloves, glue	\$	191.84
MENARDS - BLAINE	Plumbing supplies	\$	247.82
MENARDS - BLAINE	Concrete Mix: Storm Water	\$	431.36
METROPOLITAN COUNCIL	MCES 2025 wastewater services	\$	477,884.43
MIDWAY FORD COMPANY	2025 Capital: Sewer Light duty pickup #4657	\$	55,788.26
MIDWAY FORD COMPANY	Front Brakes: Unit 4605 (Truck)	\$	406.50
MILLER MENDEL INC	Annual eSoph Background Software Fee	\$	876.00
MINGER CONSTRUCTION CO INC	Hydrant Meter Deposit Refund	\$	4,594.39
MINGER CONSTRUCTION CO INC	Lift Station 13 Force Main-Phase 2, I/P 23-30 (U2330)	\$	271,560.35
MINNEAPOLIS SAW COMPANY INC	City of Blaine EFT Payment 12/24/2025	\$	209.58
MINNESOTA DEPARTMENT OF HEALTH	State water testing fee - Oct, Nov, Dec 2025	\$	55,863.00
MINNESOTA EQUIPMENT - ROGERS	2023 Capital; Remaining Storm Bond Proceeds: #2443 Mower	\$	24,993.32
MINNESOTA EQUIPMENT - ROGERS	Altoz Mower Stock Parts: PW Stock	\$	2,108.36
MINNESOTA HIGHWAY SAFETY AND RESEARCH CENTER	EVOC/PIT Refresher	\$	535.00
MINNESOTA STATE COLLEGES OF UNIVERSITIES	Defensive driving	\$	480.00
MINUTE MAKER SECRETARIAL	Minute Maker Secretarial	\$	362.50
MINUTE MAKER SECRETARIAL	NRCB Meetings 2025	\$	212.50
MINUTE MAKER SECRETARIAL	Park Board Meetings 2025	\$	172.00
MN METRO NORTH TOURISM	August Lodging Tax	\$	20,854.74
MN UNDERGROUND INC	Hydrant Meter Deposit Refund	\$	4,623.63
NEWMARK HOMES	Escrow Refund - 2436 132nd AVE NE	\$	300.00
NORTH CENTRAL INTERNATIONAL OF CORCORAN LLC	EGR Cooler Engine Repair; Plow 1277	\$	4,212.06
NORTHLAND CAPITAL EQUIPMENT FINANCE	Fitness Equipment Lease	\$	904.64
ONE WAY WIRELESS CONSTRUCTION	Conduit & HAM Radio Installation, I/P 24-21 (U2315)	\$	17,033.08
OPENGOV INC	In Person Training: Water	\$	885.68
O'REILLY AUTOMOTIVE INC	Filters for PW Stock	\$	258.26
OTI INC	2025 Fall Street Sweepings disposal	\$	1,350.00
PAFFY'S PEST CONTROL INC	MAYC monthly pest control	\$	59.75
PARK CONSTRUCTION COMPANY	Hydrant Meter Deposit Refund	\$	4,867.00
PEERLESS NETWORK INC	Telephone Service	\$	955.92
PRINT CENTRAL	Business Cards	\$	55.00
RCM SPECIALTIES INC	2025 Emulsion/Rock: Street Patching Material	\$	950.98
REDPATH AND COMPANY LLC	Financial Statement Setup	\$	1,270.00
RP SCHROEDER CONSTRUCTION	Hydrant Meter Deposit Refund	\$	4,335.63
RUFFRIDGE JOHNSON EQUIPMENT	3" Valves: Tanker 2321	\$	457.91
SCHMIDT ROBERT	Heat Tape Installation Mobile Homes	\$	1,500.00
SCHMIDT ROBERT	Heat Tape Installation Mobile Homes	\$	1,500.00
SCHMIDT ROBERT	Heat Tape Installation Mobile Homes	\$	1,500.00
SCHMIDT ROBERT	Heat Tape Installation Mobile Homes	\$	1,500.00
SCHMIDT ROBERT	Heat Tape Installation Mobile Homes	\$	1,500.00
SCHMIDT ROBERT	Heat Tape Installation Mobile Homes 12/4/25	\$	1,500.00
SEMLER HOMES	Escrow Refund - 11511 Tyler ST NE	\$	500.00
SHERWIN-WILLIAMS COMPANY	Paint; Graffiti removal 109th Tunnel/reservoir/park bldgs.	\$	290.64
SHERWIN-WILLIAMS COMPANY	PD - Paint	\$	193.76
ST CROIX RECREATION FUN PLAYGROUNDS	Playground parts: LAC Park	\$	1,074.29
STATE OF MINNESOTA DEED	DEED Loan #CDAP-17-0064-H-FY18, December Loan Repayment	\$	1,568.24
STIX SPORTSWEAR	City Apparel Embroidery - Massoglia/Ford	\$	50.00
STREET PLUMBING INC	Plumbing work included with new construction permit B25-03892 .	\$	60.00
SUBURBAN TIRE WHOLESALE INC	Tires: Unit 5222 PD	\$	625.32
T-MOBILE USA INC	Cell Dump 8076	\$	50.00
TOLL GAS & WELDING SUPPLY	Carbon Dioxide/Freeze kits: Water Dept	\$	68.25
TREVIPAY	Socket Set: Unit 4654 (Truck)	\$	275.47

TREVIPAY	Cable Winches: Unit 1235 & 1241 (Hook Trucks)	\$	265.97
TREVIPAY	Grease Guns/Hose Adapters/Tool Cart : Streets/ Plowing	\$	1,885.71
TREVIPAY	Cabinet Gloves: Mechanic Shop	\$	47.49
TRI-STATE BOBCAT INC	Hydraulic Hoses: Unti 2398 (Tool Cat)	\$	16.30
TRI-STATE BOBCAT INC	Hydraulic Hoses: Unti 2398 (Tool Cat)	\$	2,626.23
TWIN CITY FILTER SERVICE INC	Filters	\$	956.56
VOLUNTEERS OF AMERICA	Cook Supplemental Wages	\$	125.39
VOLUNTEERS OF AMERICA	Cook Supplemental Wages	\$	112.51
VOLUNTEERS OF AMERICA	Cook Supplemental Wages	\$	115.62
WSB & ASSOCIATES INC	Zest St Final Design & Construction Services, I/P 25-04 (T2504)	\$	38,826.25
WSB & ASSOCIATES INC	Engineering Svcs TH65 Frontage Rd Utility Improvement, I/P 21-01	\$	12,392.00
WSB & ASSOCIATES INC	Jim Peterson Park Improvements for hockey rink and warming House	\$	2,196.25
WSB & ASSOCIATES INC	Prelim Design & Feasibility Report, I/P 26-05	\$	9,705.25
WSB & ASSOCIATES INC	2025 GIS Consulting Services	\$	3,744.00
YOUR HOME IMPROVEMENT COMPANY	New plumber to apply for permit. Work has not started.	\$	60.00
ZAHL-PETROLEUM MAINTENANCE COMPANY	PW Hoist Inspection; Annual & 3 yr functioning test	\$	1,468.00
ZAYO GROUP LLC	Telephone Service	\$	1,200.06
			\$ 1,423,238.03

CITY OF BLAINE

**SUBSET OF PAYMENTS BETWEEN \$20,000 AND \$50,000 FROM THE SCHEDULE OF BILLS PAID
APPROVED ON 01/05/2026 FOR PAYMENTS THE WEEK OF 12/12/2025**

Vendor Name	Description	Amount
MN METRO NORTH TOURISM	August Lodging Tax	\$ 20,854.74
ECKBERG LAMMERS PC	2025 Prosecution Fees for the entire year	\$ 23,382.36
MINNESOTA EQUIPMENT - ROGERS	2023 Capital; Remaining Storm Bond Proceeds: #2443 Mower	\$ 24,993.32
ECKBERG LAMMERS PC	Civil Legal Services & Retainer Fees for October 2025	\$ 30,228.50
BOLTON & MENK INC	Prelim Design & Feasibility Report, I/P 26-04 (T2604)	\$ 35,419.00
WSB & ASSOCIATES INC	Zest St Final Design & Construction Services, I/P 25-04 (T2504)	\$ 38,826.25
DIVERSIFIED PAVING	2025 Trail Improvement Project, I/P 25-40 (P2501)	\$ 39,710.95



City of Blaine

City Council Workshop

December 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 Pro Tem Robertson at 5:30PM.

2. Roll Call

PRESENT: Mayor Tim Sanders (arrived at 5:40PM), Councilmembers Terra Fleming, Chris Ford, Leslie Larson, Chris Massoglia, Tom Newland, and Jess Robertson.

ABSENT: None.

Quorum Present.

ALSO PRESENT: City Manager Erik Thorvig; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Human Resources Manager Lori Carbajal; Director of Administrative Services Scott Johnson; Director of Engineering Dan Schluender; City Attorney Lida Bannink; Public Works Director Nick Fleishhacker; Water Supervisor Kristian Gaasland; Assistant City Engineer Stefan Higgins; Accounting Manager Haley Chapman; Assistant Finance Director Kyle Stasica; and City Clerk Catherine Sorensen.

3. New Business

- 3.1.** 2025-269 Closed Session Pursuant to MN Statute 13D.03 Subd. (1)(b) - Labor Negotiations Update
Sponsors: Scott Johnson, Director of Administrative Services

After a motion and second the council moved into a closed session pursuant to Minnesota State Statute 13D.03 Subd. (1)(b) to receive a labor negotiations update.

3.2. 2025-270 2026 State Legislative Agenda
Sponsors: Erik Thorvig, City Manager

City Manager Thorvig stated annually, the city council reviews upcoming priorities for the next state legislative session. A document has been prepared by department heads and management staff identifying priorities. This document is more condensed and concise compared to previous years at the recommendation of the city's lobbyist. The council is asked to review the document and provide feedback on anything to remove, add or change. The document can be provided to state elected officials to clearly identify the priorities of the city. The document does not yet provide information on the city's position related to manufactured home park legislation. Councilmembers have either met individually or attended a town hall forum with Blaine manufactured home park residents related to the proposed Manufactured Home Park Resident Bill of Rights. A letter and information on the bill is attached. In addition to the general legislative priorities, the council should also discuss what position, if any, to take on this bill. Staff commented further on the proposed list of priorities and requested feedback from the council.

Mayor Sanders explained he was pleased with the discussions that have been held with local legislators to date and spoke to the fact there may not be a tax bill in 2026.

Mr. Thorvig stated as the tax bill legislation moves forward, staff would keep the council apprised.

Further discussion ensued regarding the transportation funding requests.

Councilmember Ford discussed how the City of Blaine was downgraded by the Met Council with regards to housing and no longer has to have the same amount of high density housing.

Mayor Sanders said he appreciated the fact that the Met Council was working with cities to ensure the one-size fits all approach does not move forward when it comes to zoning and future developments. He was of the opinion local control was the best way for Blaine to continue move forward.

Councilmember Massoglia indicated he did not believe it was the city's responsibility to tackle and resolve all the concerns when it comes to affordable housing. He said while he was sympathetic to those struggling to find housing at this time, he reported this was a much bigger problem than the city can resolve.

Councilmember Larson asked if the city has received affordable housing requirements from the Met Council. Mr. Thorvig explained the Met Council requires cities to set aside land use to accommodate a certain number of units.

Councilmember Ford stated there was a need in the community for lower income rental housing, especially for students who are working to pay off student loans or other individuals working to pay off debt.

Councilmember Larson inquired if the newest apartment building adjacent to the Alexandra House had an affordable component. Mayor Sanders reported this was the case.

Councilmember Newland supported the city retaining local control when it comes to housing development projects.

Councilmember Robertson discussed how the city was not against affordable housing projects, noting the last several projects that came before the council did not receive the proper grants from the state and therefore could not move forward.

Councilmember Massoglia reiterated that he did not believe Blaine had to tackle the issue of affordable housing but rather believed the city should be focused on public safety, water, sewer and roads. He indicated he did not see affordable housing as a core or essential service that should be addressed by local governments.

Mr. Thorvig commented on the proposed costs for the new fire station.

Councilmember Newland encouraged the city to consider a training facility in Blaine because there was a need for this use for all cities in Anoka County then asked if the city would be prioritizing the list of legislative items. Mr. Thorvig indicated the sales tax would have the highest priority at this time along with opposing the zoning changes.

Councilmember Massoglia explained he did support the legislation for appropriation for the manufactured homes grants and loans program. He said he did not believe the city needed to get involved in pushing legislation for housing. He supported the city pursuing legislative initiatives that impacted the entire city of Blaine and not just one specific group. He feared catering to one group would lead to future requests from specific groups and he did not want the city going down this road.

Councilmember Ford stated he did not have a problem with it. He believed Councilmember Massoglia had a point and he did not want future requests to come to the city from specific interest groups.

Councilmember Fleming reported this was an important community that was reaching out for assistance from the city and she supported the city offering help. She supported all future requests being considered on a case by case basis.

Mayor Sanders reported the particular request from the manufactured home park community was requesting an allocation of funds to the park ownership for infrastructure grants so these costs are not passed along to tenants within the manufactured home park.

Councilmember Newland said he supported the city its offering support.

Councilmember Ford indicated he supported the city offering support for the manufactured home allocation requests.

Councilmember Robertson supported broader language moving forward for the mobile home park request.

Mr. Thorvig asked how the council wanted to react to the rent increases for mobile home park communities.

Councilmember Massoglia stated again that he believes this topic was not a core function of the city. He recommended the state and federal policy discussions remain at the state and federal level.

Councilmember Newland thanked Councilmember Massoglia for his comments then reported after attending the open house with the mobile home communities, there seemed to be general consensus that the state needed to resolve this issue. He stated Blaine had 2,300 families living in mobile home communities and for this reason he wanted to see the state addressing this topic.

Councilmember Larson indicated this was a very partisan issue. She discussed how this item could not get out of a housing committee in 2025. She noted there was not a majority in the House and Senate for 2026 and she anticipated this issue would not move forward. She stated she had a discussion with Representative Norris regarding the bill and understood that while parts of the bill were good she did not believe the bill would move forward. She did not anticipate investors would remain in the mobile home business if the maximum return was only 3%. She feared the current mobile home parks would be sold to developers and replaced with apartments. She indicated this would be terrible for the community.

Councilmember Robertson explained she wanted the city's legislative priorities to be focused on people but indicated the city cannot solve the mobile home rental rate issue. She said she hoped that when problems arose in the community that the city could stand with residents in order to pursue solutions. She understood there were politics behind some topics, but in the end wanted to help people in the community.

Councilmember Larson stated she agreed the council should be helping people but feared if this bill were to move forward the mobile home parks will be sold and turned into apartments that would result in residents losing their homes.

Councilmember Newland indicated there may not be consensus on the exact language, but it appeared the council supported this item moving forward.

Councilmember Fleming reported if this item passed and the mobile home parks were to sell, many people would lose their homes. However, if this legislation doesn't pass and the rental rates are increased, many people will lose their homes as well. She understood this was a big what if, but she wanted to see the city stand for its residents to try and do something.

Councilmember Ford indicated he saw this as a human issue as well and did not see this as a political issue. He commented on how long it took to pass legislation that addressed mental health concerns for police and firefighters at the state level and reiterated that he supported the city working to help people.

Councilmember Massoglia stated capping rent was a partisan issue and he questioned which members of the city council supported rent caps.

Councilmember Ford reported rent caps on apartments was very different than rent caps within mobile home communities.

Councilmember Larson indicated she would support the city going to the attorney general in order to hold the monopoly companies accountable to reduce the impacts on mobile home parks. She stated she did not support the language within the bill as written but supported a lot of other items within the bill.

Mayor Sanders reported there are many portions of this bill that are supported by both sides of the aisle and perhaps the language needed to be more broad. He commented on how communities were being impacted by major corporations purchasing these homes which was over inflating the rental market. He stated none of this was good for the American dream. He indicated the council could come together to address the concerns facing mobile home communities and encourage the state to figure this out. He discussed how vulnerable individuals and the elderly were being adversely impacted by the buyout of mobile home parks to venture capital groups. He stated he has heard from many residents who are very uncertain about their future and he did not want this in Blaine.

Councilmember Larson recommended the city also speak with the attorney general in order to address the company that was going after mobile home parks and causing harm.

Councilmember Massoglia stated he would be fine with this but indicated the council was not debating partisan solutions for a city council issue.

Councilmember Newland asked what the city's next steps would be. Mr. Thorvig stated the city would revisit this topic in order to have language within a letter the majority of the council was comfortable with.

3.3. 2025-271 Lexington Water Rates Discussion *Sponsors: Erik Thorvig, City Manager*

Mr. Thorvig stated earlier this year, a court decision was made regarding litigation between the city of Blaine and the city of Lexington. The lawsuit was centered around the validity of a joint powers agreement (JPA) regarding respective water systems and the exchange between them. On June 10, 2025, a judge issued a final order and judgment in favor of the City of Blaine. By this judgment the court ordered:

1. There is no current active, valid JPA or other contractual agreement between Blaine and Lexington governing water systems or the exchange of water.
2. Blaine is the sole owner of the 16-inch water main installed pursuant to the JPA between the parties, including those portions that sit entirely within Lexington city limits.
3. Blaine has the right to access its 16-inch water main within Lexington consistent within the Lexington city limits and Lexington may not deny Blaine or its contractors right-of-way permits to access the water mains unless Blaine or its contractors have failed to comply with Lexington Ordinance Chapter 16.

4. Blaine has the right to separate, meter, and/or close the interconnection points between its water system and the Lexington water system.

Mr. Thorvig indicated Lexington owns and operates one municipal well which has had occurrences where gross alpha radiation has been detected in excess of the maximum contaminant level set by the Minnesota Department of Health. This factor, in conjunction with the judgment, results in the need for the city of Lexington to either upgrade its existing water system to deal with the gross alpha issue or purchase bulk water from the city of Blaine to supply to its residents and businesses. Lexington would prefer to purchase water from the city of Blaine. Discussions occurred several months ago by the Blaine City Council, who agreed in principle to provide water to the city of Lexington. He reported the city attorney and staff have been preparing a draft JPA for the city of Lexington to consider. A key component to the JPA is the rate at which the city of Blaine would charge for bulk water provided to Lexington. Lexington has proposed to be charged 95% of Blaine's lowest residential tier. The proposed 2026 rate is \$3.82 per 1,000 gallons. A 95% rate would be \$3.62 per 1,000 gallons. Blaine staff recommends charging Lexington a bulk rate equal to 100% of the lowest Blaine residential tier. Lexington has provided Blaine with its usage for the past five years and uses between 53–64 million gallons of water annually. This equates to the following:

Proposed Lexington Rate at 95% of the lowest tier (\$3.62/1000 gallons) — \$191,860 — \$231,680

Proposed Blaine Rate at 100% of the lowest tier (\$3.82/1000 gallons) — \$202,460 - \$244,480

Mr. Thorvig explained as proposed in the draft JPA, Blaine would supply bulk water to Lexington through the fifteen existing interconnection points and usage data would be collected by the city of Lexington on an individual meter basis. Lexington would be responsible for metering all water used within the city of Lexington by utilizing the existing individual service meters present on each water service connection and report the bulk usage to and pay Blaine quarterly. Lexington would be responsible for billing its individual users and addressing any complaints or concerns of those users. Blaine would have no ownership of the city of Lexington water infrastructure system nor are any capital upgrades required to the city of Blaine's system under this arrangement. Further details will be memorialized in the JPA. If the JPA is approved by both parties, this agreement would provide immediate CIP savings in the water utility of \$800,000 in 2026 by not moving forward with a proposed interconnect separation project that staff has previously discussed with council. Council is asked to provide direction on water rates. Staff, if necessary, will bring any other components of the JPA that need council feedback to a future workshop for discussion before finalizing the document. Once a JPA is formalized, council approval is required.

Mayor Sanders asked if Lexington would be shutting down their current water infrastructure. Assistant City Engineer Higgins reported Lexington would have to turn their well off and the remaining hydrants would remain in service.

Councilmember Robertson stated Blaine could install an interconnect and metering system but noted this work could also be done by the city of Lexington then asked questions

regarding methods to ensure accurate meter readings.

Councilmember Robertson explained she would recommend the Lexington residents pay the same rates as Blaine residents for water. Councilmember Fleming agreed.

Councilmember Newland reported 95% of the lowest tier was not an option for Lexington. He indicated he supported Lexington residents having to pay more than Blaine residents and not less.

Councilmember Massoglia agreed, noting Lexington had the opportunity to get their water at a lower rate.

Councilmember Fleming asked what Lexington's other options would be for providing water to their residents. Mr. Higgins reported Lexington did not have other options at this time and provided further information regarding the requirements that Lexington had to meet from the Department of Health by next summer.

Mr. Higgins indicated the City of Lexington would charge on an additional fee for their residents in order to fund future infrastructure improvements.

Councilmember Ford supported Lexington rates being higher than 100%. He questioned if there was a guarantee that Lexington would be shutting down their well. Mr. Higgins explained that as part of the JPA, a close-off valve would have to be installed. Finance Director Zimmerman reported if Lexington were to turn on their well they would have issues with Blaine and the Department of Health.

Councilmember Fleming stated she could support a water rate lower than 100% for Lexington because this would allow Lexington to charge a small fee to cover the cost of future infrastructure improvements. She suggested the rate be set at 95%.

Councilmember Newland indicated he did not support this recommendation and suggested the water rate be set at 101%.

Councilmember Massoglia asked what Maple Grove did for their water contract cities. Mr. Zimmerman stated he did not have the particulars of these arrangements.

Mr. Thorvig questioned what the water rates were for Lexington residents in 2025. Mr. Zimmerman reported the rates were very similar to the city of Blaine.

Mr. Thorvig thanked the council for the feedback noting staff would propose a rate of 101% of Blaine's current water rates.

3.4. 2025-272 Council Subcommittee Updates
Sponsors: Erik Thorvig, City Manager

Action on this item was delayed to a future council workshop meeting.

Mr. Thorvig reported this item is intended to allow council to discuss any final items prior to next week's budget and levy consideration.

Mayor Sanders commented on the two individuals who property owners who spoke at the truth in taxation hearing.

Councilmember Robertson supported the city providing the public with more education on the board of appeal process for homeowners who would like to appeal their property value.

Councilmember Fleming stated she would like to see the council working towards unity on the proposed tax levy. She appreciated all of staff's efforts on the budget and tax levy noting the number was now below 10%. She questioned what else could be done in order to garner full council support.

Councilmember Massoglia explained he has been very clear that he would not support a double digit levy increase. He stated the proposed levy was 9.9% which was .1% from double digits. He reported he had hoped the council would create a budget review committee for the 2026 budget and that the council would be pursuing new revenue streams. He suggested the council remove some of the pre-funding capital within the 2026 budget and that this be put in place once the city has new revenue streams in place. He thanked staff for all of their efforts on the budget and tax levy and for pointing the city in the right direction. He indicated he still had an issue with the small items the council wanted to fund within the budget, such as sidewalk snowplowing and more funding for the 3M Open. He stated the levy was on an improper trajectory that he wanted to see level out. He commented the only way this would level out was if spending was reduced.

Councilmember Robertson reported from the very beginning she stated she would not be supporting the tax levy, even if it could get to single digits. She indicated the council keeps talking about things but does not take action. She wanted to see the city paying down debt and paying off loans. She expressed concern with the fact the city was buying capital that exceeded the rate the city was saving dollars. She understood it was hard to say no then indicated she did not want to see the city bonding for street improvement projects. She explained she understood her finance experience was in the private sector and that the city's budget was much larger. She supported the city continuing to provide essential, core services. She indicated she wanted to see the council moving forward with the core values that are discussed and wanted to see the budget more closely reflect this.

Councilmember Fleming thanked Councilmember Robertson for her comments then questioned why the city hadn't discussed not funding future road improvement projects until the city had alternative funding in place. She reported the city had been working on the budget for the past 11 months and staff had consensus from the council to move the budget and tax levy forward. She questioned what would happen if the council did not support the budget moving forward. Mr. Zimmerman reported the city's budget would revert to what was approved in 2025 and city staff would not have the authority to spend

money.

Councilmember Fleming stated it was disappointing that there were councilmembers that would be voting against the proposed budget and tax levy knowing this information.

Councilmember Robertson indicated she voted yes on a budget last year that she did not support because the council only had six members present.

Councilmember Newland explained he would be supporting the budget. He stated he looked forward to attending the budget retreat in early 2026 as this will assist the council with setting priorities for the 2027 budget and tax levy.

Councilmember Ford stated he would be supporting the budget and tax levy as proposed by staff. He appreciated all of staff's efforts on this and noted the city was not working to gain a profit, but rather was working to provide essential services for the community. He explained he would like to see a chart on how the city's growth and expenditures were expected to grow and taper off in future years.

Mr. Thorvig reported the majority of the council has started to move the needle in a positive direction over the past three years. He explained the city was working to pre-fund capital. He commented on how franchise fees and other revenue streams would greatly benefit the city then discussed how the council has had to right-size based on decisions that were made before this council was elected.

4. Other Business

Mr. Thorvig requested the council consider goals for the coming year noting this topic will be addressed one week before the council retreat.

5. Adjournment

The workshop adjourned at 7:38PM.



City of Blaine

City Council Workshop

December 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 Pro Tem Robertson at 5:30PM.

2. 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: City Manager Erik Thorvig; Community Development Director Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Public Works Director Nick Fleishhacker; Streets Supervisor Pat Parenteau; Parks and Recreations Director Jerome Krieger; Director of Engineering Dan Schluender; City Attorney Eric Larson; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

3. New Business

- 3.1.** 2025-274 Closed Session Pursuant to MN Statute 13D.03 Subd. (1)(b) - Labor Negotiations Update
Sponsors: Scott Johnson, Director of Administrative Services

After a motion and second, the council moved into a closed session pursuant to Minnesota Statute 13D.03 Subd. (1)(b) to receive an update on labor negotiations.

- 3.2.** 2025-290 Closed Session Pursuant to MN Statute 13D.05 Subd. (3)(5) - Security Briefings and Reports
Sponsors: Erik Thorvig, City Manager

After a motion and second, the council moved into a closed session pursuant to Minnesota Statute 13D.05 Subd. (3)(5) to receive security briefings and reports.

- 3.3.** 2025-276 Snow Plowing Process
Sponsors: Nick Fleischhacker, Public Works Director

Public Works Director Fleischhacker and Streets Supervisor Pat Parenteau provided an update regarding snow plowing procedures. Staff described how public works members are deployed between the different pieces of equipment and how routing occurs. Further discussion ensued regarding the complaint calls the public works department receives from residents.

Mayor Sanders requested further information regarding the city's salting policy. Mr. Parenteau explained the main roadways, hazard areas and main intersections are salted. Mr. Fleischhacker reported the neighborhood streets are not salted by the city.

Councilmember Fleming inquired what the main concerns were from public works staff throughout the plowing season. Mr. Parenteau stated he appreciated patience and support from the public after snow events because no two storms are the same. He explained his staffing levels were a bit short at this time for some routes such as trails. Mr. Fleischhacker commented on how staff worked to shuffle staff members to ensure there was adequate coverage.

Councilmember Newland questioned how many staff members were required to clear the city after a snow event. Mr. Parenteau reported he liked to have 45 staff members to clear the city after a snow event. He stated the city can generally be cleared in eight hours after a 2" snow event. He explained the amount of time increases as the amount of snow increases.

Mayor Sanders requested staff provide the council with a one-page informational sheet on how the city addresses snow events.

- 3.4.** 2025-289 Council Subcommittee Updates
Sponsors: Erik Thorvig, City Manager

This item was postponed to a future workshop meeting.

4. Other Business

None.

5. Adjournment

The workshop adjourned at 6:59PM.



City of Blaine

City Council

December 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 7:03PM 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: City Manager Erik Thorvig; Community Development Director Sheila Sellman; Safety Services Director/Police Chief Brian Podany; Finance Director Jason Zimmerman; Director of Administrative Services Scott Johnson; Public Works Director Nick Fleishhacker; Assistant Finance Director Kyle Stasica; Accounting Manager Haley Chapman; Community Development Specialist Elizabeth Showalter; Streets Supervisor Pat Parenteau; Parks and Recreations Director Jerome Krieger; Director of Engineering Dan Schluender; City Attorney Eric Larson; Communications Manager Ben Hayle; and City Clerk Catherine Sorensen.

4. Awards - Presentations - Organizational Business

- 4.1.** 2025-277 Recognition of Spring Lake Park High School Football Team
Sponsors: City Council

Mayor Sanders read a proclamation in full for the record recognizing the Spring Lake Park High School football team who recently won the Class 5A Minnesota High School State Championship and declaring December 15, 2025 to be Spring Lake Park Panther football

state championship day in the city of Blaine. He reported Spring Lake Park defeated Chanhassen 24-21 in a thrilling championship game for the state title. He congratulated the Spring Lake Park football team on a tremendous season. A round of applause was offered by all in attendance.

Coach Stewart thanked the city council for this recognition, stating he greatly appreciated the enthusiasm from the community. He spoke to how the mission of his program was to bring honor to the team, school and community.

Brian Youngquist, Spring Lake Park Panther football player, addressed the council and thanked the city for their tremendous support over the past year.

4.2. 2025-278 Results of Bond Sale Series 2025A
Sponsors: Jason Zimmerman, Finance Director

Michaela Huet, Baker Tilly representative, presented the council with information on the sale results of bond series 2025A. The Series 2025A bonds are a general obligation of the city, secured by its full faith and credit and taxing power. The bonds have been structured with a repayment term of 15 years for utility improvements, 15 years for pavement management projects, and five years for equipment purchases. Debt service is anticipated to be financed as follows:

- Utility Improvements - Fees charged to utility customers (Water, Sewer, Stormwater).
- Pavement Management Projects - Special assessments applied to benefiting property owners and the property tax levy.
- Equipment Purchases - Fees charged to utility customers.

Ms. Huet explained the bonding for 2025 does not include any proceeds for the purchase of capital equipment that would be used in the general operations of the city, including police squads and plow trucks, as the City Council provided direction at the August 11, 2025, workshop to fund these items with unrestricted General Fund reserves. She reported the low bid came from FHN Financial Capital Markets with an interest rate of 3.16%. She was pleased to report the city of Blaine received a AAA bond rating from Standard & Poors. It was noted staff has prepared a formal resolution for consideration in conjunction with the adoption of the 2026 budget and tax levy to award the bond to FHN Financial Capital Markets.

5. Communications

Councilmember Robertson thanked the SBM Fire Department, Allina, and the Blaine Police Department for the recent Santa Parade that resulted in 50,000 pounds of food being collected for local food shelves.

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 7:20PM.

Bruce Manthei, 4101 99th Avenue NE, shared continuing concerns regarding the electrical box placement at 99th and Lexington Avenue. He also shared concerns regarding councilmember conduct at a recent meeting.

Dana Carlson, 287 117th Avenue NE, discussed various family concerns with the city council.

There being no further input, Mayor Sanders closed the Open Forum at 7:29PM.

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.

Councilmember Robertson requested the removal of consent agenda item 7.6.

Moved by Councilmember Newland, seconded by Councilmember Fleming, that the Consent Agenda be approved as amended removing Item 7.6.

Motion adopted unanimously.

7.1. 2025-279 Schedule of Bills Paid
 Sponsors: Jason Zimmerman, Finance Director

7.2. 2025-280 Approval of Minutes
 Sponsors: Cathy Sorensen, City Clerk

7.3. 2025-281 Motion to Approve 2026 Annual Business Licenses
 Sponsors: Cathy Sorensen, City Clerk

7.4. 2025-282 Motion to Adopt the 2026 Fee Schedule
 Sponsors: Cathy Sorensen, City Clerk

7.5. RES 25-113 Resolution Abating Nine (9) Assessments on Nine (9) Parcels and Two (2) Future Connection Charges on Two (2) Parcels
 Sponsors: Daniel Schluender, Director of Engineering

- 7.6.** RES 25-195 Resolution to Receive Feasibility Report and Order Public Hearing for the 2026 Quincy Area Street Reconstruction, Improvement Project No. T2604
Sponsors: Daniel Schluender, Director of Engineering

Councilmember Robertson requested more discussion occur at the council level on project order to more closely match the feasibility study and estimates.

Moved by Councilmember Fleming, seconded by Councilmember Newland, to adopt a Resolution to Receive Feasibility Report and Order Public Hearing for the 2026 Quincy Area Street Reconstruction, Improvement Project No. T2604.

Motion adopted unanimously.

- 7.7.** RES 25-196 Resolution to Receive Feasibility Report and Order Public Hearing for the 2026 Meadowbrook Area Street Reconstruction, Improvement Project No. T2606
Sponsors: Daniel Schluender, Director of Engineering

- 7.8.** 2025-283 Motion to Authorize Mayor and City Manager to Enter into a Contract with WSB for Professional Design and Construction Services for the 2026 Street Rehabilitation Project, Improvement Project No. T2605
Sponsors: Daniel Schluender, Director of Engineering

- 7.9.** RES 25-193 Resolution Accepting a Bid From Hawkins, Inc. in the amount of \$665,639 for Water Treatment Chemicals for January 1, 2026 to December 31, 2026.
Sponsors: Nick Fleischhacker, Public Works Director, Kristian Gaasland, Public Works Supervisor - Water

- 7.10.** RES 25-200 Resolution Authorizing an Amendment to the 2025 Water Capital Fund Budget in Relation to PFAS Settlements
Sponsors: Nick Fleischhacker, Public Works Director, Kristian Gaasland, Public Works Supervisor - Water

- 7.11.** 2025-284 Motion to Approve Payment to Insight Public Sector for Microsoft Enterprise Agreement Annual License Renewal.
Sponsors: Paul Grosse, IT Manager

- 7.12.** 2025-285 Motion Authorizing Payment to Tyler Technologies for Software License, Technical Support, and Maintenance for the City's New World Financial System

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

- 8.1.** 2025-286 Motion to Consider Approval of an On-Sale Intoxicating & Sunday Liquor Licenses for Chelas X, Inc. located at 1250 126th Ave NE, Suite 600, Blaine, MN

Sponsors: Cathy Sorensen, City Clerk

City Clerk Sorensen stated council is asked to approve the on-sale and Sunday intoxicating liquor licenses for Chelas X to allow the ability to serve intoxicating spirits, beer and wine. A public hearing is required prior to the approval of on-sale and Sunday intoxicating liquor licenses in the city. Michael Nguyen, applicant, applied for and received council approval for a wine and 3.2 percent on-sale liquor licenses on October 20, 2025. Mr. Nguyen is now requesting to serve full intoxicating spirits and is applying for an on-sale and Sunday intoxicating liquor licenses rather than the previously approved wine and 3.2 percent on-sale liquor licenses. The applicant included the required license fees, forms and documents. The background investigation was conducted by the Blaine Police Department with no concerns found. The on-sale and Sunday intoxicating liquor licenses, if approved, would be active through June 30, 2026, and run concurrent with annual liquor license renewals. All required information will be submitted to the state's alcohol and gambling enforcement division upon approval of the licenses by the council, and the current wine and 3.2 percent licenses will be canceled.

Mayor Sanders opened the public hearing at 7:32PM.

There being no public input, Mayor Sanders closed the public hearing at 7:32PM.

Moved by Councilmember Massoglia, seconded by Councilmember Robertson, to approve an On-Sale Intoxicating & Sunday Liquor Licenses for Chelas X, Inc. located at 1250 126th Ave NE, Suite 600.

Motion adopted unanimously.

- 8.2.** ORD 25-2597 First Reading
Amend City Charter Chapter 5. Initiative and Referendum, Adding Section 5.14 Recall and Chapter 2. Form of Government, Sec. 2.04 Vacancies in the Council

Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen stated in 2022, council directed the charter commission to consider an 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 presented was 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. The council held a public hearing and first reading on the proposed charter amendment on January 17, 2024, with no public input received, but the amendment failed at the February 5, 2024, meeting due to the lack of a unanimous vote. At the November 18, 2025, charter commission meeting, the commission recommended the amendment be brought forward again for public hearing and council consideration. It's important to note that no changes have been made to the proposed charter amendment since it was first presented in 2024. In addition, redundant language is also being recommended in Sec. 2.05 vacancies in council as well as additional language for vacancies due to a recall, if adopted.

Mayor Sanders opened the public hearing at 7:35PM.

There being no public input, Mayor Sanders closed the public hearing at 7:35PM.

Declared by Mayor Sanders that Ordinance No. 25-2540, "Amend City Charter Chapter 5. Initiative and Referendum, Adding Section 5.14 Recall and Chapter 2. Form of Government, Sec. 2.04 Vacancies in the Council," be introduced and placed on file for second reading at the January 5, 2026, Council meeting.

9. Development Business

- 9.1.** RES 25-199 Resolution Granting a Conditional Use Permit to Operate an Indoor Mini Golf Facility in an Existing Tenant Space in a Community Commercial (B-2) Zoning District at 1033 109th Avenue NE. Putt Town (Case File No. 25-0049/ACK)
Sponsors: Sheila Sellman, Community Development Director

Community Development Director Sellman stated the applicant is proposing an indoor mini-golf facility in a vacant tenant space at 1033 109th Ave. The use is classified as amusement and recreation, which requires a conditional use permit (CUP). Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Robertson, seconded by Councilmember Massoglia, to adopt a Resolution Granting a Conditional Use Permit to Operate an Indoor Mini Golf Facility in an Existing Tenant Space in a Community Commercial (B-2) Zoning District at 1033 109th Avenue NE.

Motion adopted unanimously.

9.2. ORD 25-2589 Second Reading

Ordinance Approving a Rezoning from County Road 10 Mixed Use District (MU) to Development Flex (DF) at 9011 and 9021 University Avenue NE and 120 90th Lane NE. Ranger Development (Northtown Villas) (Case File No. 25-0031/SAS)

Sponsors: Sheila Sellman, Community Development Director

Ms. Sellman requested the council hold the second reading and approve the rezoning request from County Road 10 Mixed Use District (MU) to Development Flex (DF) for an infill housing development of twin homes and detached villas. Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Ford, to adopt the Second Reading of Ordinance No. 25-2589, Approving a Rezoning from County Road 10 Mixed Use District (MU) to Development Flex (DF) at 9011 and 9021 University Avenue NE and 120 90th Lane NE.

Motion adopted unanimously.

9.3. RES 25-182 Resolution Granting Preliminary Plat Approval to Create 11 Lots and one outlot to be Known as Northtown Villas at 9011 and 9021 University Avenue NE and 120 90th Lane NE. Ranger Development (Case File No. 25-0031/SAS)

Sponsors: Sheila Sellman, Community Development Director

Ms. Sellman requested the Council consider preliminary plat approval for 11 lots and one outlot. The preliminary plat consists of eight twin home lots and 3 detached villa lots. Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Ford, to adopt a Resolution Granting Preliminary Plat Approval to Create 11 Lots and one outlot to be Known as Northtown Villas at 9011 and 9021 University Avenue NE and 120 90th Lane NE.

Motion adopted unanimously.

9.4. RES 25-181 Resolution Granting a Conditional Use Permit to Allow Construction of 4 Twin Homes (8 Units) and 3 Single-Family (Villas) in the Development Flex (DF) Zoning District at 9011 and 9021 University Avenue NE and 120 90th Lane NE. Ranger Development (Northtown Villas) (Case File No. 25-0031/SAS)

Sponsors: Sheila Sellman, Community Development Director

Ms. Sellman stated the applicant is requesting to create 8 twin homes and 3 detached single-family villa lots as infill redevelopment in the Northtown Area. The proposal includes a rezoning from County Road 10 Mixed Use District (MU) to Development Flex (DF), a

Conditional Use Permit (CUP) for development standards, and a preliminary plat. Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Ford, to adopt a Resolution Granting a Conditional Use Permit to Allow Construction of 4 Twin Homes (8 Units) and 3 Single-Family (Villas) in the Development Flex (DF) Zoning District at 9011 and 9021 University Avenue NE and 120 90th Lane NE.

Councilmember Newland asked where the land would come from for the turn lane on University Avenue. Director of Engineering Schluender reported the turn lane would fit within the existing right of way of University Avenue. He indicated land would be dedicated for trail easement because the existing trail would need to be relocated.

Motion adopted unanimously.

9.5. ORD 25-2592 Second Reading

Ordinance Approving a Rezoning from Community Commercial (B-2) to Light Industrial (I-1) at 8501 Old West 35W Service Drive NE. Nova Real Estate (Case File No. 25-0047/SLK)

Sponsors: Sheila Sellman, Community Development Director

Ms. Sellman stated the applicant is requesting a rezoning from Community Commercial (B-2) to Light Industrial (I-1) to allow a light industrial building. Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Ford, to adopt the Second Reading of Ordinance No. 25-2592, Approving a Rezoning from Community Commercial (B-2) to Light Industrial (I-1) at 8501 Old West 35W Service Drive NE.

Motion adopted unanimously.

9.6. ORD 25-2594 Second Reading

Ordinance Approving a Rezoning from County Road 10 Mixed Use (MU) to Single Family Residential (R-1) at 8550 Van Buren Street NE. City of Blaine (Case File No. 25-0046/EES)

Sponsors: Sheila Sellman, Community Development Director

Ms. Sellman stated the EDA purchased 8850 Van Buren Street in 2019 and is now proposing rezoning to R-1 to allow for sale of the property for construction of a single family home. The R-1 zoning is consistent with adjacent properties and R-1 setbacks and other performance standards are able to be met on the subject property. Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to adopt the Second Reading of Ordinance No. 25-2594, Approving a Rezoning from County Road 10

Mixed Use (MU) to Single Family Residential (R-1) at 8550 Van Buren Street NE.

City Manager Thorvig reported if this item is approved by the council, staff would be issuing RFPs to single family home builders in order for a home to be built on this lot sometime next summer.

Motion adopted unanimously.

- 9.7.** RES 25-183 Resolution Granting a Comprehensive Plan Amendment to Change from Community Commercial (CC) to Low Density Residential (LDR) at 8550 Van Buren Street NE. City of Blaine (Case File No. 25-0046/EES)
Sponsors: Sheila Sellman, Community Development Director

Ms. Sellman stated the EDA purchased 8850 Van Buren Street in 2019 and is now proposing a comprehensive plan amendment to Low Density Residential to allow for rezoning to R-1 and sale of the property for construction of a single family home. The LDR land use is consistent with adjacent properties. Staff commented further on the request and reported the planning commission recommended approval.

Moved by Councilmember Newland, seconded by Councilmember Massoglia, to adopt a Resolution Granting a Comprehensive Plan Amendment to Change from Community Commercial (CC) to Low Density Residential (LDR) at 8550 Van Buren Street NE.

Motion adopted unanimously.

- 9.8.** ORD 25-2593 Second Reading
Ordinance Approving Annual Revisions to the Blaine Zoning Ordinance. City of Blaine (Case File No. 25-0044/ACK)
Sponsors: Sheila Sellman, Community Development Director

Ms. Sellman stated annually, staff reviews the zoning code to identify areas for improvement and proposes annual ordinance revisions. Staff commented further on the zoning code updates and reported the planning commission recommended approval.

Moved by Councilmember Robertson, seconded by Councilmember Newland, to adopt the Second Reading of Ordinance No. 25-2593, Approving Annual Revisions to the Blaine Zoning Ordinance.

Motion adopted unanimously.

- 9.9.** RES 25-201 Summary Resolution for Publication of Ordinance 25-2593 Approving Annual Revisions to the Blaine Zoning Ordinance
Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen requested the council adopt the proposed resolution allowing for publication of title and summary of Ordinance 25-2593.

Moved by Councilmember Massoglia, seconded by Councilmember Newland, to adopt a Resolution for Summary Publication of Ordinance 25-2593 Approving Annual Revisions to the Blaine Zoning Ordinance.

Motion adopted unanimously.

10. Administration

10.1. RES 25-194 Resolution Adopting the 2026 Property Tax Levy and City Budgets *Sponsors: Jason Zimmerman, Finance Director*

Finance Director Zimmerman stated Minnesota state law requires all cities, including Blaine, to certify their final 2026 adopted property tax levies to the county auditor on or before December 29, 2025. The budgetary process began with finance department staff conducting small group discussions with all members of the council to provide measured assumptions that incorporated operating, capital, and debt funding strategies as outlined in previous budgetary cycles while maintaining existing staffing and service levels at anticipated 2026 costs. An outcome of these small group meetings was the creation of a policy-driven framework containing key themes, goals, and expectations for the 2026 budget and property tax levy. Key concepts included prioritizing new funding for capital investments, providing sufficient resources to adequately fund ongoing costs, and ensuring requests conformed to the strategic plan. The conditions were then incorporated into department's requested budgets. These departmental requests were then evaluated and further adjusted to ensure compliance with the directions provided by city council and to maintain a consistent fiscal approach city-wide. At the June 9 workshop, staff presented a revised budget representing an increase of \$5,964,000 or 12.1 percent. The median valued residential property in Blaine is \$346,000, which is an increase of 3.38 percent in value. Median valued properties will see their estimate of the city's share of their annual property tax bill increase of \$112.63 or 9.26 percent or approximately \$9.39 per month. Based on the value information provided by the county assessor, current estimates indicate that this levy would result in an approximate tax capacity rate of 40.216 percent. Property tax relief resources were reviewed with the council. Staff commented further on the process that was followed for the budget, reviewed the final levy and recommended approval of the 2026 property tax levy and city budgets.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt a Resolution Adopting the 2026 Property Tax Levy and City Budgets.

Councilmember Massoglia indicated he did not support the budget last year. He explained he was hopeful changes would be made to rebalance the city's fiscal strategy. He wanted to see the city council pursue a budget committee for the 2027 budgeting process. In addition, he wanted to see the city pursuing alternative revenue sources to assist with leveling off the tax levy. He stated he would remain hopeful that changes were on the horizon, but noted he

would not be able to support this budget and tax levy.

Councilmember Robertson reported staff has been diligently working on the budget for the past eleven months. She explained she has been questioning and speaking with staff a great deal throughout the budget planning process. She appreciated the fact the city would be working to prefund debt while also paying down the debt the city has issued. She commented on the experience she has with private sector financing and stated she understood this varied greatly from public financing. She thanked the finance team for all of their efforts on the budget and how the city was investigating new non-tax revenue streams. She discussed the areas within the budget that were frustrating to her, which included new capital purchases. She stated she understood Blaine was a growing city, but she also wanted to ensure the city was making fiscally responsible decisions through this growth. She explained she was looking forward to attending the January budget retreat. She thanked her colleagues on the city council for all of the time and energy that was spent on the budget and tax levy in 2025.

Councilmember Newland stated he believed the city was on the right path where the city council wants to go. He appreciated how the trajectory of the levy was being altered. He discussed how Blaine was a unique community because it did not have any additional revenue streams such as a municipal liquor store, franchise fees or LGA to assist with covering expenditures. He believed that in one year, the city would be sitting in a different position financially. He stated the budget could not change overnight, but could make incremental changes that would improve the financial position of the city. He explained he was proud of the services the city was providing for Blaine residents.

Councilmember Fleming reported the budget process was long and arduous. She indicated the council had benchmarks and a framework established for staff. She highlighted the goals that were accomplished by staff noting the levy had come in under 10%. She appreciated the fact the city now had a five-year plan to eliminate the need for capital bonding. She discussed how reserves were being used strategically for one-time items and the city was pursuing alternative revenue sources. She asked staff to speak to how important it was for the city council to pass a budget each year. Mr. Zimmerman explained if the council does not certify a levy by the end of December, the levy would revert back to what it was for 2025. He indicated if a budget was not established staff would not have proper direction on how to conduct business going into the new year.

Councilmember Fleming thanked staff for speaking to this issue. She explained she would like the levy to be lower, but she appreciated the trajectory the city council was on noted she would be offering her support to the tax levy and budget for 2026.

Mayor Sanders thanked Finance Director Zimmerman and the entire finance team for their efforts on the 2026 budget.

Councilmember Massoglia requested a roll call vote be taken.

A roll call vote was taken. Motion adopted 4-3 (Councilmembers Larson, Massoglia, and Robertson opposed).

10.2. RES 25-191 Resolution Adopting the 2026-2030 Capital Improvement Program and Authorizing 2026 Purchases and Projects
Sponsors: Jason Zimmerman, Finance Director

Mr. Zimmerman stated council is requested to approve the 2026-2030 Capital Improvement Program and the 2026 Purchases and Projects. The city of Blaine plans for capital maintenance and improvements by preparing a five-year Capital Improvement Plan (CIP). The CIP represents a framework for planning the preservation and expansion of capital, including infrastructure, facilities, and equipment, in a way that is sustainable and affordable for the community. It sets forth the estimated schedule, timing, and details of specific improvements by year, together with the estimated cost, the need for the improvement, and sources of revenue to pay for the improvement. The plan supports the city's goals as identified by the city council and discussed during the 2026 budget process. These goals include enhancing and preserving service levels, continual review for service efficiencies and innovations, and maintaining a strong financial position. The CIP is a planning document intended to assist policymakers and staff to plan for major capital improvement, renewal, and replacement expenditures. As a planning document, the CIP does not bind the city to the anticipated expenditures in the projected years. The CIP is not a budget, nor is it an authorization to expend funds. The authorization of the expenditures occurs through City Council action and adoption of the annual budget. Staff commented on the items that were proposed for purchase in 2026 and requested the council adopt a resolution approving the 2026 through 2030 CIP and authorizing the 2026 purchase and projects.

Moved by Councilmember Newland, seconded by Councilmember Ford, to adopt a Resolution Adopting the 2026-2030 Capital Improvement Program and Authorizing 2026 Purchases and Projects.

Councilmember Newland stated the council has had dialogue about targeting alternative revenue streams for future capital improvement purchases. He explained he supported the CIP as presented by staff.

Councilmember Ford indicated he supported the proposed CIP and thanked staff for their efforts on this financial planning tool.

Motion adopted 5-2 (Councilmembers Larson and Massoglia opposed).

10.3. RES 25-192 Resolution to Transfer Unrestricted General Fund Reserves and Associated Budget Amendments
Sponsors: Jason Zimmerman, Finance Director

Mr. Zimmerman stated pursuant to council direction provided upon adoption of the 2026 Budget along with guidance provided by the city's fund balance policy, council is requested to authorize the transfer of unrestricted general fund reserves to address one-time items and general capital equipment as outlined during the [August 11, 2025](#), Workshop.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to adopt a Resolution to Transfer Unrestricted General Fund Reserves and Associated Budget Amendments.

Councilmember Massoglia indicated he would not be supporting this item. He explained the city had \$3.9 million in unrestricted reserve dollars and in his opinion, the levy should have been lowered by this amount. He was of the opinion the city was overtaxing and the city should have used these dollars in another manner.

Motion adopted 5-2 (Councilmembers Massoglia and Robertson opposed).

- 10.4.** 2025-287 Motion to Authorize Mayor and City Manager to Enter into a Contract with Traut Companies for Construction of Monitoring Wells, Improvement Project No. U2412
Sponsors: Nick Fleischhacker, Public Works Director

Public Works Director Fleishhacker stated council is requested to approve a contract for the construction of monitoring wells, Improvement Project No. U2412 in the amount of \$137,050 in conjunction with efforts to finalize appropriations permitting with the Minnesota Department of Natural Resources (DNR) for city wells 19, 20 and 21 in the Northeast Wellfield. At the June 2, 2025 City Council Workshop, staff provided an update to the Council on the ongoing collaboration with the MN DNR to develop a path forward for the City to obtain operating permits for Wells 19, 20 and 21 in the Northeast Wellfield. Staff indicated that one of the DNR requirements was to install a nest of two monitoring wells in Ham Lake, one in each of the two aquifers the Northeast Wellfield draws from (Quaternary and Tunnel City-Wonewoc), near where the well interference complaints were received in 2021 and 2022. At the July 7, 2025 city council meeting a contract with Barr Engineering Co. was approved by council. The contract was to assist the City in completing the necessary steps required by the DNR to obtain the operating permits from the DNR. Part of the scope of the Barr contract was to prepare plans and specifications for the installation of the required Ham Lake monitoring wells and an additional monitoring well located in the city of Blaine adjacent to an existing monitoring well in the Quaternary Aquifer just north of the Northeast Well Field. The monitoring well proposed in Blaine will be drilled into the Tunnel City-Wonewoc Aquifer so that both aquifers the Northeast Wellfield draws from can be monitored at this location. A joint powers agreement permitting the installation of the monitoring wells in Ham Lake was approved by the Ham Lake City Council on November 3, 2025, and subsequently approved by the Blaine City Council on November 17, 2025 (Resolution 25-180).

Mr. Fleischhacker reported Barr prepared the plans and specifications and quotes were obtained from the two drillers in Minnesota that are capable of drilling the wells with a rotosonic drill rig. A rotosonic drill rig is preferable in this situation to a conventional drill rig because it allows the drilling cores to be recovered as the wells are drilled, providing data on the existing geology at the well sites which may help the city and DNR understand the unique situation that is at the heart of this well interference issue. In addition, it results in a cleaner borehole (less wall smearing) that will help ensure the monitoring well can respond more rapidly to changes in aquifer water levels than a conventionally drilled well. The

engineering department requested and received quotes as follows:

Traut Companies - \$137,050

Cascade Environmental - \$117,868

Mr. Fleischhacker explained one of the requested items in the quote proposal was for drilling fluid management. Normally, the well driller will dispose of the drilling fluid (a mixture of water and bentonite clay) on site, but because the two monitoring wells are located in a park in Ham Lake the driller will be required to haul away and dispose of the fluid offsite. Traut listed a \$25,000 price for drilling fluid management and Cascade did not provide a price, stating they do not have the ability to capture and dispose of it and a separate contractor would be needed. As a result, staff is recommending that Traut Companies be awarded the contract. City council is also asked to approve a 10% contingency to bring the total project budget to \$150,755. This project will be funded through Public Water Utility funds.

Moved by Councilmember Newland, seconded by Councilmember Fleming, to authorize Mayor and City Manager to enter into a Contract with Traut Companies for Construction of Monitoring Wells, Improvement Project No. U2412.

Councilmember Newland asked when this work would be completed and when would the monitoring begin. Mr. Fleischhacker reported the holes will be drilled this winter and baseline data would be collected with the DNR after this work was completed.

Motion adopted 5-2 (Councilmembers Massoglia and Robertson opposed).

- 10.5.** 2025-288 Motion to Approve Memorandum of Understanding with Coon Creek Watershed District for Project U2513
Sponsors: Daniel Schluender, Director of Engineering

Mr. Schluender stated Coon Creek Watershed District, along with member organizations of the city of Blaine, city of Coon Rapids, and Anoka County, have identified the construction of a biochar and iron enhanced sand filter located at the existing Bridgewater Pond will help address phosphorus and E.coli contamination within Anoka County Ditch 39. Preliminary plans and cost estimates have been prepared, and the project is proposed to move forward with construction in 2026. Construction is scheduled for Summer of 2026. Anoka County Ditch 39, also known as Knoll Creek, has high levels of phosphorus and E. coli that contribute to pollution in Sand Creek and in Coon Creek. The Minnesota Pollution Control Agency (MPCA) has placed limits on these two pollutants and the surrounding city's and watershed districts are required to reduce these pollutants.

Mr. Schluender reported the proposed project was the most cost-effective project identified in the 2023 subwatershed assessment conducted by the watershed district with cooperation and partnership with surrounding cities. While not located in the city of Blaine, the project treats polluted stormwater that comes from the city of Blaine drainage areas. The district applied for and received a \$625,000 grant from the Board of Water and Soil Resources to assist in funding the project and to help minimize cost to local governments. Based on the

estimated total project cost, the remaining amount to be financed is \$557,000. Remaining costs were then distributed to member organizations based on drainage area that contribute to the pollution problem. The city of Blaine comprises of 72% of this drainage area, which amounts to the budget request for \$400,000. The city of Coon Rapids comprises of 17% of the drainage area, which amounts to the budget request for \$95,000. The district and the county amount to 7% and 4%, which equates to \$40,000 and \$22,000, respectively. Construction is planned to begin in 2026. These joint projects were introduced to council at a workshop in February of 2024. This memorandum of understanding is necessary to document funding agreements as multiple agencies are collaborating to fund the project. Once final costs have been identified and the contracts have been bid, a joint powers agreement will be brought to council for approval prior to construction of the project.

Moved by Councilmember Massoglia, seconded by Councilmember Newland, to approve a Memorandum of Understanding with Coon Creek Watershed District for Project U2513.

Motion adopted unanimously.

10.6. ORD 25-2595 First Reading

Ordinance Amending Chapter 2 - Administration, Article V. - Ordinance Violations, Division 2. Administrative Adjudication and Chapter 86 - Utilities, Division 2 - Fire Services, Sec. 86-74

Sponsors: Sheila Sellman, Community Development Director

Ms. Sorensen stated staff is recommending an amendment to the city's administrative adjudication ordinance to better address the administrative citation process and amendments to check valve/meter fines. The current administrative adjudication ordinance was established in 1999 to address certain administrative offenses outside the formal judicial process. Examples of administrative offenses include long grass, outside storage, and temporary sign violations. Staff is recommending amendments that are less specific regarding the employees who can issue violation notices, simplifies subsequent offenses fees, establishes re-inspection fees, and allows penalties for offenses to be established through a penalty schedule instead of by resolution or ordinance for ease of updates. Staff is also recommending an amendment to the current fine for illegal use of water to be removed from city code and included in a penalty schedule instead for ease of updating.

Declared by Mayor Sanders that Ordinance No. 25-2595, "Ordinance Amending Chapter 2 - Administration, Article V. - Ordinance Violations, Division 2. Administrative Adjudication and Chapter 86 - Utilities, Division 2 - Fire Services, Sec. 86-74," be introduced and placed on file for second reading at the January 5, 2026 Council meeting.

10.7. ORD 25-2596 First Reading

Ordinance Amending Chapter 22 - Businesses Article V.- Peddlers, Solicitors, and Transient Merchants

Sponsors: Cathy Sorensen, City Clerk

Ms. Sorensen stated council is asked to consider ordinance amendments clarifying licensing

for solicitors in the city. As part of a regular review of city code, staff is recommending amendments to the peddler, solicitor, and transient merchant code clarifying that licensing is required for solicitors as well as other housekeeping updates.

Declared by Mayor Sanders that Ordinance No. 25-2596, "Ordinance Amending Chapter 22 - Businesses Article V.- Peddlers, Solicitors, and Transient Merchants," be introduced and placed on file for second reading at the January 5, 2026 Council meeting.

11. Other Business

None.

12. Adjournment

Moved by Councilmember Robertson, seconded by Councilmember Newland, to adjourn the meeting at 8:49PM.

Motion adopted unanimously.



City of Blaine Staff Report

File Number: 2026-007

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Cathy Sorensen, City Clerk

Agenda Item # 7.3

Designate Official Newspaper for 2026

Executive Summary

State law and city code require that council designate a single newspaper as its official newspaper.

Background

Chapter 12. - Miscellaneous and Transitory Provisions

Sec. 12.01. - Official publications.

The council shall annually designate a legal newspaper of general circulation in the city as its official newspaper in which shall be published ordinances and other matters required by law to be so published as well as such other matters as the council may deem it in the public interest to have published in this manner.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by ensuring governance and decision making processes work and provide the public with information.

Board/Commission Review

N/A

Financial Impact

Minnesota Statute 331A.02, Subd. 1 defines the qualifications for a publication to be designated as an official newspaper. Below is a summary of the two bids received which meets statute:

Blaine/Spring Lake Park Life

Publication cost \$11.25/column inch (increase of \$0.25 from 2025)

No per line per day rate

Manual typeset \$20/notice (if needed)

Frequency 1 day/week on Fridays

Deadline Tuesdays @ 10AM

Primary distribution home delivery

Average circulation 1,763 homes/businesses (down from 3,835 in 2024)

Blaine/ Spring Lake Park Life content is front of paywall and requires no subscription to view

Monthly pageviews over 62,000/month, not including MN Newspaper Association

Star Tribune

Publication cost \$17.90/column inch (unchanged from 2025)

\$1.58 per line per day which is the rate structure used for public notices

Manual typeset N/A

Frequency 7 days per week

Deadline 2 days prior by 4PM

Primary distribution home delivery

Average circulation 103,808 (216,788 Sundays)

Content is front of paywall and requires no subscription to view

Desktop rolling average

- Pageviews 82M/yr

- Unique monthly visitors 8M/yr

Public Outreach/Input

Public notices are also posted at city hall, on the city's website and distributed through the CivicPlus NotifyMe communication tool.

Staff Recommendation

By motion, staff recommends council designate *The Blaine Life* as the official newspaper for 2026.

Attachment List

None



City of Blaine Staff Report

File Number: 2026-008

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Cathy Sorensen, City Clerk

Agenda Item # 7.4

Recording Secretary Service Agreement for 2026

Executive Summary

By motion, authorize the mayor and city manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2026.

Background

Minute Maker Secretarial transcribes meeting minutes for all council, economic development authority, boards and commissions. The agreement reflects their fees for all recording services and extends the expiration date to December 31, 2026.

Strategic Plan Relationship

This item relates to the organizational health strategic priority by providing an accurate, permanent record of board, commission, and council proceedings as required by Statute and for transparency for the public.

Board/Commission Review

N/A

Financial Impact

The agreement reflects a base rate increase of less than 3.5% for 2026 and includes a clause that allows either party to cancel this agreement with or without cause upon thirty (30) days written notice.

Public Outreach/Input

N/A

Staff Recommendation

By motion, authorize the mayor and city manager to enter into an agreement with Minute Maker Secretarial for recording secretary services for 2026.

Attachment List

1. 2026 Recording Secretary Addendum



Minute Maker Secretarial

October 1, 2025

Ms. Cathy Sorensen, City Clerk
City of Blaine
10801 Town Square Drive
Blaine, MN 55449

Dear Cathy,

Enclosed is an Addendum to the Recording Secretary Service Agreement that extends the expiration date to December 31, 2026. To accommodate COLA and the mandated family medical leave program, the 2026 unit rates reflect an increase of \$1.50 per hour and 50 cents per page. The base rate reflects an increase of less than 3.5%.

I so appreciate the confidence you have placed in Minute Maker Secretarial to handle your meeting minute needs and look forward to continuing that relationship in 2026.

If you need further information or have questions, please feel free to contact me at 612-600-8999.

All my best,

Heidi Guenther
Owner

Enclosures: Recording Secretary Service Agreement
Return envelope

**ADDENDUM TO
RECORDING SECRETARY SERVICE AGREEMENT**

Dated: December 31, 2025

By and between Minute Maker Secretarial, Inc. (MMS) and the City of Blaine, 10801 Town Square Drive, Blaine, MN 55449.

1. EXTENSION OF RECORDING SECRETARIAL SERVICE AGREEMENT: The term of the existing Recording Secretary Service Agreement dated December 31, 2024 shall be extended under the same terms and conditions to December 31, 2026.
2. MMS CHARGES: MMS shall be paid for its services as recording secretary for each meeting with a one (1) hour minimum, the highest rate prevailing, as follows:
 - a. Base Rate: One Hundred Seventy-Eight and 00/100 dollars (\$178.00) for any meeting up to one (1) hour (billable time) plus Forty-One and 50/100 dollars (\$41.50) for each thirty (30) minutes following the first one (1) hour; or
 - b. Unit Rate: Fifty-Four and 75/00 dollars (\$54.75) for the first hour of meeting time and Thirty-Seven and 00/100 dollars (\$37.00) for every hour after the first hour plus Sixteen and 50/100 dollars (\$16.50) for each page of draft minutes for submission to the City of Blaine for their preparation of final minutes.

At the end of the term of this Addendum or any extension of it, the parties may make a new Agreement or extend or modify the terms of this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Addendum to the Recording Secretary Service Agreement as of the day and year indicated.

Date: _____

CITY OF BLAINE

By _____

Tim Sanders

Its _____

Mayor

By _____

Erik Thorvig

Its _____

City Manager

October 1, 2025

MINUTE MAKER SECRETARIAL, INC.

By  _____

Heidi Guenther

Its _____

President & CEO



City of Blaine Staff Report

File Number: 2026-009

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: -

Agenda Item # 7.5

Adopt Council Code of Conduct

Executive Summary

Council is asked to reaffirm and adopt the council code of conduct.

Background

Council adopted the current code of conduct on February 19, 2025. Similar to annual organizational items such as rules of procedure, it is suggested that council reaffirm and adopt the code of conduct for 2026. No changes are being recommended at this time.

Strategic Plan Relationship

This topic relates to the collaboration and engagement strategic priority through creation of healthy council working relationships.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

Council is asked to adopt the council code of conduct as presented.

Attachment List

1. CURRENT Blaine Code of Conduct - Adopted February 2025

Blaine City Council

Code of Conduct

Prepared by:
City Attorney

Revisions Adopted February 19, 2025



BlaineMN.gov
Live | Work | Grow



BLAINE CITY COUNCIL – CODE OF CONDUCT

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INTRODUCTORY PLEDGE

Blaine residents and businesses deserve a fair, ethical and accountable local government that earns the public's full confidence for integrity. Recognizing these goals, the code of conduct is established for all elected officials of the City of Blaine. As a member of the Blaine City Council, we agree to uphold the introductory pledge for elected officials adopted by the city council and conduct myself by the following model of behavior. We will:

- Comply with the law, including
 - Staying within the city council's authority
 - Following the open meeting, gift, and conflict of interest laws
- Respect city council roles and responsibilities when working with staff, boards and commissions
- Be consistent in policy and respect process
- Fulfill the council's fiduciary responsibility to act in the best interest of the city, and all of its residents, both financially and legally by:
 - keeping the common good as the highest purpose to focus on achieving constructive solutions for the public benefit
 - not disclosing private or confidential information of the city or using that information to advance personal interests. The mayor and councilmembers must maintain the confidentiality of all non-public information concerning property, personnel, or legal affairs of the city. They must neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests. Such disclosure is a violation of the Rules of Order and Procedure and the Council Code of Conduct.
 - protecting city interests and liability by following advice of legal counsel

COMPLIANCE AND ENFORCEMENT

The code of conduct expresses standards of ethical conduct expected for members of the Blaine City Council. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. We will hold ourselves and each other accountable and when there is a suspected violation of the law, we will discuss with the city manager.

COMPLY WITH THE LAW

Members shall comply with the applicable federal laws, state laws, and city ordinances in the performance of their public duties.

Authority

The city's legislative powers are granted to the council as a whole, and not to individual members. The council as a whole is a policy-making board and as such, it is not the duty of the council to administer the day-to-day operations of the city. Many items will come before the council as required by city ordinance, but many issues are more discretionary in nature. It is important that the council and staff work together to differentiate between administrative duties that are relevant to staff, and those decisions that are of a policy-making nature and should come before the council. All councilmembers, including those serving as presiding officer, have equal votes. No councilmember has more power than any other councilmember, and all should be treated with equal respect.

Members are elected officials serving on the city council and councilmembers shall not attempt to act as, or carry out the responsibilities of, city staff or the city manager beyond what is outlined in the city charter and code. Councilmembers shall not undermine the authority of the city manager and city staff as those individuals carry out their duties as authorized by the city charter, code and the motions and resolutions adopted by majority of the city council. Including but not limited to speaking on behalf of council or city staff, media engagement, developers, property owners or residents without approval of a majority of council.

Mayoral Role

According to [Blaine City Charter Chapter 2, Section 2.06](#) the mayor is a full member of the council in addition to acting as presiding officer of meetings; representing the city ceremoniously; and executing official documents.

Open Meeting Law (OML)

Public deliberations and processes shall be conducted openly and in a transparent manner. The Minnesota Open Meeting Law [Chapter 13D](#) requires that meetings of governmental bodies generally be open to the public in order to:

- Prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences
- Assure the public's right to be informed and observe public meetings

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

Gift/Donations

Gifts from Interested Persons: Unless as outlined in exceptions, per [MN Statute 471.895](#) councilmembers may not receive gifts from any "interested person" in conjunction with their city council duties:

- A "gift" is defined as money, real or personal property, a service, loan, a forbearance or forgiveness of debt, or a promise of future employment, that is given and received without the giver receiving something of equal or greater value in return
- "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make
 - virtually every resident or person doing business in the city could have a direct financial interest in a decision

Gifts to the city: councilmembers can recommend acceptance of general gifts through the city's donation policy. All gifts to the city must be accepted by city council resolution.

Logo

Members shall not use the city's name or logo for the purpose of endorsing any political candidate or business.

Conflict of Interest

Conflict of interest is when any member who has a "financial interest" in, or who may receive a financial benefit as a result of, any action or if there is potential for the appearance of conflict of interest. Questions about a potential conflict of interest shall be discussed with the city manager.

Contractual Conflict of Interest: Per [MN Statute 471.87](#), with exceptions in [MN Statutes 123B.195](#) and [471.88](#), a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

Non-Contractual Conflict of Interest: Non-contractual matters may include such things as council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested councilmember most likely should abstain from participating in council discussion and from voting on these issues.

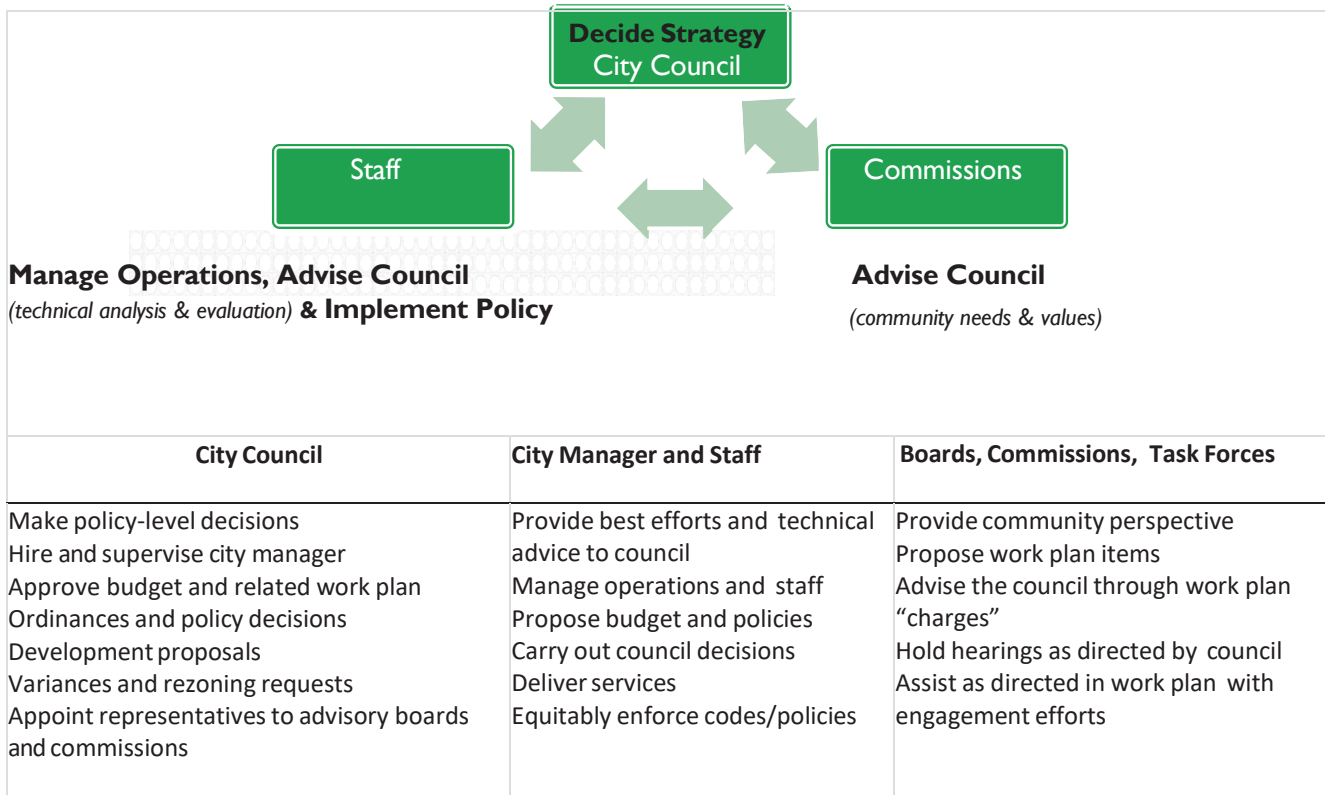
Members who have a potential conflict of interest shall:

- Disclose the conflict of interest to the group, and
- Abstain from the council discussion debate and vote

ROLES OF COUNCIL, STAFF AND COMMISSIONS

We are all part of a team committed to the residents of Blaine both today and in the future. To be effective we must come to meetings with an open mind, think strategically about city issues and delegate details of

implementations to staff. We will strive to maintain a culture of trust, respect and candor as a council and when working with staff and boards/commissions.



Respectful Behavior

Members should **STRIVE TO**:

Treat people with courtesy, politeness, and kindness
 Encourage others to express their opinions and ideas
 Listen to what others have to say
 Use the ideas of others to improve decisions and outcomes
 Recognize and respect differences
 Prepare for the issues at hand
 Focus on the business of the body
 Consider only legally germane information in decisions
 Act as a decision maker, not an advocate

Members should **AVOID**:

- Speaking over or cutting off another individual's comments
- Insulting, disparaging, or putting down people or their ideas
- Bullying other members by displaying a pattern of belittling, demeaning, judging or patronizing comments
- Violence or the threat of violence will not be tolerated

WORKING WITH CITY STAFF

Members shall respect and adhere to the council-manager structure of Blaine city government. This means:

City Council does...

Hire, fire, and supervise city manager
 Set the strategic direction for the city
 Consider and approve budget and related work plan, and monitor performance relative to those items
 Consider and approve policy decisions
 Consider and approve development proposals
 Consider and approve variances and rezoning requests
 Appoint citizens to citizen advisory boards and commissions
 Approve and amend work plans and bylaws

City Council does not...

- Hire and fire staff
- Direct activities of staff other than city manager
 - Individually direct activities of boards, commissions or other resident groups
 - Individually approve policies, projects etc.
 - Individually commit resources or staff to specific causes
 - Individually enforce policies, city code, etc. or speak or prepare official correspondence on behalf of the city unless authorized by council

Councilmembers promise city staff they will:

- Respect staff as valued resources and members of our team
- Support the maintenance of a positive and constructive workplace environment for city employees where individual members, staff and the public are free to express their ideas and work to their full potential
- Provide direction to the city manager as a body and not direct the work of individual staff
- Encourage staff to focus on the big picture in reports
- When possible, notify the city manager in advance of a council meeting of questions or requests to pull agenda items from the consent agenda so the appropriate staff can compile the information needed
- Agree that information they ask of the city manager will be shared equally with all councilmembers
- Copy the city manager on all communications with staff, including questions on topics such as agenda items

WORKING WITH BOARDS AND COMMISSIONS

As set forth in the [Blaine City Charter Chapter 2, Section 2.02](#), Blaine's boards and commissions are established by the council and serve as advisory to the council. Specific board and commission roles are:

- Investigate matters within the scope of the commission or as specifically directed by the council
- Advise the council by communicating the viewpoint or advice of the commission
- At the direction of council, hold hearings, receive evidence, conduct investigations, and, based on such hearings, evidence and investigations, make decisions and recommendations to the council

Councilmembers promise boards and commissions they will:

- View boards and commissions as vitally important resources to support our decision-making
- Communicate effectively with boards and commissions to ensure they have the tools to do their work
- Give clear direction as a body and take adequate time to review the result of their deliberations
- Because of the value of the independent advice of boards, commissions, and task forces to the public decision-making process, members of council shall refrain from using their position to influence the deliberations or outcomes of board, commission, and task force proceedings
- The expectation is that councilmembers will not typically attend board, commission, committee, working group or task force meetings. However, under special circumstances, if we attend a meeting:
 - We will do so only as an observer and prior to attending will notify the appropriate staff liaison
 - Strive for good communication by reporting out to other councilmembers

WORKING WITH THE COMMUNITY

Residents: City staff is the first call for help for residents. We will refer residents who have concerns to the city manager. If a resident has contacted the city manager but is still not satisfied, we will discuss with the city manager. We acknowledge if a resident receives conflicting information from different councilmembers or staff that is difficult for the resident and could increase liability for the city.

Businesses or other interests: The purpose of a city council meeting is to discuss information needed to make an informed decision, review that information, and decide. It is not feasible to conduct all business in a public meeting. Particularly around development, business interests might ask a member to meet outside of the city council meeting to facilitate idea generation about proposals.

The city council's overarching principles for working the community are:

- Never grant any special consideration, treatment, or advantage
- Respect sensitivity of personal information

- Honor our rules regarding public testimony and clearly communicate the rules
- Make ourselves available to all parties on an equal basis and not advocate for a certain point of view
- Be cautious about how we participate in meetings or events and not prejudice the issue before the council has had a chance to deliberate

CITY STAFF AND THE PUBLIC

Public decision-making must be fair and impartial and shall not be discriminatory on the basis of those protected classes outlined in federal, state, and city laws and ordinances. City policy dictates that elected officials and advisory board members conduct business in a manner which, both internally and in relation to each other and their constituencies, is free from illegal discrimination based on race, color, creed, religion, national origin, sex, disability, age, marital status, socio-economic status, or sexual orientation.

Meetings requested by residents or businesses:

1. AFTER DECISION: If we are invited to a meeting about an issue the council has decided upon, we will explain how the council arrived at the decision.
2. DURING DECISION: If we are invited to a meeting about an issue that will be before the council in the future, we will uphold the above principles for working with the community, and:
 - a. We will not make our decision about an issue before the city council until the process allows.
 - b. We will be sensitive to the fact that we are not hearing everyone, and we will give equal consideration to all feedback regardless of the way it is received.
3. DURING SPECIFIED ENGAGEMENT PROCESS: If we meet with a resident during a planned engagement process, we will notify the resident that we are there to listen and encourage them to participate through the established process to engage. We will ensure that staff received the feedback provided to us.
4. OTHER ENGAGEMENT OPPORTUNITIES: Engagement opportunities outside of formal council meetings are often an effective and meaningful way to connect with residents in a less formal manner, such as meeting with one or two residents about a topic, meeting with a few business owners in an area, or holding a listening session for a small portion of a neighborhood. The goal of these smaller engagement opportunities is to provide one or two councilmembers the opportunity to engage with constituents in a smaller group setting, different than larger, staff-supported events such as an open house or broader neighborhood meeting, that may be subject to the open meeting law. These opportunities should be considered as listening sessions for feedback on a topic that the councilmember(s) then relay to the full council as part of formal consideration.

Should a councilmember like to host an engagement opportunity, they should:

- Inform the city manager to allow staff time if needed to notify about the opportunity, ensuring equal access for all and ensuring that all regulatory and open meeting law requirements are met.
- Inform their fellow councilmembers that an engagement opportunity will be taking place.

Councilmembers should use these opportunities to:

- Listen to constituents' concerns and ideas.
- Encourage residents to attend council meetings and participate in the public decision-making process.
- Collaborate with the city manager to ensure that constituents' concerns and ideas are addressed through staff and in accordance with established policies and procedures.

Councilmembers should avoid:

- Making promises or commitments on behalf of the council or city.
- Discussing confidential, private, or non-public sensitive information and redirect conversations to the appropriate public forum(s).
- Directing staff or making specific requests outside of the established protocol (i.e., via the city manager).
- Councilmembers should keep a separation between their official duties and any campaign/re-election

activities.

5. We will also notify the city manager in the event we wish to attend board/commission meetings as well as legislative committee meetings/hearings so staff can notify the chair(s) and/or lobbyists in order to be best prepared.

By following these guidelines, councilmembers can effectively engage with the public outside of formal council meetings while maintaining transparency, upholding ethical responsibilities and encouraging active participation in the local government decision-making process.

COUNCIL CONDUCT WITH CITY STAFF

Direction to Staff for Projects/Agenda Items - Direction is given to city staff to pursue items that generally impact the public policy of the city by reaching consensus during a workshop or through a direct binding majority vote of the council at a special or regular business meeting. This direction can occur either through a workshop item agenda form with general consensus of the council or under other business on the regular business agenda through a motion/second and majority vote. Once direction is given, the city manager will assign the work to a staff member or advise the council that additional staffing will be needed to carry out the task. City staff, including the direct employees of the council (the city manager and city attorney), are not obligated to pursue items for only one councilmember. If a councilmember wishes to direct staff to work on a specific item, the councilmember must receive consent of the council by reaching consensus during a workshop meeting, by a majority vote of approval, or by submitting a workshop item agenda form that results in consensus of the council.

Requests for Information on Non-Agenda Items - City staff carry out the day-to-day business of operating the city. The council should keep this in mind when requesting information or asking to perform these functions. Generally, all interactions with staff members should flow through the city manager. If a councilmember is asking for information from city staff that will require more than 30 minutes of staff time to collect or research a problem and prepare a response, the request will need to be approved by the council to ensure that staff resources are allocated in accordance with overall council priorities.

Interaction with Staff - It is not appropriate for councilmembers to admonish city staff when disagreeing with the information brought forth for presentation to the governing body. Concerns should be taken up with the city manager, and if an issue is identified that needs to be addressed by the whole council, it will be brought forth accordingly. In any event, there shall be no personal attacks on city staff.

COUNCIL CONDUCT WITH THE PUBLIC

Public Meetings - Making the public feel welcome is an important part of the democratic process. Recognizing that the actions of each council member impact the public perception of the whole council, councilmembers shall strive to treat the public with respect.

Connecting Residents with Staff Resources - Councilmembers serve as the link between residents and their local government. Through various channels such as mail, telephone, face-to-face interactions, and electronic means, council facilitates a crucial two-way exchange of information.

On one hand, councilmembers are often the first point of contact for residents who wish to express concerns, seek assistance or provide recommendations for policy; therefore, it is essential that councilmembers handle these interactions with tact and professionalism to maintain positive relationships and foster citizen support for the government. On the other hand, councilmembers also play a key role in disseminating information about city programs and policies to the public. By educating residents about local government and the rationale behind city policies, councilmembers can help build understanding and support for city initiatives.

In day-to-day community interactions, councilmembers need not act as intermediaries between city staff and community members when advocating for a community issue brought directly to the councilmember. Councilmembers should connect community members to the appropriate city resources when contacted about various issues by reaching out to the city manager and appropriate department heads and requesting follow-up as needed. The city manager and appropriate department heads shall address the issue or delegate it to the appropriate staff for follow-up. Further follow-up with the councilmember by the city manager and appropriate department heads for informational purposes may occur if necessary.

Councilmembers' Behavior and Conduct: Councilmembers who violates the code of conduct are subject to admonition, reprimand, or censure. Any violations that potentially constitute criminal conduct shall be handled by the criminal justice system.

Accountability/Consequences: A potential action for failing to comply with this code of conduct may include the following:

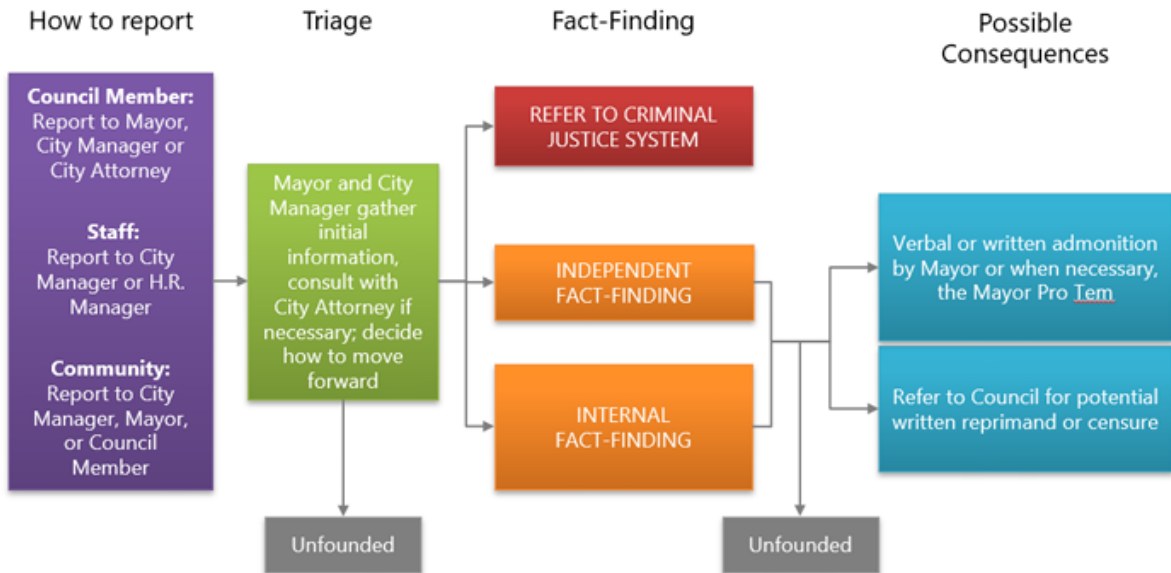
1. Admonition. An admonition shall be verbal or written statement made by the mayor to the councilmember.
2. Reprimand. A reprimand shall be administered to the councilmember by letter. The letter shall be approved by the city council and shall be signed by the mayor, or by the mayor pro tem if the mayor position is vacant or if the matter involves the mayor.
3. Censure. A censure shall be administered pursuant to a formal resolution adopted by the council. A member may receive a public admonishment for failure to conform with any provisions of these bylaws, state statute, violation of confidentiality or attorney-client privilege, or other acts considered to merit reprimand by the city council. Such censure may include other actions or punishments by city council in conformity of the law. The city council, as a body, may by motion and a supermajority, commend or censure one of its own. If the act involves two members of the council, a majority vote is required.

Factors that will be considered in determining the appropriate consequence include but are not limited to the seriousness of the violation and/or the number of preceding violations.

Procedures for reporting:

1. A member of the city council may report a potential code of conduct violation by a member of the council by bringing the matter to the attention of the mayor, city manager, or city attorney.
2. A city staff member may report a potential code of conduct violation by a member of the council by bringing the matter to the attention of the city manager or human resources manager.
3. If the potential violation involves the mayor, it should be brought to the attention of the mayor pro tem, city manager or city attorney.
4. If the mayor and/or mayor pro tem are unable to be involved in reviewing the code of conduct complaint for any reason, the matter will be reviewed by the next most senior member of the council not involved in the complaint.
5. Upon receipt of a complaint, the following diagram highlights the process that will be used:

Reporting and Addressing Possible Code of Conduct Violations



INTERNAL COUNCIL CONDUCT

The council exists to work in the interest of the public. The council should strive to work as a team in achieving the best outcome for the community. The council should conduct business in a civil, efficient, and cooperative manner with other members of the council and city staff. It is incumbent upon the members of council to listen to one another and give full opportunity for all viewpoints to be heard. All disagreements should be handled in a civil fashion.

Inappropriate behavior by a councilmember such as intentionally or with malice sharing false statements during a council meeting may be addressed through a verbal correction by the mayor/mayor pro tem either during or outside of the council meeting. Further incidents may be addressed by subsequent verbal corrections accompanied by use of the gavel. Repeated incidents can give rise to the mayor/mayor pro tem not recognizing the offending councilmember to speak. A councilmember can request that any of these actions against an offending councilmember be taken if the mayor/mayor pro tem has not done so on their own.

Councilmembers must act in a respectful, courteous and professional manner while acting in their roles as elected officials. Councilmembers are entitled to disagree regarding city direction and decisions relating to regulations, policies and positions, but councilmembers may not use their titles as mayor/councilmember or any city-sponsored means of communication (e.g.: city-issued email, social media posts, etc.) to disparage other members, council decisions, city staff or any city-related issues. Personal attacks against staff, other councilmembers, or members of the public by a councilmember without basis is a violation of the Rules of Order and Procedure and the Council Code of Conduct.

Councilmembers acknowledge they are elected to be one member of a decision-making body and at times members may disagree with the approved decisions of a majority of the council. While councilmembers may respectfully disagree with decisions made by the majority, members should not publicly disparage or undermine approved council decisions in any manner that may be detrimental to the city carrying out such decisions and acting as directed by a majority of the council.

INTERGOVERNMENTAL RELATIONS

Members shall represent positions approved by the council to the best of their ability when working with:

- Legislative bodies
- Federal or state agencies
- Other local governments, such as school boards, counties, or municipalities

If an individual councilmember's opinion differs from the city position, or a matter agreed upon by the full council, members shall explicitly state they do not represent their city council or the City of Blaine, nor will they allow the inference that they do.

Members will represent the official policies or positions of the city as set forth in the city charter, city ordinances, and the motions and resolutions adopted by a majority of the city council to the best of their abilities. When presenting their individual opinions and positions that differ from the official policies or positions of the city, members must explicitly state they are speaking in their personal capacity and do not represent the position of the city or the council.

Blaine City Council Code of Conduct Acknowledgement

- ✓ I acknowledge that I have received a copy of the Blaine City Council Code of Conduct.
- ✓ I understand that I am responsible for familiarizing myself and complying with the Code.
- ✓ I understand that if I need clarification of the contents within the Code, I will contact the City Manager or City Attorney.

Name
(print)

Date

Signature



City of Blaine Staff Report

File Number: RES 26-3

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Jason Zimmerman, Finance Director

Agenda Item # 7.6

Designate Official City Depositories for 2026

Executive Summary

Pursuant to Minnesota statutes, Council is required to annually designate depositories of City funds.

Background

Annually, the City Council designates depositories and investment brokerages utilized by the City in accordance with Minnesota State Statute 118A.02. All deposits and investments must meet strict criteria established in Minnesota law for the safekeeping of public funds along with following the City's Investments and Cash Management policy. A financial institution not already designated may be designated as a depository and/or investment brokerage by City Council at any council meeting during the year.

The Minnesota State Auditor offered a Statement of Position in 2013 that most government entities designate a depository on either an annual or biennial basis and thus the State Auditor recommends such. In Blaine, the City prefers to make this designation annually as part of our stewardship of public funds and responsibility to ensure competition among our depositories to receive public funds. This effort enhances our duty to periodically evaluate the soundness of our selected financial institutions.

Strategic Plan Relationship

Compliance with statutes governing the deposit and investment of City funds contributes to the financial stability of the City.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

Adopt the resolution herein designating the official depositories for City funds in 2026.

Attachment List

1. deposits-of-public-funds



City of Blaine

Signature Copy

Resolution: RES 26-3

Designate Official City Depositories for 2026

WHEREAS, Annually, the City Council is required to designate depositories of City funds in accordance with Minnesota State Statute 118A.02; and

WHEREAS, depositories shall maintain the legally required collateral assets pledged to support such funds and assets that may be placed in the depository by the City of Blaine in calendar year 2026.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Blaine hereby designates the following depositories for calendar year 2026:

21st Century Bank

US Bank

Minnesota Municipal Money Market Fund (4M)

Moreton Capital Markets

PASSED by the City Council of the City of Blaine this 5th day of January 2026.



STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

(651)296-2551 | State.Auditor@osa.state.mn.us | www.osa.state.mn.us

Statement of Position Deposits of Public Funds (Depositories and Collateral)

Date Reviewed: June 2025

Date Revised: July 2022

This Statement of Position is not legal advice and is subject to revision.

State law limits where and how public funds may be deposited. Compliance with state and federal laws is a basic component of protecting the public funds that have been entrusted to government entities.

Designation of Depository

Minnesota law requires the governing body of each government entity to designate one or more financial institutions as a depository for its public funds.¹ The governing body is responsible for deciding where public funds will be deposited. Most government entities designate a depository on either an annual or biennial basis. The designation of a depository occurs at a public meeting.

Minnesota law also permits a governing body to authorize its treasurer or chief financial officer to designate depositories of funds. For public entities that delegate this authority, we recommend that the designation take place on an annual or biennial basis. Further, we recommend that designation of individual depositories be documented. The document can be in the form of a report to the governing board, a letter to the depository or simply a dated memorandum in the government entity's depository file.

Financial institutions eligible to receive public deposits include savings associations, commercial banks, trust companies, credit unions and industrial loan and thrift companies.² Not included in this list are securities broker-dealers or their affiliates.

As part of their stewardship of public funds, we recommend that government entities periodically (annually or biennially) re-examine and re-evaluate the banks and credit unions into which they place public funds. By leaving money in the same depository year after year and failing to designate a depository on a periodic basis, public entities may lose out on the competition many depositories are willing to undertake for the opportunity to receive public funds. They also neglect their duty to periodically evaluate the soundness of their selected financial institutions.

¹ See Minn. Stat. § 118A.02, subd. 1.

² Minn. Stat. § 118A.01, subd. 3.

Collateral

Collateral represents protection for public funds in the event of a bank failure. All public funds on deposit in a bank or credit union must be protected by deposit insurance, a corporate surety bond or pledged collateral. Most institutions choose to pledge collateral for amounts not covered by the deposit insurance. The process involves the depository placing securities it owns within an account in the trust department of a commercial bank or a restricted account at the Federal Reserve, and pledging these securities to the government entity. If the depository fails, the government entity can take the securities pledged to make up for any loss to its deposited funds.³

Most compliance problems occur when the public entity fails to:

- Obtain a proper assignment,
- Obtain the proper kind of collateral,
- Obtain the proper amount of collateral, or to otherwise comply with the Federal Financial Institutions Reform, Recovery and Enforcement Act (FIRREA).⁴

Permissible Collateral

State law defines the types of collateral that a financial institution may pledge for public deposits.⁵ These types of collateral include:

- United States Government Treasury issues;
- Issues of United States Government Agencies and Instrumentalities;
- Obligations of state and local governments;
- Time Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency; and
- Irrevocable standby letters of credit issued by federal home loan banks.

These very safe forms of collateral are necessary because, in the event of a failure of the depository, the government entity may need to obtain funds quickly to cover operating expenses.

All of these allowable forms of collateral must meet certain additional requirements. The public depositor should review Minn. Stat. § 118A.03, subd. 2, to determine whether the collateral being pledged meets the statutory requirements for “collateral.”

Amount of Collateral

The FDIC provides \$250,000 of deposit insurance which covers all accounts held by a single depositor at a depository institution.⁶ For government depositors with funds on deposit in a bank located in the same state there is an additional \$250,000 of deposit insurance available. These depositors have \$250,000 of coverage available for all demand accounts and a second \$250,000 available for all time/savings accounts. However, for government deposits in a bank located outside the state there is a single \$250,000 of coverage for all demand and time/savings accounts combined.

State law requires that the amount of collateral pledged equal 110% of the uninsured amount on deposit.⁷ For example, if the government entity has on deposit \$1,000 over and above the deposit

³ See Minn. Stat. § 118A.03, subd. 4.

⁴ See North Arkansas Medical Center v. Barrett, 962 F.2d 780 (1992).

⁵ Minn. Stat. § 118A.03, subd. 2.

⁶ 12 CFR § 330.15.

⁷ Minn. Stat. § 118A.03, subd. 3. When the collateral consists of standby letters of credit issued by the Federal Home Loan Bank, the amount of the letters of credit need only equal the insured amount on deposit.

insurance amount, the financial institution needs to pledge collateral with a market value of \$1,100 to protect the deposit.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times. Public entities should develop procedures to monitor the amount of collateral pledged throughout the year. The public entity's chief financial officer or treasurer needs to monitor deposit amounts against the amount of collateral pledged.

If a government entity maintains a large bank account balance throughout the year, the excess funds could be used for direct investment in securities, but the securities must be authorized under Minn. Stat. §§ 118A.04 and 118A.05. Options include investment in the joint powers government investment pools through the 4M Fund (for cities), the Minnesota School District Liquid Asset Fund (MSDLAF), the MAGIC Fund (for counties), and MNTrust (for school districts). The allocation of public funds available for deposit and direct investment should be addressed by the governing body through resolution or in an adopted investment policy.

Compliance with FIRREA

State law requires that the pledge of collateral be done through a written assignment from the bank to the government entity. To perfect the security interest in the pledged collateral, the FIRREA requires that either the bank's loan committee or the bank's board of directors approve the assignment.⁸ To document compliance, public entities should insist that the depository provide to the public entity a copy of the minutes or the resolution adopted either by the loan committee or the board of directors approving the pledge of collateral.

If the financial institution fails to obtain the approval of the assignment by the loan committee or board of directors, the written collateral assignment will be worthless. Should the financial institution be liquidated, the public entity will not be permitted to take the collateral and sell it; rather, the public entity will become one of the financial institution's general creditors, and may receive only a portion of the actual money it had on deposit. So, it is imperative that public entities obtain enforceable assignments of collateral from their depositories.

Even though the risk of loss remains relatively low, the consequences of a bank failure on local government depositors can be devastating. This type of loss of public funds can be avoided by vigilant compliance with state and federal law.

⁸ 12 U.S.C. § 1823 (e).



City of Blaine Staff Report

File Number: RES 26-4

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Jason Zimmerman, Finance Director

Agenda Item # 7.7

Designate the Finance Director to Make Electronic Funds Transfers

Executive Summary

Council is requested to delegate to the Finance Director the authority to make electronic funds transfers (EFT) on behalf of the City.

Background

Under Minnesota Law, local government units may use electronic funds transfers to pay claims, make investments, and transfer funds between accounts, provided that the City Council has established specific internal controls and delegated this authority via official action. In 2019, the City adopted its Electronic Funds Transfer (EFT) Policy. Minnesota Statue 471.38 requires the City to enact the following policy controls to pay expenditures electronically:

- Annual Delegation: The council must annually delegate authority for EFTs to specific staff.
- Authorization Process: The individual initiating the payment must document the request and get approval from the designated official before the transfer.
- Bank Record: The city's bank must keep a copy of this delegation on file.
- Confirmation: Written confirmation of the transaction must be obtained within one business day, replacing the need for a physical check.
- Council Reporting: A list of all EFTs must be provided to the City Council at their next regular meeting after the transactions occur, acting as their audit trail.

Strategic Plan Relationship

Delegating authority to make electronic funds transfers to the Finance Director maintains compliance with statutes governing City funds and contributes to the financial stability of the City.

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

Adopt the resolution herein delegating the authority to make EFT's to the City's Finance Director.

Attachment List

1. Electronic Funds Transfer Policy



City of Blaine

Signature Copy

Resolution: RES 26-4

Designate the Finance Director to Make Electronic Funds Transfers

WHEREAS, Minnesota State Statute 471.38 provides legal requirements for the payment of claims or demands against a local government for any property or services; and

WHEREAS, electronic fund transfers are an allowable method of payment; and

WHEREAS, a local government may make electronic fund transfers for claims for payroll, anticipation certificates, contributions to pension or retirement funds, vendor payments, and for payment of bond principal, interest, and fiscal agent fees; and

WHEREAS, eligibility to make electronic fund transfers requires an annual delegation of authority by the City Council to the Finance Director; and

WHEREAS, the City's Finance Director is charged with making payments on claims for goods and services.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Blaine hereby designates the Finance Director, with the authority to make electronic fund transfers for payment of claims, including, but not limited to, payroll, anticipation certificates, contributions to pension or retirement funds, vendor payments, and for payment of bond principal, interest, and fiscal agent fees.

PASSED by the City Council of the City of Blaine this 5th day of January 2026.

Date: 12/02/2019

ADMINISTRATIVE POLICY

ELECTRONIC FUNDS TRANSFER POLICY

- 1.0 **PURPOSE:** To state the policy and procedures to be followed for processing an electronic funds transfer (EFT) in accordance with Minnesota Statute 471.38.
- 2.0 **POLICY:** The city will process electronic funds transfers following the same purchasing procedures as stipulated in Administrative Policy No. 2.03 PURCHASING PROCEDURE and in accordance with Minnesota Statute 471.38.
 - 2.1 The City Council delegates authority to the City's Finance Director to make electronic funds transfers.
 - 2.2 The disbursing bank will receive a copy of the annual delegation of authority.
 - 2.3 All electronic transfer transactions shall be included in council packets provided to the City Council via the schedule of bills paid.
- 3.0 **PROCEDURES:**
 - 3.1 Comply with Administrative Policy No. 2.03 PURCHASING PROCEDURE.
 - 3.2 EFT payments shall be processed through the accounts payable procedures.
 - 3.3 The documentation of each EFT will include the identification of the initiator, evidence of approval by an authorized party, electronic or written confirmation of each transaction within one business day.



City of Blaine Staff Report

File Number: 2026-010

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

Approval of Consent Agenda: - Jason Zimmerman, Finance Director

Agenda Item # 7.8

Acknowledgment of Financial Contributions of Organizations Conducting Lawful Gambling

Executive Summary

The Council annually acknowledges those organizations that contribute charitable gambling proceeds to the city.

Background

Pursuant to Minnesota State Statute 349.213, the city is required to acknowledge the financial contributions of organizations conducting lawful gambling to the community. With regard to the statute, the city council acknowledges the following organizations for their contributions to the city's charitable gambling program:

Andover Football Association
Blaine Backcourt Club dba Blaine Youth Basketball
Blaine Festival/Blazin 4th Inc.
Blaine Youth Football
Blaine Youth Hockey Association
Centennial HS Football Boosters
Community Charities of MN
Ham Lake Chamber of Commerce
Sgt. John Rice VFW
Spring Lake Park Lions
Spring Lake Park District #16 Hockey Association

In total, the groups listed above contributed over \$193,000 in charitable contributions to Blaine in 2024, helping to fund numerous charitable organizations, including local food shelves and shelter services.

Strategic Plan Relationship

While there are no direct links to specific Strategic Plan initiatives, contributions to charitable organizations help to support and strengthen the community.

Board/Commission Review

N/A

Financial Impact

While no funding is retained to fund city services, lawful gambling contributions will be provided to numerous organizations benefiting Blaine community members.

Public Outreach/Input

N/A

Staff Recommendation

By motion, acknowledge the aforementioned organizations.

Attachment List

None



City of Blaine Staff Report

File Number: RES 26-5

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Sheila Sellman, Community Development Director

Agenda Item # 7.9

Resolution Releasing North Meadows from Recorded Development Agreement. (Case File No. 25-0053/SLK)

Executive Summary

The applicant is requesting to release North Meadows from the recorded development agreement.

Background

Attachments	DA Release
Schedule	City Council: 01/05/26
Action Deadline	02/10/26

Staff report prepared by Shawn Kaye, Planner

The City is requested to release lots from recorded development agreements on a fairly regular basis. In this instance, the property owner has requested that the City release the North Meadows plat from the recorded development agreement.

All the development agreement responsibilities for this parcel have been met.

In order to release the Development Agreement, the City Council must adopt a resolution that authorizes the Mayor and City Clerk to execute all necessary documents.

Strategic Plan Relationship

Not applicable.

Board/Commission Review

Development agreement releases do not require a public hearing or Planning Commission review.

Financial Impact

Not applicable.

Public Outreach/Input

Not required.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. DA Release



City of Blaine

Signature Copy

Resolution: RES 26-5

Resolution Releasing North Meadows from Recorded Development Agreement. (Case File No. 25-0053/SLK)

WHEREAS, NORTH MEADOWS, is subject to recorded Development Agreements and;

WHEREAS, the property owner has requested the City to release said lots from the recorded development agreement recorded as Document No. 2280669.016 Abstract (recorded September 29, 2020), and Document No. 578638.014 Torrens (recorded September 29, 2020) and;

WHEREAS, the City has determined that there are no outstanding development issues related to said lots and therefore no further purpose for the agreements.

NOW, THEREFORE, BE IT RESOLVED, that the Blaine City Council authorizes the Mayor and City Clerk to execute all necessary documents releasing said Development Agreements for the following described property:

NORTH MEADOWS

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.

RELEASE FROM DEVELOPMENT CONTRACT

THE CITY OF BLAINE, a Minnesota Municipal Corporation, of the County of Anoka, State of Minnesota, does forever discharge and release the tracts of land lying and being in the County of Anoka, State of Minnesota, described as follows:

North Meadows

from all claims and liens under the certain Development Contract executed by North Meadows LLC, a Minnesota limited liability company; owner and subdivider, to the CITY OF BLAINE, filed or recorded in the Records Office in and for said County as Document No. 2280669.016 Abstract (recorded September 29, 2020), and Document No. 578638.014 Torrens (recorded September 29, 2020) covering the above-described parcel.

This release is intended to release the above-described property and developer named in the Development Contract as all development obligations have been completed.

In Testimony whereof, the said City of Blaine has caused this Release to be executed in its name by its Mayor and its City Clerk this 5th day of January, 2026.

THE CITY OF BLAINE

SEAL

By: _____
Its Mayor

Drafted By:
City of Blaine
10801 Town Square Drive NE
Blaine, Minnesota 55449

By: _____
Its City Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me on this 5th day of January, 2026 by Tim Sanders, Mayor, and by Catherine M. Sorensen, City Clerk, of the CITY OF BLAINE, a Municipal Corporation of the State of Minnesota, on behalf of the Municipal Corporation.

Notary Public



City of Blaine Staff Report

File Number: RES 26-6

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Sheila Sellman, Community Development Director

Agenda Item # 7.10

Resolution Releasing North Meadows 2nd Addition from Recorded Development Agreement. (Case File No. 25-0058/SLK)

Executive Summary

The applicant is requesting to release North Meadows 2nd Addition from the recorded development agreement.

Background

Attachments	DA Release
Schedule	City Council: 01/05/26
Action Deadline	02/10/26

Staff report prepared by Shawn Kaye, Planner

The City is requested to release lots from recorded development agreements on a fairly regular basis. In this instance, the property owner has requested that the City release the North Meadows 2nd Addition plat from the recorded development agreement.

All the development agreement responsibilities for this parcel have been met.

In order to release the Development Agreement, the City Council must adopt a resolution that authorizes the Mayor and City Clerk to execute all necessary documents.

Strategic Plan Relationship

Not applicable.

Board/Commission Review

Development agreement releases do not require a public hearing or Planning Commission review.

Financial Impact

Not applicable.

Public Outreach/Input

Not required.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. DA Release



City of Blaine

Signature Copy

Resolution: RES 26-6

Resolution Releasing North Meadows 2nd Addition from Recorded Development Agreement. (Case File No. 25-0058/SLK)

WHEREAS, NORTH MEADOWS 2ND ADDITION, is subject to recorded Development Agreements and;

WHEREAS, the property owner has requested the City to release said lots from the recorded development agreement recorded as Document No. 2326224.001 Abstract (recorded July 7, 2021), and Document No. 590299.001 Torrens (recorded July 7, 2021) and;

WHEREAS, the City has determined that there are no outstanding development issues related to said lots and therefore no further purpose for the agreements.

NOW, THEREFORE, BE IT RESOLVED, that the Blaine City Council authorizes the Mayor and City Clerk to execute all necessary documents releasing said Development Agreements for the following described property:

NORTH MEADOWS 2ND ADDITION

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.

RELEASE FROM DEVELOPMENT CONTRACT

THE CITY OF BLAINE, a Minnesota Municipal Corporation, of the County of Anoka, State of Minnesota, does forever discharge and release the tracts of land lying and being in the County of Anoka, State of Minnesota, described as follows:

North Meadows 2nd Addition

from all claims and liens under the certain Development Contract executed by North Meadows, LLC., a Minnesota Limited Liability Company; owner and subdivider, to the City of Blaine, filed or recorded in the Records Office in and for said County as Document No. 2326224.001 Abstract (recorded July 7, 2021), and Document No. 590299.001 Torrens (recorded July 7, 2021) covering the above-described parcel.

This release is intended to release the above-described property and developer named in the Development Contract as all development obligations have been completed.

In Testimony whereof, the said City of Blaine has caused this Release to be executed in its name by its Mayor and its City Clerk this 5th day of January, 2026.

THE CITY OF BLAINE

SEAL

By: _____
Its Mayor

Drafted By:
City of Blaine
10801 Town Square Drive NE
Blaine, Minnesota 55449

By: _____
Its City Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me on this 5th day of January, 2026 by Tim Sanders, Mayor, and by Catherine M. Sorensen, City Clerk, of the CITY OF BLAINE, a Municipal Corporation of the State of Minnesota, on behalf of the Municipal Corporation.

Notary Public



City of Blaine Staff Report

File Number: RES 26-7

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Approval of Consent Agenda: - Sheila Sellman, Community Development Director

Agenda Item # 7.11

Resolution Granting Final Plat Approval to Create Six lots and Two Outlots to be Known as Blaine Town Center East District. Blaine Town Center East LLC (Case File No. 25-0059/SAS)

Executive Summary

The applicant is requesting final plat approval to create six lots and two outlots and to be known as Blaine Town Center East District. The final plat is consistent with the approved preliminary plat.

Background

Planning Commission Public Hearing	08/12/25
City Council (Preliminary Plat)	09/03/25
City Council (Final Plat)	01/05/26
Action Deadline	02/15/26

Staff report prepared by Sheila Sellman, Community Development Director, and Teresa Barnes, Project Engineer

The final plat is consistent with the approved preliminary plat, Resolution No. 25-131.

Evaluation of Request

Planning Analysis

Zoning

The subject site is zoned 105th Avenue Redevelopment District (RD).

Land Use Designation

The subject site is guided Planned Commercial (PC).

Surrounding Zoning and Uses

Kwik Trip is adjacent to the proposed plat and is zoned Planned Business District (PBD). Parcels to the north are zoned Heavy Industrial (I-2), and are developed with various industrial uses. West of the proposed plat is the west district of the 105th Redevelopment area and is zoned RD.

History

The 105th Avenue/Radisson Road industrial area was, and has been identified in the 2030 and 2040 Comprehensive Plans, as a priority redevelopment area. It has also been identified as one of the four priority areas by the City Council through the visioning process that occurred in early 2021, and in the "Growth Management" portion of the City's 2020-2023 strategic plan. This project is also identified in the City's 2023-2026 Plan as an Economic Development priority. Based on direction from the City Council, the City embarked on a visioning/design process for this area to assist in future marketing and development efforts.

In 2022, the City created a new zoning district and rezoned this area to RD, amending the land use to PC and select parcels to High Density Residential (HDR). Changes to zoning and land use also incorporated portions of the Minnesota Amateur Sports Commission (MASC)/National Sports Center (NSC) property that were identified in the visioning process.

In 2023, a master developer was selected for the 105th Redevelopment Area. In 2023, the City, MASC and developer entered into various agreements that allow for private development to occur on the east portion of the NSC campus. Based on the revised master plan, a larger portion of MASC property will be incorporated into the redevelopment project than was originally anticipated when zoning and land use changes were approved in 2022.

In June 2024, portions of the site were rezoned to RD and re-guided to PC as additional land was added into the master plan. Also in 2024, the "western" portion of the development area was platted into outlots and right-of-way.

In September 2025, a preliminary plat for the "east district" was approved.

Utility and earth work is taking place onsite for both the west and east districts and has stopped for the season.

Plat

Six lots and two outlots are proposed. The breakdown is as follows:

- Lot 1: 1.77 Acres
- Lot 2: 4.56 Acres
- Lot 3: 1.74 Acres
- Lot 4: 1.78 Acres
- Lot 5: 5.15 Acres
- Lot 6: 4.59 Acres
- Outlot A: 0.41 Acres
- Outlot B: 0.53 Acres

The RD district does not have minimum lot size requirements and allows for zero lot lines.

Setbacks

No development is proposed at this time. All development shall have a consistent street edge maintained at the right-of-way line along all street frontages. Street edge elements may consist of the principal building, landscaping, outdoor seating, or a combination of these elements. Exceptions may include: property is adjacent to a water feature, surface parking or other instances the City Council deems appropriate.

Landscaping

No development is being proposed with the plat. Landscaping will be reviewed with development.

Tree Preservation

No development is being proposed with the plat. Tree preservation will be reviewed with development.

Park Dedication

Park dedication will become due with the building permit at the rate that is in effect at that time.

Engineering Analysis

Grading/Storm Drainage

No development is being proposed with the plat. Grading and storm water will be reviewed with development.

Utilities

No new utilities are being proposed with the plat.

There are existing utilities within the plat area that are within the existing drainage and utility easement that was known as Nassau Street NE. This easement will be required to be maintained within this plat. The location of the drainage and utility easement is along the east property lines of Lot 2 and Lot 4 and the west property lines of lot 5 and Lot 6.

Wetlands/Watershed/FEMA

There are no known or documented wetlands on the property. A Coon Creek Watershed District permit will be required with development.

Access/Street Design/Sidewalks/Trails

No development is being proposed with the plat. Access, street design, sidewalks and trails will be reviewed with development.

An amended traffic impact study has been submitted and is being revised per City and County comments.

Easements/Right-of-way/Permits

As mentioned with the utilities, easements will be required to be provided over all existing utilities within the plat area. Right-of-way for 106th Lane NE and portions of Radisson Road NE will be dedicated with this plat. Right of way for 105th Ave NE will be dedicated with a future plat once a final design is approved.

The plat will be required to comply with any additional easement and/or right-of-way comments/requirements from Anoka County.

Additional easements and/or right-of-way will be required as the lots are developed and the regional storm water system is finalized.

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission voted unanimously to approve the preliminary plat. The Planning Commission does not review final plats.

Financial Impact

Not applicable.

Public Outreach/Input

Notifications are not required for final plats.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Attachments



City of Blaine

Signature Copy

Resolution: RES 26-7

Resolution Granting Final Plat Approval to Create Six lots and Two Outlots to be Known as Blaine Town Center East District. Blaine Town Center East LLC (Case File No. 25-0059/SAS)

WHEREAS, an application has been filed by Blaine Town Center East, LLC as Case File No. 25-0059 for a final plat known as Blaine Town Center East District; and

WHEREAS, said case involves the division of land in Anoka County, Minnesota, described as follows:

The East 165 feet of the East 350 feet of the West 900 feet of the South 285 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota.

AND

Lot 4, Block 1, Northway Estates, Anoka County, Minnesota.

AND

Lot 6, Block 1, Northway Estates, Anoka County, Minnesota.

AND

The South 435 feet of the East 200 feet of the West 400 feet of the Southeast 1/4 of the Northwest 1/4 of Section 21, Township 31, Range 23, Anoka County, Minnesota.

AND

The East 350.00 feet of the West 900.00 feet of that part of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota, lying north of the south 685.00 feet and south of the north 450.00 feet thereof.

AND

The North 150 feet of the South 812.69 feet lying East of the West 900 feet of the SE 1/4 of the NW 1/4 of Section 21, Township 31, Range 23, Anoka County, Minnesota. Except Parcel 7 of Anoka County Highway Right-of-Way Plat No. 62.

AND

The North 150 feet of the South 662.69 feet of the Southeast Quarter of the Northwest Quarter (SE 1/4 of NW 1/4) of Section 21, Township 31, Range 23, lying East of the West 900 feet thereof, Anoka County, Minnesota.

AND

That part of the Southeast Quarter of the Northwest Quarter (SE1/4 of NW1/4) of Section 21, Township 31, Range 23 lying North of the South 363 feet and South of the North line of the South 512.69 feet and East of the West 900 feet, according to the U.S. Government Survey thereof, Anoka County, Minnesota, except Parcel 9 of Anoka County Highway Right-of-Way Plat No. 62.

AND

The East Three hundred fifty (350) feet of the West Nine hundred (900) feet of the North Three hundred (300) feet of the South Six hundred eighty-five (685) feet of the Southeast Quarter (SE1/4) of the Northwest Quarter (NW1/4) of Section Twenty-one (21), Township Thirty-one (31), Range Twenty-three (23), subject to road easement, Anoka County, Minnesota.

AND

The North 100 feet of the South 385 feet of the East 350 feet of the West 900 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota.
AND

That part of the South 435 feet of the East 150 feet of the West 550 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, lying North of the South 218 feet of said Southeast Quarter of the Northwest Quarter, Anoka County, Minnesota.
AND

AND

Lot 2, Block 1, Northeast NSC Extension, Anoka County, Minnesota.
AND

AND

The North 250 feet of the South 685 feet of the West 550 feet of the SE 1/4 of the NW 1/4 of Section 21, Township 31, Range 23, Anoka County, Minnesota.
AND

AND

The East One Hundred Eighty-five (185) feet of the West Seven Hundred Thirty-five (735) feet of the South Two Hundred Eighty-five (285) feet of the Southeast One-quarter of the Northwest One-quarter (SE1/4 of NW1/4) of Section Twenty-one (21), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota.
AND

AND

Lot 5, Block 1, Northway Estates, Anoka County, Minnesota.
AND

AND

The East One Hundred Fifty (150) feet of the West Five Hundred Fifty (550) feet of the South Two Hundred Eighteen (218) feet of the Southeast One-quarter of the Northwest One-quarter (SE1/4 of NW1/4) of Section Twenty-one (21), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota.
AND

AND

Vacated Nassau Street Northeast.

WHEREAS, the Blaine City Council granted preliminary plat approval on date, subject to the conditions as contained in Blaine City Council Resolution No. 25-131; and

WHEREAS, the final plat is in general conformance with the approved preliminary plat.

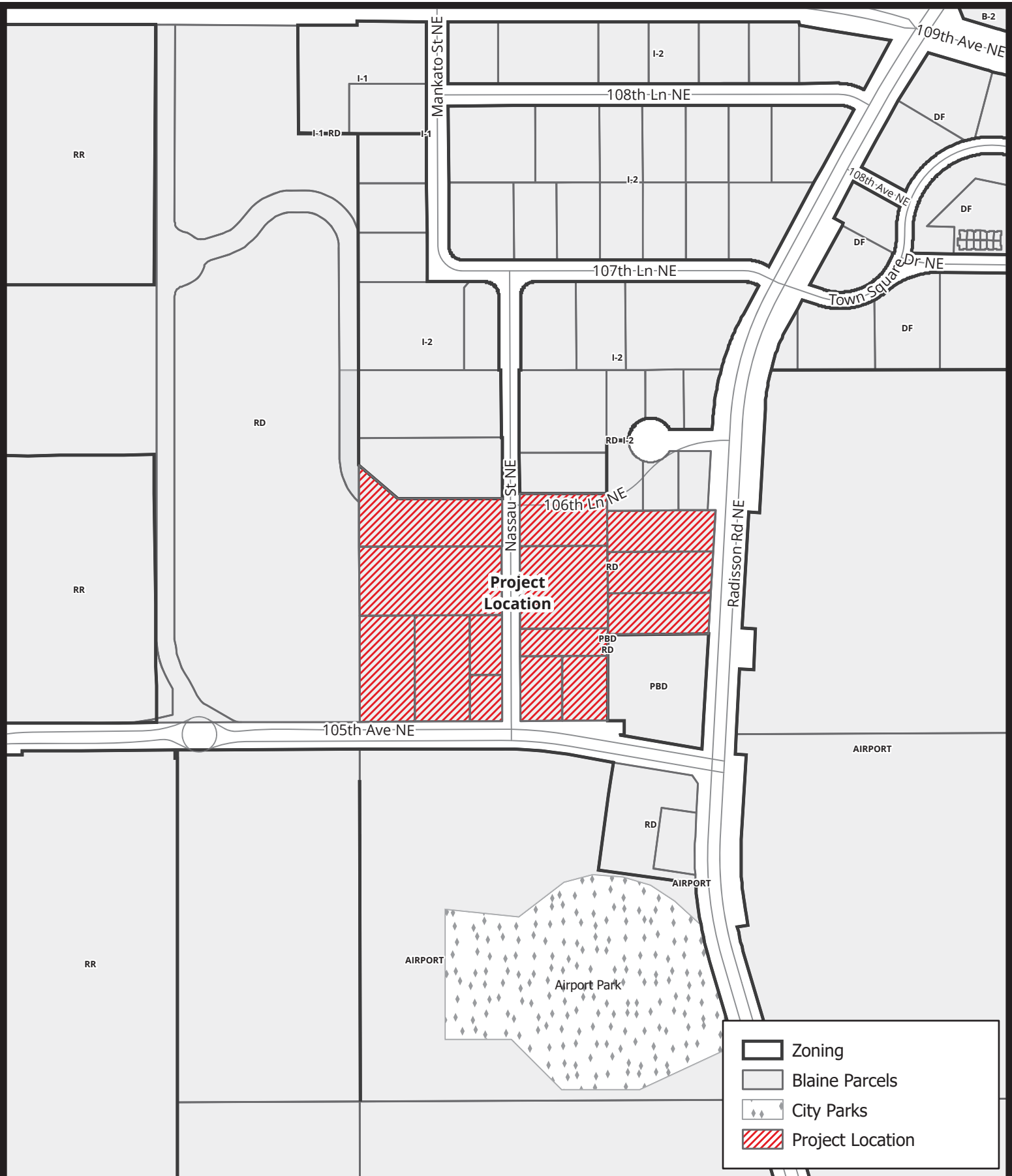
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that final plat approval for Blaine Town Center East District per Section 74-47 of the subdivision regulations is hereby granted subject to the listed conditions.

NOW, THEREFORE, BE IT FURTHER RESOLVED The Mayor, City Clerk and City Manager are hereby authorized to execute any and all necessary documents, agreement and releases related to the approval, recording or administration of Blaine Town Center East District.

1. The applicant is responsible for recording the plat mylars with Anoka County. Proof of recording must be provided to the City..
2. The applicant is responsible for recording any access easements and shared parking agreements with Anoka County.
3. The developer is responsible for constructing any required improvements based on Anoka County review.
4. Park dedication is due at the time of building permit for each lot and will be calculated using the per-acre rate in effect at the time payment is received by the city.

5. The plat will need to maintain the existing drainage and utility easements over the existing utilities within the plat area in favor of the City.
6. The developer is responsible for submitting an amended traffic impact study based on the revised master plan along with and including all of the proposed changes.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.



BlaineMN.gov

Case File No. 25-0059

One Hundred Fifth Redevelopment Second Addition

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

0 0.03 0.06 0.12 Miles

Scale: 1:5,456



BLAINE TOWN CENTER EAST

City of Blaine
County of Anoka
Sec. 21, Twp. 31, Rng. 23

KNOW ALL PERSONS BY THESE PRESENTS: That Blaine Town Center East, LLC, a Minnesota limited liability company, owner of the following described property:

Lot 2, Block 1, NORTHEAST NSC EXTENSION, Anoka County, Minnesota.

AND

Lots 4, 5, and 6, Block 1, NORTHWAY ESTATES, Anoka County, Minnesota.

AND

The East 350.00 feet of the West 900.00 feet of that part of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota, lying north of the South 685.00 feet and south of the North 450.00 feet thereof.

AND

The North 150.00 feet of the South 812.69 feet lying East of the West 900.00 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota. Except Parcel 7 of Anoka County Highway Right-of-Way Plat No. 62.

AND

The North 150.00 feet of the South 662.69 feet of the Southeast Quarter of the Northwest Quarter (SE 1/4 of NW 1/4) of Section 21, Township 31, Range 23, lying East of the West 900.00 feet thereof, Anoka County, Minnesota.

AND

That part of the Southeast Quarter of the Northwest Quarter (SE1/4 of NW1/4) of Section 21, Township 31, Range 23 lying North of the South 363.00 feet and South of the North line of the South 512.69 feet and East of the West 900.00 feet, according to the U.S. Government Survey thereof, Anoka County, Minnesota, except Parcel 9 of Anoka County Highway Right-of-Way Plat No. 62.

AND

The East Three hundred fifty (350.00) feet of the West Nine hundred (900.00) feet of the North Three hundred (300.00) feet of the South Six hundred eighty-five (685.00) feet of the Southeast Quarter (SE1/4) of the Northwest Quarter (NW1/4) of Section Twenty-one (21), Township Thirty-one (31), Range Twenty-three (23), subject to road easement, Anoka County, Minnesota.

AND

The North 100.00 feet of the South 385.00 feet of the East 350.00 feet of the West 900.00 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota.

AND

The East 165.00 feet of the East 350.00 feet of the West 900.00 feet of the South 285.00 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota.

AND

The East One Hundred Eighty-five (185.00) feet of the West Seven Hundred Thirty-five (735.00) feet of the South Two Hundred Eighty-five (285.00) feet of the Southeast One-quarter of the Northwest One-quarter (SE1/4 of NW1/4) of Section Twenty-one (21), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota.

AND

That part of the South 435.00 feet of the East 150.00 feet of the West 550.00 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, lying North of the South 218.00 feet of said Southeast Quarter of the Northwest Quarter, Anoka County, Minnesota.

AND

The East One Hundred Fifty (150.00) feet of the West Five Hundred Fifty (550.00) feet of the South Two Hundred Eighteen (218.00) feet of the Southeast One-quarter of the Northwest One-quarter (SE1/4 of NW1/4) of Section Twenty-one (21), Township Thirty-one (31), Range Twenty-three (23), Anoka County, Minnesota.

AND

The South 435.00 feet of the East 200.00 feet of the West 400.00 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota.

AND

The South 435.00 feet of the West 200.00 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota.

AND

The North 250.00 feet of the South 685.00 feet of the West 550.00 feet of the Southeast Quarter of the Northwest Quarter of Section 21, Township 31, Range 23, Anoka County, Minnesota.

AND

That part of Nassau Street Northeast, vacated per Document No. _____.

Has caused the same to be surveyed and platted as BLAINE TOWN CENTER EAST and does hereby dedicate to the public for public use the public ways and the drainage and utility easement as created by this plat.

In witness whereof said Blaine Town Center East, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

BLAINE TOWN CENTER EAST, LLC

Corey Burstad, Manager

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Corey Burstad, as Manager of Blaine Town Center East, LLC, a Minnesota limited liability company, on behalf of the company.

Signature _____ Printed Name, Notary _____
Notary Public, _____ County, _____
My Commission Expires _____

SURVEYORS CERTIFICATION

I Max L. Stanislawski do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Max L. Stanislawski, Licensed Land Surveyor
Minnesota License No. 48988

STATE OF MINNESOTA
COUNTY OF HENNEPIN

This instrument was acknowledged before me this _____ day of _____, 20____ by Max L. Stanislawski.

Signature _____ Printed Name, Notary _____
Notary Public, _____ County, Minnesota
My Commission Expires January 31, 20____

CITY COUNCIL, CITY OF BLAINE, MINNESOTA

This plat of BLAINE TOWN CENTER EAST was approved and accepted by the City Council of the City of Blaine, Minnesota at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of Blaine, Minnesota

By: _____, Mayor By: _____, Clerk

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

David M. Ziegemeier, Anoka County Surveyor

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

By: _____ By: _____, Deputy
Property Tax Administrator

COUNTY RECORDER/REGISTRAR OF TITLES
COUNTY OF ANOKA, STATE OF MINNESOTA

I hereby certify that this plat of BLAINE TOWN CENTER EAST was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock _____ M. and was duly recorded as Document Number _____.

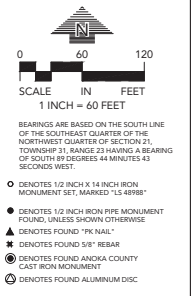
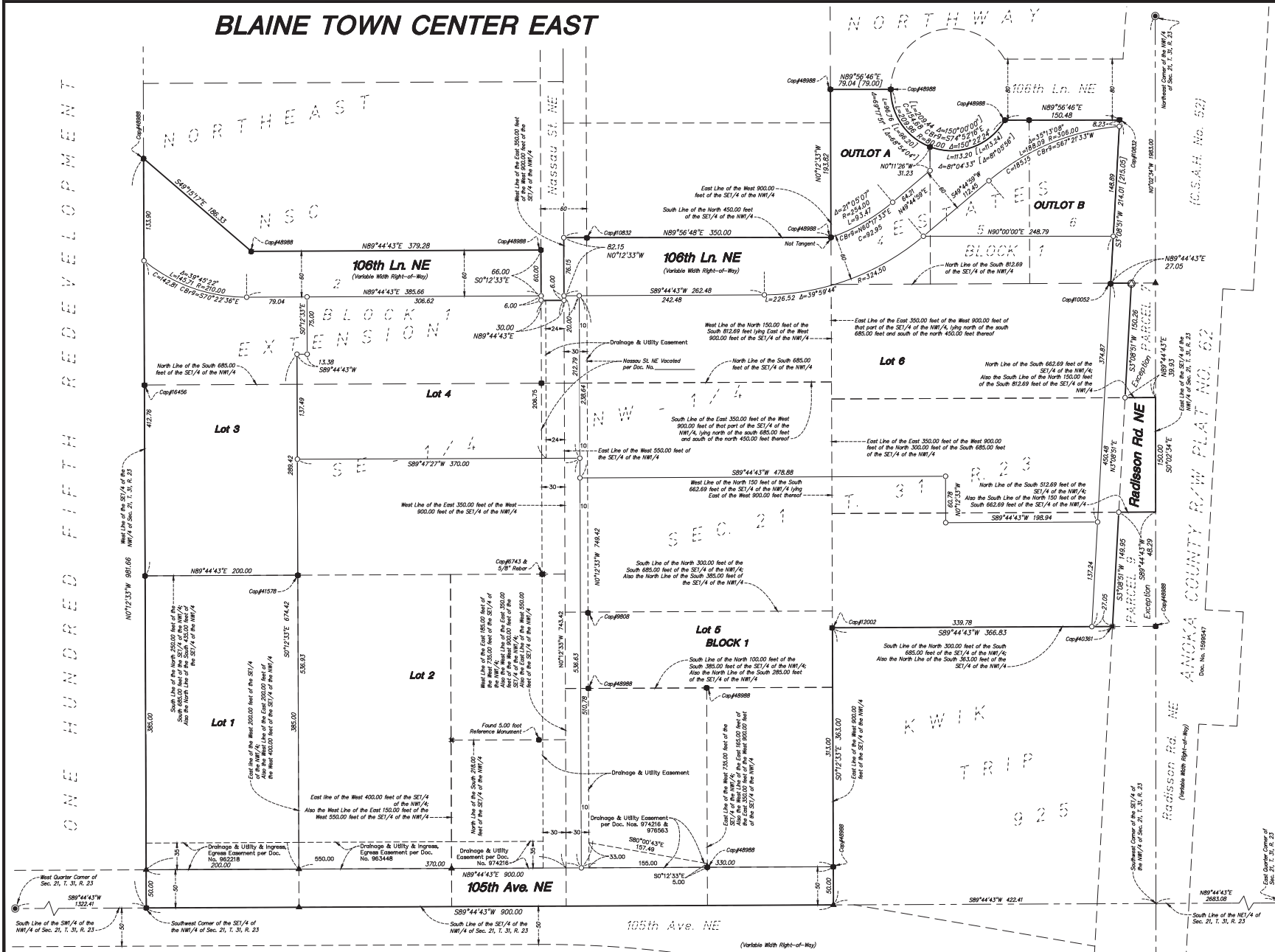
By: _____ By: _____, Deputy
County Recorder/Registrar of Titles

 **LOUCKS**

SHEET 1 OF 2 SHEETS

BLAINE TOWN CENTER EAST

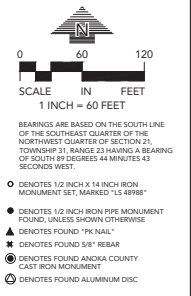
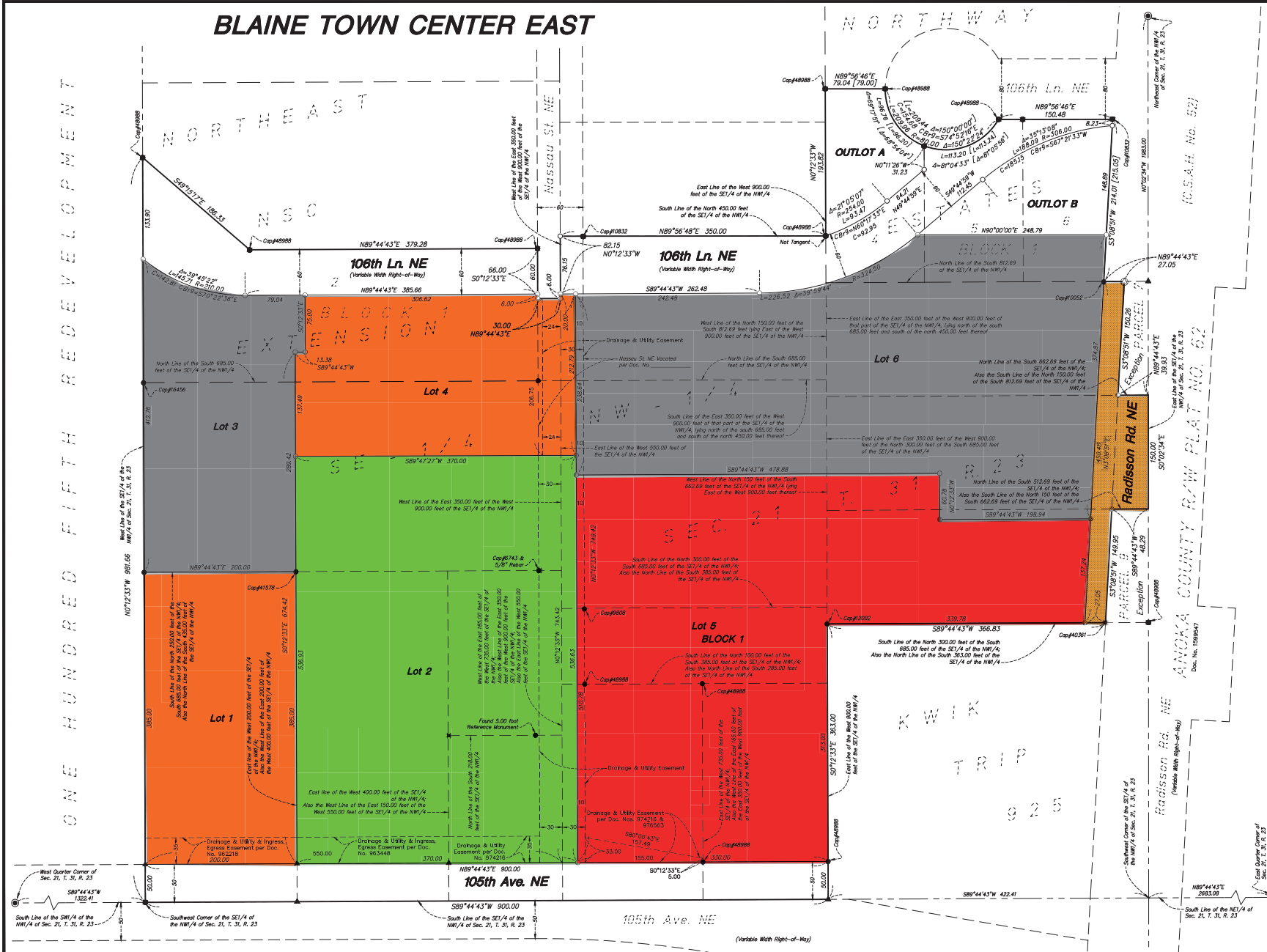
City of Blaine
County of Anoka
Sec. 21, Twp. 31, Rng. 23



LOUCKS
SHEET 2 OF 2 SHEETS

BLAINE TOWN CENTER EAST

City of Blaine
County of Anoka
Sec. 21, Twp. 31, Rng. 23





City of Blaine Staff Report

File Number: 2026-011

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

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

Agenda Item # 7.12

Authorize Temporary Removal of Parking Restrictions on 91st Avenue, between Eldorado Street and Isanti Street to accommodate Ferguson Waterworks Training Academy on February 3-5, 2026.

Executive Summary

Temporary Removal of Parking Restrictions on 91st Avenue, between Eldorado Street and Isanti Street to accommodate Ferguson Waterworks Training Academy on February 3, 2026 through February 5, 2026.

Background

The City has received an e-mail from Ferguson Waterworks, requesting the temporary removal of parking restrictions on 91st Avenue between Eldorado Street and Isanti Street in order to allow parking on this street from February 3-5, 2026. Ferguson Waterworks is hosting a Training Academy to educate their customers on new water equipment and technology and are expecting to host 60 to 70 persons at their facility.

Staff recommends authorization of temporary parking on both sides of 91st Avenue between Eldorado Street and Isanti Street as indicated on the attached map. City Council authorization is required for the temporary lifting of parking restrictions.

City Council has previously authorized similar temporary lifting of parking restrictions for this specific event and other business events in the area.

Strategic Plan Relationship

Not applicable.

Board/Commission Review

Not applicable.

Financial Impact

There are no financial impacts for the City with this item.

Public Outreach/Input

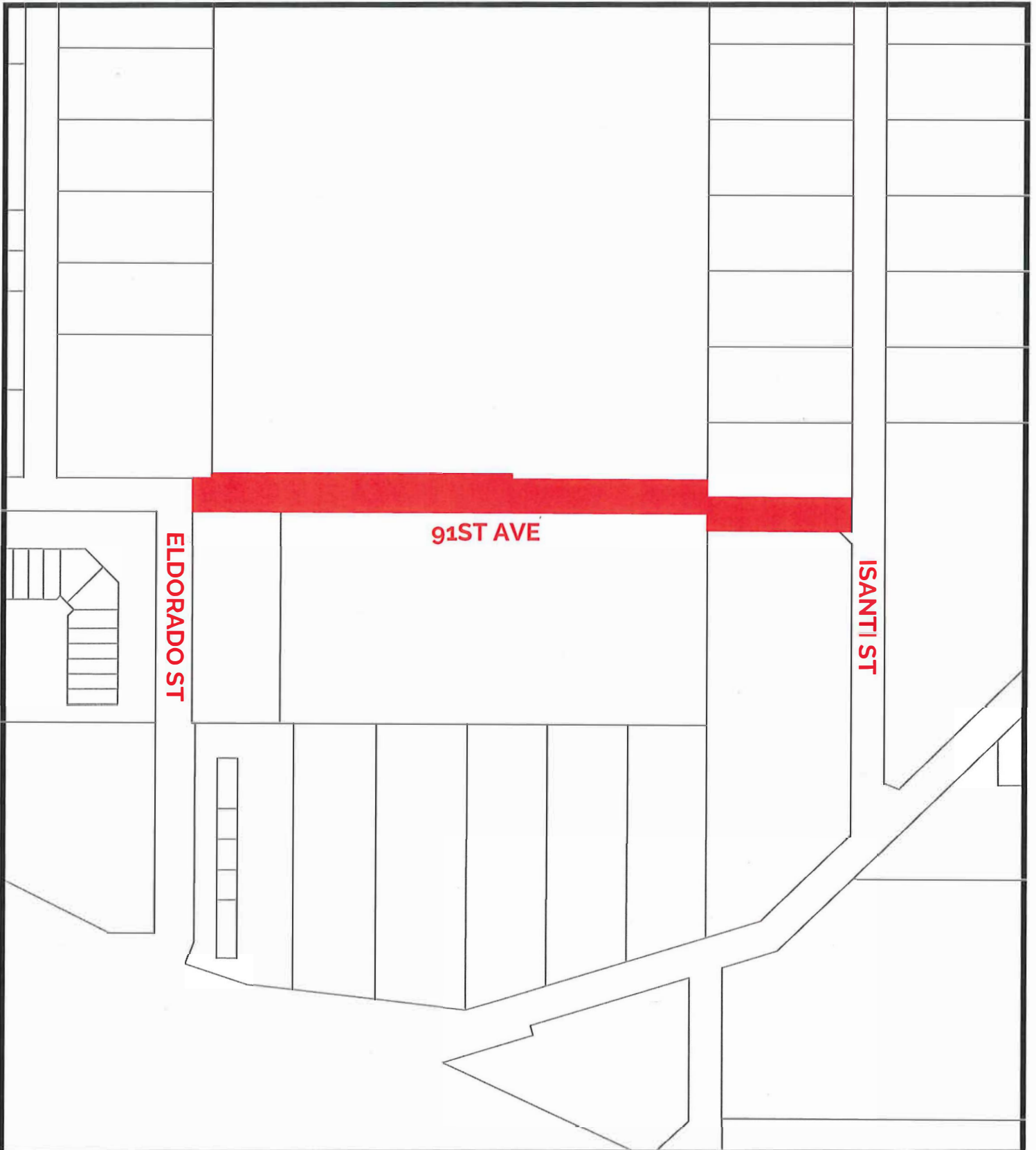
Not applicable.

Staff Recommendation

By motion, authorize the temporary removal of parking restrictions on both sides of 91st Avenue between Eldorado and Isanti Streets, beginning at 7:00AM, February 3, 2026, and ending at 7:00PM, February 5, 2026.

Attachment List

1. Ferguson Waterworks Location Map



TEMPORARY PARKING
91ST AVE FROM ELDORADO ST TO ISANTI ST
BOTH SIDES OF 91ST AVE

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





City of Blaine Staff Report

File Number: RES 26-8

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

7:00 PM - Public Hearing and Items Published for a Certain Time - Daniel Schluender, Director of Engineering

Agenda Item # 8.1

Order Improvement and Order Preparation of Plans and Specifications for the 2026 Quincy Area Street Reconstruction, Improvement Project No. T2604

Executive Summary

Council is asked to conduct the public hearing and consider ordering the improvements and preparation of the project plans and specifications for the 2026 Quincy Area Street Reconstructions, Improvement Project No. T2604.

Background

Notice for this hearing has been published and mailed. An open house for affected property owners was held on December 16, 2025.

The proposed project will reconstruct the following streets:

- 105th Lane from Quincy Boulevard to east cul-de-sac
- 106th Avenue from Jefferson Street to Quincy Boulevard
- Madison Street from Territorial Road to 106th Avenue
- Madison Street from 106th Avenue to 109th Avenue
- Quincy Boulevard from Territorial Road to 109th Avenue
- Monroe Drive from Madison Street to 109th Avenue
- Madison Street from west cul-de-sac to Madison Street (south of 106th Avenue)
- Madison Street from west cul-de-sac to Madison Street (north of 106th Avenue)

The project consists of city streets with rural sections and no curb and gutter. The method of reconstruction will be a full reconstruction to the city standard residential street with concrete curb and gutter as explained in the feasibility report.

The total estimated project cost of the proposed improvements is \$4,710.940.00, of which \$1,009,961.91 is proposed to be assessed to benefiting properties over a fifteen-year period. In addition, replacement of existing sanitary sewer castings and rings and select hydrants and valves at an estimated cost of \$645,320.00 is proposed to be paid for by City Public Utility Funds. The remaining portion of \$3,055,658.09 is proposed to be paid from the City's Pavement Management Program Fund.

The proposed project is necessary, cost-effective, and feasible and will result in a benefit to the properties proposed to be assessed.

Schedule of Actions

September 3, 2025	Initiate Project and Order Preparation of Feasibility Report
December 15, 2025	Receive Feasibility Report and Order Public Hearing
December 16, 2025	Public Information Meeting
January 5, 2026	Hold Public Hearing, Order Improvement, and Order Preparation of Plans and Specifications
March 16, 2026	Approve Plans & Specifications and Order Advertisement for Bids
April 2026	Open Bids
May 2026	Award Contract
May-September 2026	Construction of Improvements
Spring 2027	Assess Improvements
January 2028	First Assessment Payment Due with Real Estate Taxes

Strategic Plan Relationship

The project aligns with the City's strategic initiatives for growth management and providing a well-maintained infrastructure by providing high-quality street surfaces.

Board/Commission Review

Not applicable

Financial Impact

The project will be funded by a combination of assessments and bond proceeds placed in the City Pavement Management Program Fund and Public Utility Funds. This project was previously identified in the 2025-2029 Capital Improvement Program (CIP) as "2026 Quincy Street Area Street Reconstructions", which was adopted via resolution 24-230 on December 16, 2024, and included a 2025 project budget of \$980,000 for pre-construction consulting services. The 2026-2030 CIP was adopted on December 15, 2025, via resolution 25-191, and appropriated an additional \$3,190,500 and includes consulting (design, etc.), construction, and contingency, bringing the total project budget to \$4,170,500.

To date, \$110,376 has been encumbered. With estimated improvement costs of \$4,710,940, future

adjustments may be needed in 2026 since the estimated amount is higher than budgeted. Typically, no budget amendments are presented until construction bids are opened and awarded by the City Council.

Funding Source	2025 Adopted Budget	2026 Adopted Budget	Total Adopted Budget
Levy Supported Bonds	\$980,000	\$1,936,000	\$2,916,000
Special Assessment Bonds	-	\$670,000	\$670,000
Water Utility Funds	-	\$500,000	\$500,000
Sewer Utility Funds	-	\$84,500	\$84,500
TOTAL	\$980,000	\$3,190,500	\$4,170,500

Public Outreach/Input

The project will follow the public outreach guidelines set forth in MN Chapter 429 Statutes.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. 26-04 Project Area Map



City of Blaine

Signature Copy

Resolution: RES 26-8

Order Improvement and Order Preparation of Plans and Specifications for the 2026 Quincy Area Street Reconstruction, Improvement Project No. T2604

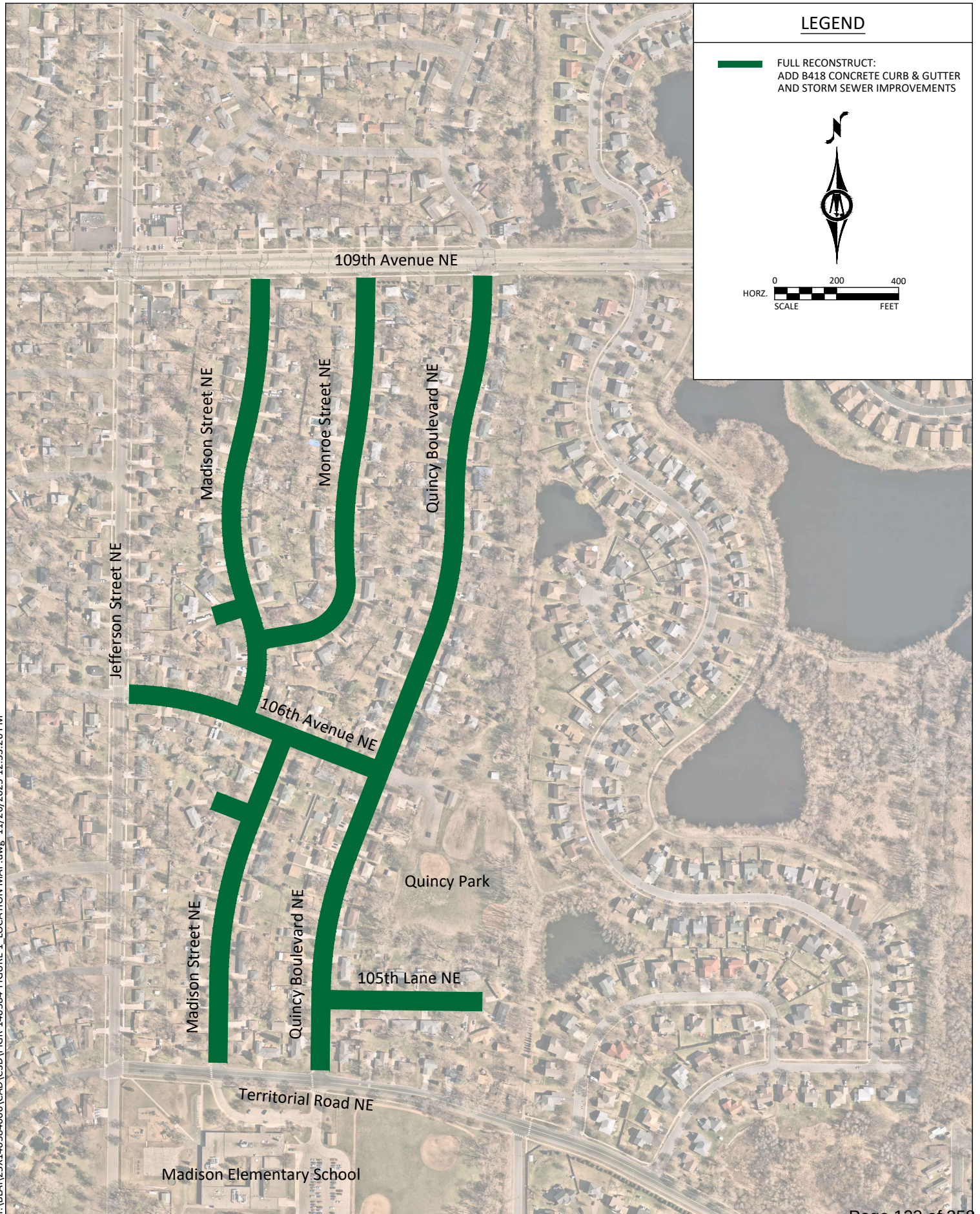
WHEREAS, Resolution No. 25-195 the Blaine City Council, adopted on the 15th day of December, 2025, ordered a public hearing on the proposed project; and

WHEREAS, the required notices were published and mailed to benefiting property owners, and the public hearing was held on the 5th day of January, 2026, at which time all persons desiring to be heard were given an opportunity to be heard.

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

1. Such improvements are hereby ordered as proposed in the Feasibility Report, which was accepted by Resolution No. 25-195 adopted on the 15th day of December, 2025.
2. The City Engineer is hereby designated as the Engineer for this improvement and is directed to prepare plans and specifications for the making of this improvement.
3. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.





City of Blaine Staff Report

File Number: RES 26-9

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

7:00 PM - Public Hearing and Items Published for a Certain Time - Daniel Schluender, Director of Engineering

Agenda Item # 8.2

Order Improvement and Order Preparation of Plans and Specifications for the 2026 Meadowbrook Area Street Reconstruction, Improvement Project No. T2606

Executive Summary

Council is asked to conduct the public hearing and consider ordering the improvements and preparation of the project plans and specifications for the 2026 Meadowbrook Area Street Reconstruction, Improvement Project No. T2606.

Background

Notice for this hearing has been published and mailed. An open house for affected property owners was held on December 17, 2025.

The proposed project will be constructed over the period of two years. Phase 1 will be reconstructed in 2026, and Phase 2 will be reconstructed in 2027.

Phase 1 (2026)

- 125th Lane from Jefferson Street to Jackson Street
- 126th Avenue from Madison Street to Jackson Street
- 127th Avenue from Madison Street to Jackson Street
- Jackson Street from 126th Avenue to 127th Avenue
- Madison Street from 125th Lane to 127th Avenue

Phase 2 (2027)

- 125th Lane from Jackson Street to Polk Street
- 126th Avenue from Jackson Street to Polk Street
- Jackson Street from 130' north of 125th Avenue to 126th Avenue
- Able Circle from 126th Avenue to north cul-de-sac

•Tyler Circle from 126th Avenue to north cul-de-sac

The project consists of city streets with concrete curb and gutter. The method of reconstruction will be a full reconstruction with replacement of pavement and curb and gutter as explained in the feasibility report.

The estimated cost of improvements is \$4,112,300 with \$911,202 proposed to be assessed over a 15-year period. Replacement of existing sanitary sewer castings/rings at an estimated cost of \$94,666, and replacement of water main, malfunctioning gate valves and broken access valve boxes at an estimated cost of \$513,127 is proposed to be paid for by City Public Utility Funds. The remaining portion of \$2,593,305 is proposed to be paid from the City's Pavement Management Program Fund.

The proposed project is necessary, cost-effective, and feasible and will result in a benefit to the properties proposed to be assessed.

Schedule of Actions

September 3, 2025	Initiate Project and Order Preparation of Feasibility Report
December 15, 2025	Receive Feasibility Report and Order Public Hearing
December 17, 2025	Public Information Meeting
January 5, 2026	Hold Public Hearing, Order Improvement, and Order Preparation of Plans and Specifications
March 16, 2026	Approve Plans & Specifications and Order Advertisement for Bids (Phase 1)
April 2026	Open Bids (Phase 1)
April 2026	Award Contract (Phase 1)
May - September 2026	Construction of Improvements (Phase 1)
February 2027	Approve Plans & Specifications and Order Advertisement for Bids (Phase 2)
April 2027	Open Bids/Award Contract (Phase 2)
May - July 2027	Construction of Improvements (Phase 2)
September 2027	Assess Improvements
January 2028	First Assessment Payment Due with Real Estate Taxes

Strategic Plan Relationship

The project aligns with the City's strategic initiatives for growth management and providing a well-maintained infrastructure by providing high-quality street surfaces.

Board/Commission Review

Not applicable

Financial Impact

The project will be funded by a combination of assessments and bond proceeds placed in the Pavement Management Program Fund and Public Utility Funds. This project was previously identified in the 2025-2029 Capital Improvement Program (CIP) as "2026 Meadowbrook Area Street Reconstructions", which was adopted via resolution 24-230 on December 16, 2024, and included a 2025 project budget of \$510,000 for pre-construction consulting services. The 2026-2030 CIP was adopted on December 15, 2025, and appropriated an additional \$2,471,000 which includes consulting (design, etc.), construction, and contingency, bringing the total project budget to \$2,981,000.

To date, \$99,879 has been encumbered. With estimated improvement costs of \$4,112,300, the project will be split into two years with future funds proposed to be appropriated in the 2027 CIP for the portion of the project scheduled to be constructed in 2027. The 2026 portion of the project has an estimated total cost of \$2,696,300. The 2027 portion of the project has an estimated total cost of \$1,416,000. The proposed 2026-2030 CIP does not contemplate funding in 2027 for this project.

Typically, budget amendments are not presented until construction bids are opened and awarded by the City Council.

Funding Source	2025 Adopted Budget	2026 Adopted Budget	Total Adopted Budget
Levy Supported Bonds	\$510,000	\$1,447,500	\$1,957,500
Special Assessment Bonds	-	\$444,500	\$444,500
Water Utility Funds	-	\$515,000	\$515,000
Sewer Utility Funds	-	\$64,000	\$64,000
TOTAL	\$510,000	\$2,471,000	\$2,981,000

Public Outreach/Input

The project will follow the public outreach guidelines set forth in MN Chapter 429 Statutes.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. 26-06 Phasing Map



City of Blaine

Signature Copy

Resolution: RES 26-9

Order Improvement and Order Preparation of Plans and Specifications for the 2026 Meadowbrook Area Street Reconstruction, Improvement Project No. T2606

WHEREAS, Resolution No. 25-148 the Blaine City Council, adopted on the 15th day of December, 2025, ordered a public hearing on the proposed project; and

WHEREAS, the required notices were published and mailed to benefiting property owners, and the public hearing was held on the 5th day of January, 2026, at which time all persons desiring to be heard were given an opportunity to be heard.

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

1. Such improvements are hereby ordered as proposed in the Feasibility Report, which was accepted by Resolution No. 25-148 adopted on the 15th day of December, 2025.
2. The City Engineer is hereby designated as the Engineer for this improvement and is directed to prepare plans and specifications for the making of this improvement.
3. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.





City of Blaine Staff Report

File Number: RES 26-10

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Development Business - Sheila Sellman, Community Development Director

Agenda Item # 9.1

Resolution Granting Preliminary Plat Approval to Subdivide 8.36 Acres into 1 Lot and 2 Outlots to be Known as North Meadows Third Addition at the Corner of Lexington Avenue and 109th Avenue NE. Wellington Management (Case File No. 25-0050/SLK)

Executive Summary

The applicant is proposing a one lot and two outlot plat for the development of a multi-tenant building and future development.

Background

Planning Commission Public Hearing	12/09/25
City Council (Preliminary Plat)	01/05/26
City Council (Final Plat)	TBD
Action Deadline	01/11/26

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

Preliminary Plat

Section 74-46 Preliminary Plat Standards of Review:

The planning commission shall make a recommendation on the preliminary plat considering conformance with the city's comprehensive plan, zoning ordinance, this chapter and all chapters of this code.

The proposed plat has one lot and two outlots. The lots range in size from 1.55 acres to 5.03 acres.

Evaluation of Request

Planning Analysis

The applicant is proposing to construct a multi-tenant retail building of approximately 14,000 square

feet. The proposed uses are two restaurants (end caps) with outdoor patio seating, and an animal clinic. The remaining vacancy of roughly 5,000 square feet would likely be general retail type users.

Current Zoning

The property is zoned Development Flex (DF). All uses in the DF district require conditional use permits.

The DF district is intended to provide for greater flexibility in land use planning and maximize the choice of housing types and styles than is possible under the strict application of other sections of this ordinance.

The DF district also attempts to create a reasonable balance between the interests of the property owner in freely developing his property with greater flexibility in land use, and at the same time, protect the interests of surrounding properties in the following ways:

- (a) By encouraging a more creative approach in housing developments that will result in quality living environments through innovative design and aesthetic controls;
- (b) By permitting a combination of housing types and style, including single, two-family, and multiple-family dwellings, with the exception of mobile homes;
- (c) By allowing flexibility in design by permitting cluster developments and a variety of architectural styles and treatments;
- (d) By allowing for any type of ownership, private, condominium, or rental;
- (e) By allowing flexibility in setback and height restrictions;
- (f) By allowing non-residential uses, such as commercial or light industrial uses which will serve the inhabitants of such district, provided such non-residential uses will enhance the character, amenities, and convenience of those who live in the proposed development;
- (g) By providing an efficient use of land resulting in more cost-efficient installation of utilities, streets, and other facilities.
- (h) By encouraging the preservation of common open space, recreational facilities, natural features, such as woodland and wetland areas;
- (i) By contributing to the tax base of the community without making undue demands on community services; and
- (j) By providing the means for greater creativity and flexibility in environmental design than is provided under the strict application of the Blaine Zoning Ordinance and Subdivision Ordinance, while, at the same time, preserving the health, safety, order, convenience, prosperity, and general welfare of the City of Blaine and its inhabitants.

Land Use Designation

The subject site is designated Planned Industrial/Planned Commercial (PI/PC) in the City's Comprehensive Land Use Plan. The PC designation is to accommodate commercial, retail and office uses in a planned, cohesive style of development. Planned commercial areas are in areas with good visibility and access from major roadways and are sufficiently sized to accommodate a larger-scale planned design and concept. The proposal meets this designation with the following uses: commercial, retail and office in a planned development.

Existing Conditions

The site is currently made up of one parcel with frontage on Austin Street and 109th Avenue. The site is vacant with no existing buildings.

History

The vacant parcel was platted as an outlot for future development in 2020.

Site Plan

The applicant is proposing to construct a multi-tenant retail building of approximately 14,000 square feet.

The site is proposed to have a zero-lot on the north property line. The north property line will also provide a shared drive and parking with the property to the north.

The applicant is proposing an outdoor dining area located on the southwest corner of the building. It consists of four tables and 14 seats. A second outdoor dining area will be located on the east side of the building and will consist of 14 tables and 36 seats. The outdoor dining areas will have a maintenance-free fence surrounding the seating areas.

The outdoor dining area will be subject to Sewer Access Charges (SAC). The applicant must work with the City's Chief Building Official and Met Council to determine the amount required for this use. All other requirements listed in the attached conditions are the standard conditions that the City applies to other outdoor dining conditional use permits.

Architecture

The building elevations have been attached and include the following materials:

- glass
- decorative masonry
- brick
- metal and composite panel

Parking

The proposed uses for the site (general retail, two restaurants, and an animal clinic) require 85 parking stalls. There are 78 parking stalls provided on the multi-tenant property. The applicant will have a shared parking/drive agreement with the property to the north. Therefore, 20–25 additional stalls will be available for parking to the north and adequate parking is provided.

Setbacks

Building

- Front: 50 feet
- Side: 15 feet
- Rear: 20 feet

Parking

- Front: 30 feet
- Side: 15 feet

- Rear: 15 feet

Landscaping

The submitted landscape plan meets zoning ordinance requirements.

Tree Preservation

There are currently no trees on site.

Park Dedication

Park dedication is required for the development of 1 new lot (1.78 acres), based on a proposed 2026 rate of \$7,820 per acre. This results in a total park dedication fee of \$13,919.00. The fee must be paid prior to the issuance of a building permit and will be calculated using the per-acre rate in effect at the time of payment. The outlots will be required to pay park dedication at the rate in effect when they are final platted.

Neighborhood Meeting

As required by the adopted neighborhood meeting policy, the developer held a neighborhood meeting on December 4th. Comments included excitement about the addition of two more food options and questions about the timing of the construction and staging of the construction equipment.

Engineering Analysis

Grading/Storm Drainage

The developer is proposing to grade the property as shown on the Rice Creek Watershed District (RCWD) and city approved grading, drainage, erosion protection and sediment control plans 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.

The developer will also need to submit construction contract documents that include a mass (rough) grading, erosion protection, sediment control, development, utilities, private driveway, and storm drainage plan sheets. Supporting wetland delineation report, geotechnical investigation report, soil boring logs, and hydrology report shall be included in the submittal for city review and approval.

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.

Hydrant locations must be reviewed and approved by the Fire Department.

The developer shall explore water source for landscape irrigation systems installed throughout the development, including the possible use of created ponds or storm water reuse.

Wetlands/Watershed/FEMA

The plat will need to provide for a protective buffer strip of natural vegetation at least 15-feet in width (25-feet is preferred) and shall surround all wetlands. This buffer strip shall be placed in the easement.

The developer will need to submit the project to RCWD. Review, approval and permits are required prior to city plan approval and start of site work.

Access/Street Design/Sidewalks/Trails

The development is proposing to gain/provide access from a shared driveway connection to Austin Street NE.

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 delineated wetlands, wetland mitigation, infiltration trenches, drainage swales, and storm water management ponds.

Attachments:

Zoning and Location Map

Pre-Plat

Site Plan

Grading Plan

Landscape Plan

Site Concept Plan

Building Elevations

Outdoor Dining Site Plan

Parking Analysis

Narrative

Neighborhood Meeting Summary

Unapproved Planning Commission Minutes 12/9/25

Strategic Plan Relationship

Not applicable.

Board/Commission Review

The Planning Commission voted unanimously to approve the preliminary plat.

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 December 4, 2025. A summary of the meeting is attached. Comments included excitement about the addition of two more food options and questions about the timing of the construction and staging of the construction equipment.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Attachments
2. Summary of Neighborhood Meeting 12.5.25
3. Unapproved PC Minutes 120925



City of Blaine

Signature Copy

Resolution: RES 26-10

Resolution Granting Preliminary Plat Approval to Subdivide 8.36 Acres into 1 Lot and 2 Outlots to be Known as North Meadows Third Addition at the Corner of Lexington Avenue and 109th Avenue NE. Wellington Management (Case File No. 25-0050/SLK)

WHEREAS, an application has been filed by Wellington Management Inc., Case File No. 25-0050 for a preliminary plat known as North Meadows Third Addition; and

WHEREAS, said case involves the division of land described as follows:

Outlot J, North Meadows

WHEREAS, the Blaine Planning Commission has reviewed said case file on December 9, 2025; and

WHEREAS, the preliminary plat meets the general requirements of section 74-46 of the Blaine Zoning Code; and

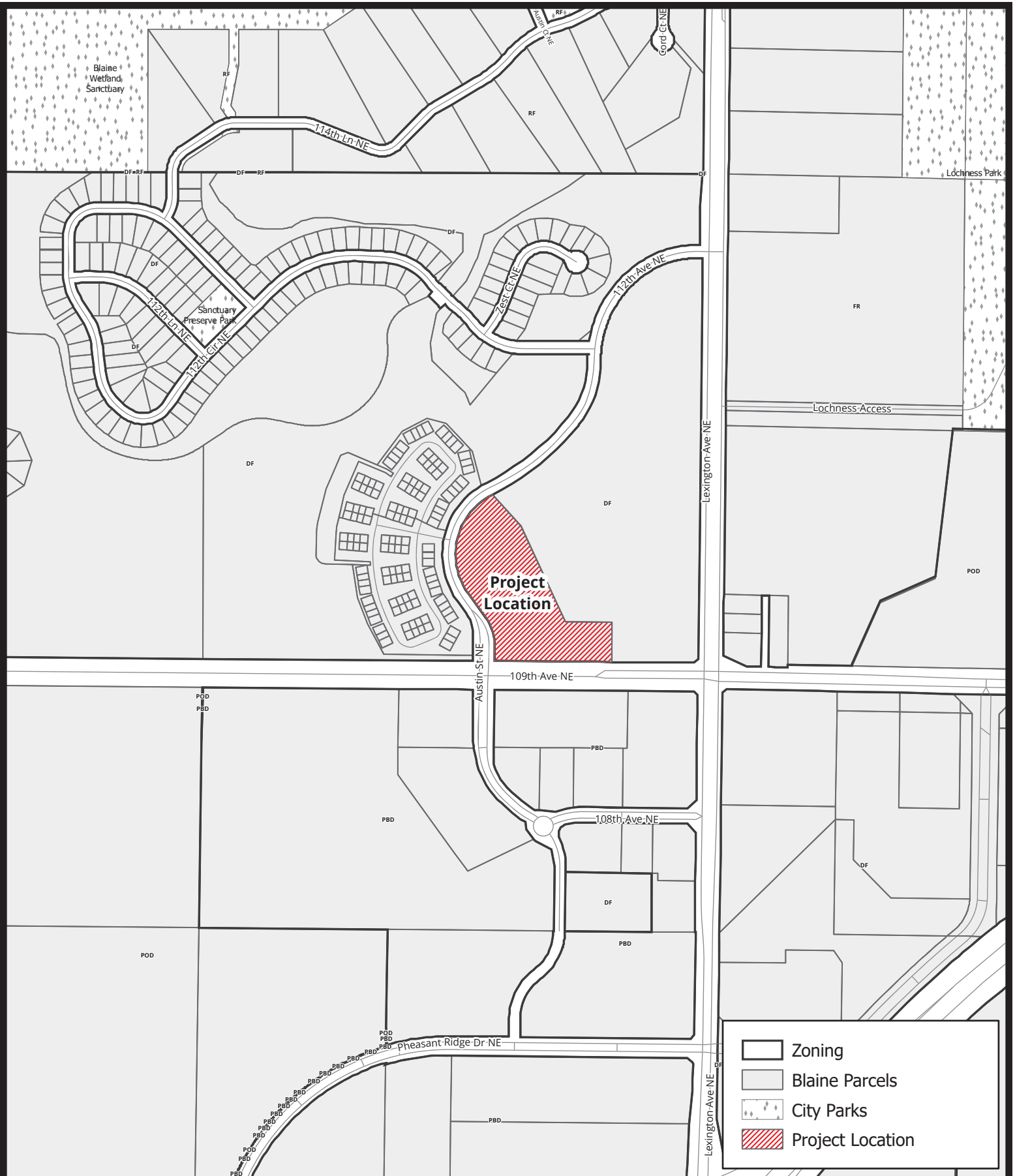
WHEREAS, the Blaine Planning Commission held a public hearing on December 9, 2025 and recommended approval regarding said plat with conditions; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that preliminary plat approval per Section 74-46 of the subdivision regulations is hereby granted for North Meadows Third Addition permitting preparation of a final plat for approval per Section 74-47 subject to the listed conditions.

1. The developer will be responsible for installation of sanitary sewer, water main, storm drainage improvements, streets with concrete curb and gutter, streetlights, sidewalks, traffic control signs, and all appurtenant items.
2. The development association shall maintain all private internal utilities, storm water management systems and driveways privately.
3. Access to private water and sanitary services shall be granted for each individual site.
4. Separate private fire lines and domestic water lines are required to be installed from the public water main. Separate fire laterals and domestic water laterals are required for each structure from the associated private water line to each structure.
5. Water Availability Charges (WAC) and Sewer Availability Charges (SAC) become due with each building permit.
6. A copy of the shared access/parking agreement with the adjacent site must be submitted to the Planning Department prior to any work being allowed on site.
7. Park dedication prior to releasing the plat mylars for recording at Anoka County is due at the rate in effect at the time the payment is received by the City. If paid in 2026, \$13,919 is due.

8. The developer to submit a copy of the approved Rice Creek Watershed permit to the city prior to any site work.

PASSED by City Council of the City of Blaine this 5th day of January, 2026.



Case File No. 25-0050 North Meadows

0 0.04 0.09 0.18 Miles

Scale: 1:7,878



BlaineMN.gov

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



PRELIMINARY PLAT OF:

NORTH MEADOWS THIRD ADDITION

FOR: WELLINGTON MANAGEMENT
OF: XXX AUSTIN STREET NE, BLAINE, MINNESOTA

PARCEL DESCRIPTION:

(Per Title Commitment No. CP75840, prepared by Commercial Partners Title, a division of Chicago Title Insurance Company, dated August 20, 2025)

Outlot I, North Meadows, according to the recorded plat thereof.

Anoka County, Minnesota
Abstract Property

GENERAL NOTES

- Title of the surveyed parcel is vested in North Meadows LLC, a Minnesota limited liability company.
- Address of the surveyed parcel: Unassigned Austin Street NE, Blaine, Minnesota 55449.
- According to FEMA Letter of Map Revision Based on Fill Case No. 21-05-039A, dated September 01, 2021, affecting Map Panel Number 27003C0345E with an effective date of 12/16/2025, the surveyed parcel is Flood Zone X (areas determined to be outside the 0.2% annual chance floodplain).
- The surveyed parcel boundary contains 364,271 sq. ft. (±8.36 acres).
- Bearings shown hereon are based upon the Anoka County Coordinate System.
- No zoning endorsement letter was furnished to the surveyor at the time of the survey. According to the current zoning information, as made available by the City of Blaine, the surveyed parcel is zoned DF (Development Flex). For more information regarding setbacks, contact the City of Blaine Planning and Zoning Department at (763) 785-6180.
- The surveyed parcel has direct access to Austin Street NE, a public street.

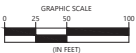
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Signed: Northwind Land Surveying, LLC
By: *Kevin C. McCain*
Kevin C. McCain, Lic. No. 58542
Date: 10/13/2025

**DRAINAGE AND UTILITY
EASEMENT DETAIL**



Being 10 feet in width, and adjoining right of way lines and exterior boundary lines unless otherwise shown on this plat.



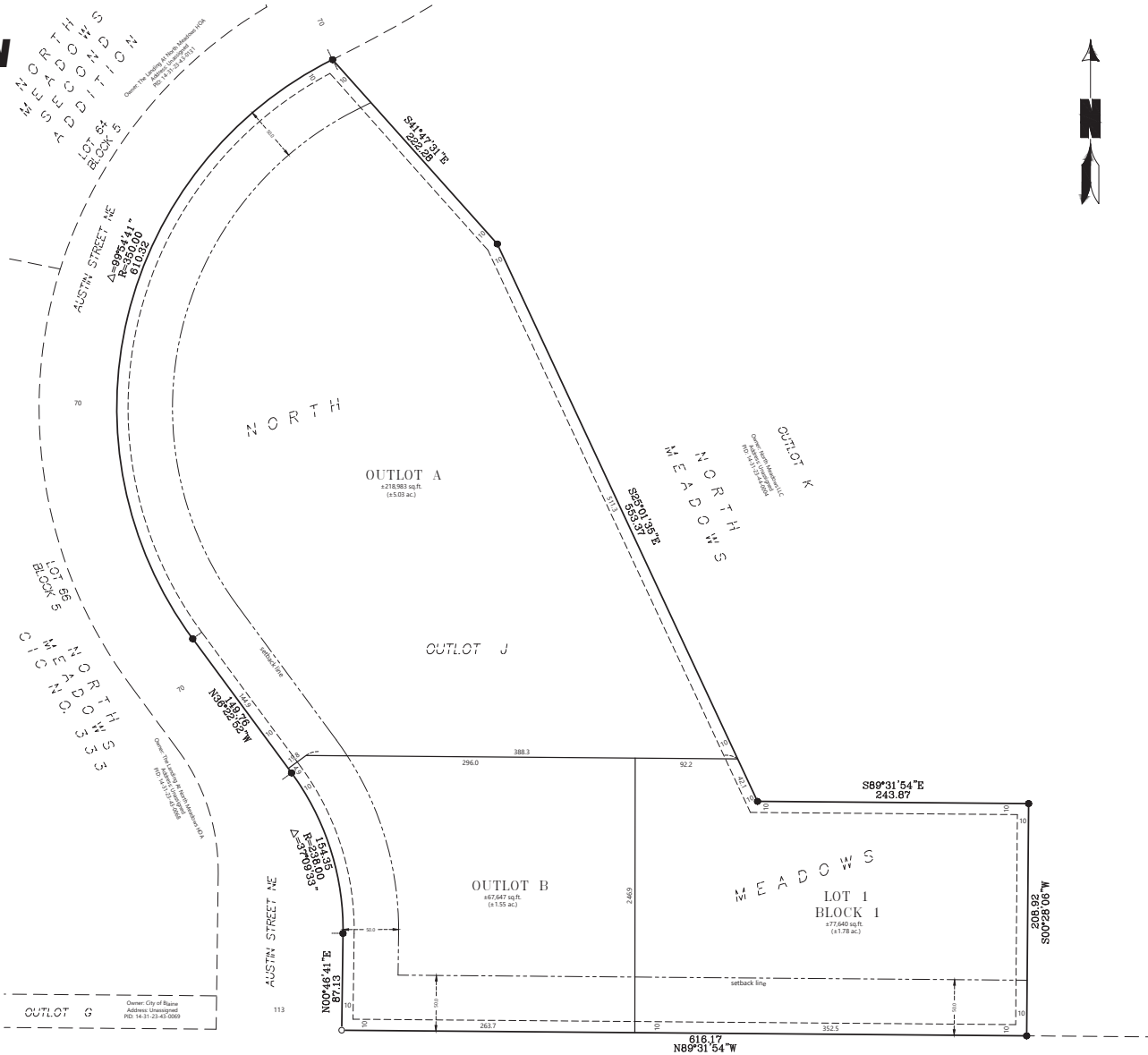
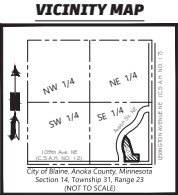
SITE DATA

TOTAL SITE AREA: 364,271 sq. ft.
TOTAL LOT AREA: 364,271 sq. ft.
TOTAL OUTLOT AREA: 364,271 sq. ft.
SMALLEST OUTLOT: 27,847 sq. ft.
LARGEST OUTLOT: 218,983 sq. ft.
AVERAGE OUTLOT: 113,115 sq. ft.
TOTAL NUMBER OF OUTLOTS: 7
EXISTING ZONING: DF
UTILITIES: AVAILABLE

LEGEND

- Denotes Found Iron Monument, Marked RLS #40361
- Denotes Set Rebar, Marked RLS #58542

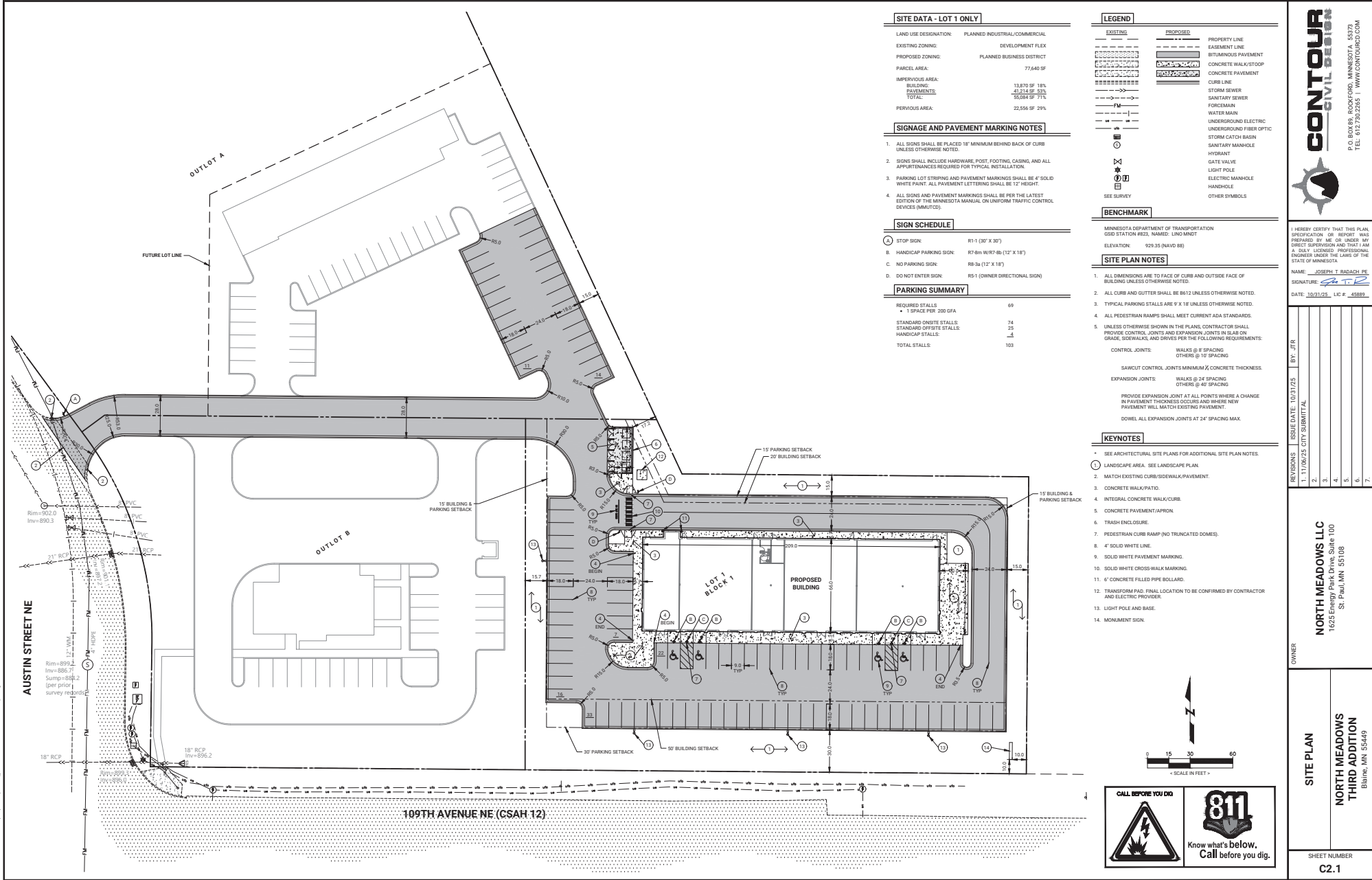
Owner: City of Blaine
Address: Unassigned
FD: 14-31-23-45-0089



NORTHWIND LAND SURVEYING, LLC
18176 EVERGREEN CIRCLE NW
COON RAPIDS, MN 55448
TEL 612-718-1698
WWW.NORTHWINDLS.COM

109TH AVENUE NE
(O.S.A.H. NO. 12)

Doc #	Date	Drawn By	Check
251004	10/13/2025	Kevin C. McCain	Kevin C. McCain
251004	10/13/2025	Kevin C. McCain	Kevin C. McCain



GRAPHIC	MATERIAL	SPECIFICATION	NOTES
	ROCK MULCH	1.5" DIAMETER CRUSHED GRANITE ROCK MULCH	3" DEPTH
	WETLAND SEED MIX TYPE 'A'	BW #34-182 EMERGING WETLANDS	5 LBS/AC
	WETLAND SEED MIX TYPE 'B'	BW #35-242 MEADOWS	36.5 LBS/AC
	WETLAND SEED MIX TYPE 'C'	BW #34-182 EMERGING WETLANDS	5 LBS/AC
	SOD	BLUEGRASS PEAT SOD	N/A

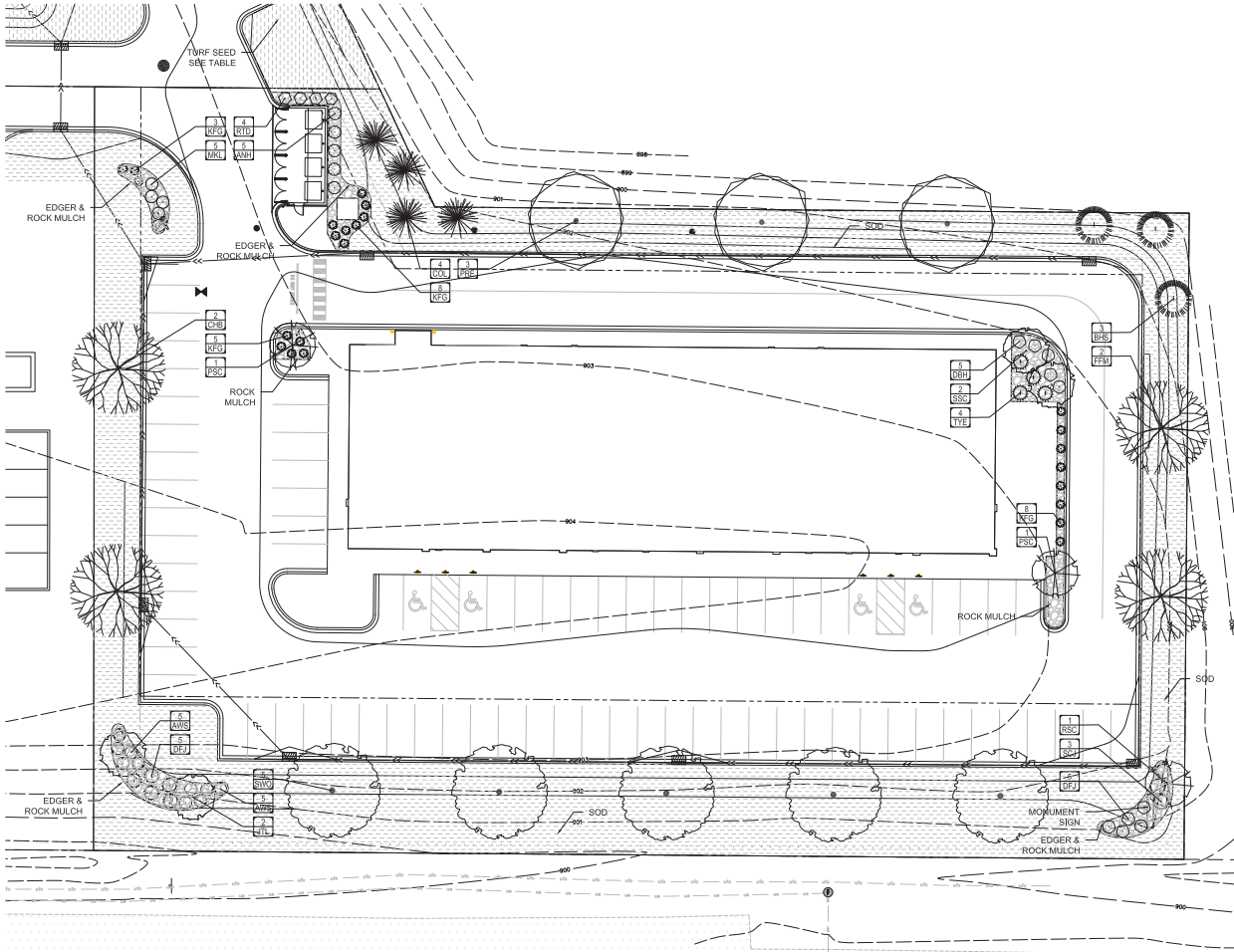
GROUNDCOVER SCHEDULE:

PER THE CITY OF BLAINE LANDSCAPE ORDINANCE, REQUIRED LANDSCAPE QUANTITIES FOR THIS PROJECT ARE DETERMINED BY USING THE FOLLOWING QUANTIFIABLE ELEMENTS:

- BUILDING AREA = 13,856 SF
- SITE PERIMETER = 1,186 LF
- LANDSCAPING REQUIRED AS FOLLOWS:
 - OVERSTORY TREES - THE GREATER OF THE FOLLOWING:
 - 1 per 2,000 SF OF BUILDING OR = 7 TREES
 - 1 per 100 LF SITE PERIMETER = 12 TREES
 - 12 PROVIDED
 - CONIFEROUS TREES - THE GREATER OF THE FOLLOWING:
 - 1 per 2,000 SF OF BUILDING = 7 TREES
 - 1 per 200 LF SITE PERIMETER = 6 TREES
 - 7 PROVIDED
 - ORNAMENTAL TREES - THE GREATER OF THE FOLLOWING:
 - 1 per 2,000 SF OF BUILDING = 7 TREES
 - 1 per 200 LF SITE PERIMETER = 6 TREES
 - 7 PROVIDED
 - SHRUBS - THE GREATER OF THE FOLLOWING:
 - 1 per 300 SF OF BUILDING = 46 SHRUBS
 - 1 per 30 LF SITE PERIMETER = 40 SHRUBS
 - 46 SHRUBS AND 24 ORNAMENTAL GRASSES PROVIDED

- TREES WILL BE PLANTED AT THE MINIMUM SIZES AS SHOWN ON THE PLANT SCHEDULE, PROPOSED MINIMUM SIZES ARE:
 - 2.5" CAL. FOR DECIDUOUS TREES
 - 6" HEIGHT FOR CONIFEROUS TREES
 - 2.0" CAL. FOR ORNAMENTAL TREES
 - 24" HEIGHT FOR SHRUBS

LANDSCAPE CALCULATIONS (SOUTH AREA ONLY):



SOUTH AREA LANDSCAPE PLAN:

SYM	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	CONT	COMMENTS
DECIDUOUS SHRUBS						
ANH	5	ANNABELLE HYDRANGEA	Hydrangea arborescens 'Annabelle'	24" HGT	POT	5' O.C.
AW5	10	ANTHONY WATERER SPIREA	Spiraea x bumalda 'Anthony Waterer'	24" HGT	POT	5' O.C.
DBH	10	DWARF BUSH HONEYSUCKLE	Diervilla lonicera	24" HGT	POT	5' O.C.
MKL	5	MISS KIM LILAC	Syringa patula 'Miss Kim'	24" HGT	POT	5' O.C.
RTD	4	RED TWIGGED DOGWOOD	Cornus sericea 'Rafaelle'	24" HGT	POT	5' O.C.
CONIFEROUS SHRUBS						
DFJ	5	DAUB'S FROSTED JUNIPER	Juniperus chinensis 'Daub's Frosted'	5 GAL	POT	5' O.C.
SCJ	3	SCANDIA JUNIPER	Juniperus sibirica 'Scandia'	5 GAL	POT	5' O.C.
TYE	4	TAUNTON YEW	Taxus x media 'Taunton'	5 GAL	POT	5' O.C.
ORNAMENTAL GRASSES						
KFG	24	KARL FOERSTER GRASS	Calamagrostis x acutiflora 'Karl Foerster'	2 GAL	POT	1 -

PLANTING SCHEDULE (THIS PAGE ONLY):

DECIDUOUS TREES						
CHBT	2	COMMON HACKBERRY	Celtis occidentalis	2.5" CAL	B&B	SINGLE STEM
FFM	2	FALL FIESTA MAPLE	Acer saccharum 'Fiesta'	2.5" CAL	B&B	SINGLE STEM
PRE	3	PRINCETON ELM	Ulmus americana 'Princeton'	2.5" CAL	B&B	SINGLE STEM
SWOL	5	SWAMP WHITE OAK	Quercus bicolor	2.5" CAL	B&B	SINGLE STEM
ORNAMENTAL TREES						
JTL	2	JAPANESE TREE-LILAC	Syringa reticulata 'Tovry Silk'	2.0" CAL	B&B	SINGLE STEM
PSG	2	PINK SPIRES CRABAPPLE	Malus x 'Pink Spires'	2.0" CAL	B&B	SINGLE STEM
RSD	1	RED SPLENDOR CRABAPPLE	Malus x 'Red Splendor'	2.0" CAL	B&B	SINGLE STEM
SSC	2	SPRING SNOW CRABAPPLE	Malus x 'Spring Snow'	2.0" CAL	B&B	SINGLE STEM
EVERGREEN TREES						
BHS	3	BLACK HILLS SPRUCE	Picea canadensis	6" HGT	B&B	FULL FORM
COL	4	COLORADO SPRUCE	Picea pungens	6" HGT	B&B	FULL FORM

TREE PLANTING SCHEDULE (THIS PAGE ONLY):



14165 James Road • Suite 200A
Rogers, MN 55374
Phone: 612-237-8355
www.insideoutsidearchitecture.com

Project Name:
NORTH MEADOWS
THIRD ADDITION

Blaine, Minnesota
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This plan is copyrighted and shall be used only for the project shown and shall not be copied or reproduced without written permission from Inside Outside Architecture, Inc.

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a Registered Landscape Architect under the laws of the State of Minnesota.

Name: Paul Kangas
Registration #: 28017

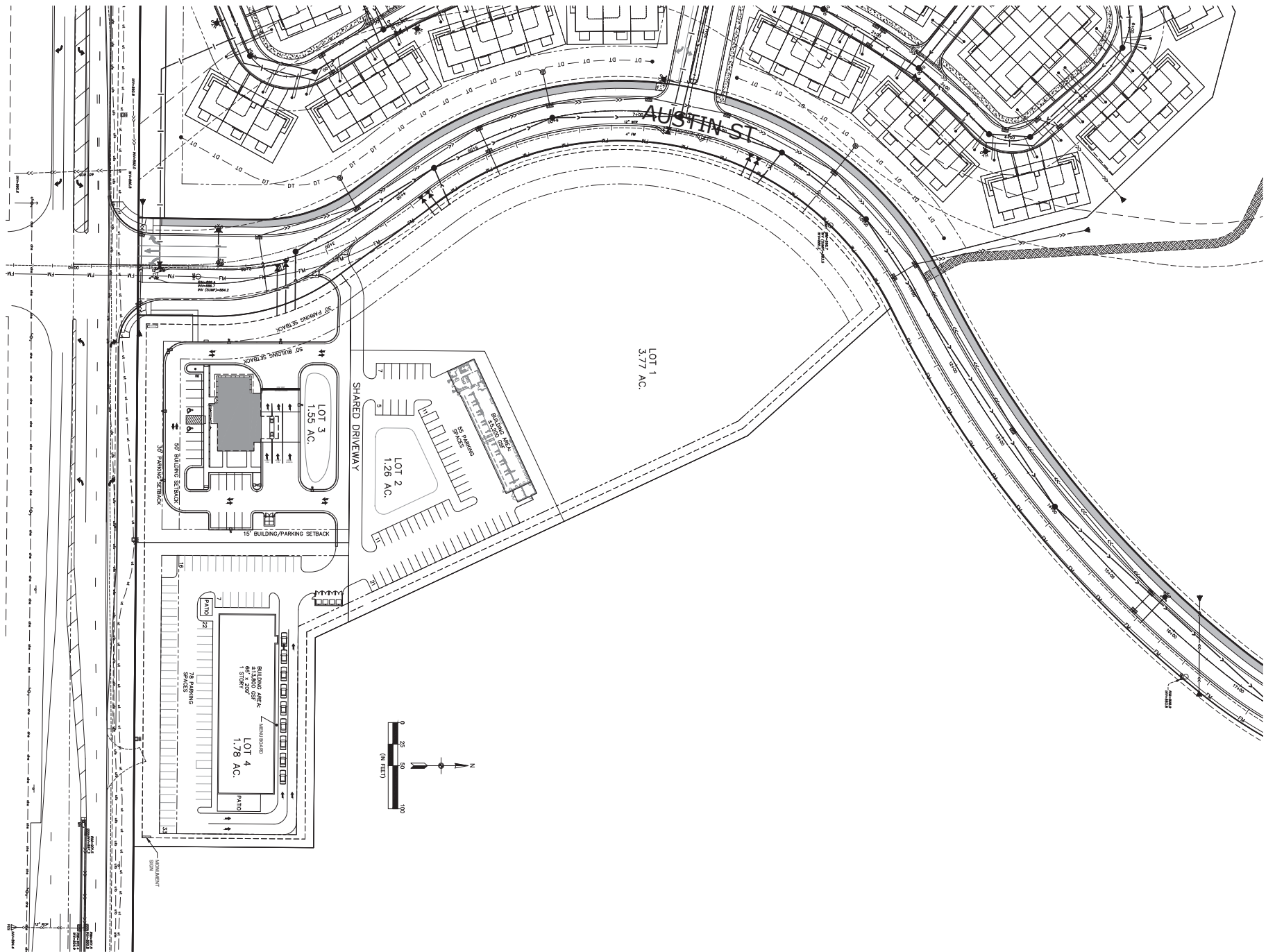
Signature of Paul Kangas

Project #: 25-015
Date: CITY SUBMITTAL | 10-31-2025
Revision:
Drawn By: PK
Checked By: PK

Sheet Title:
LANDSCAPE PLAN
SOUTH AREA

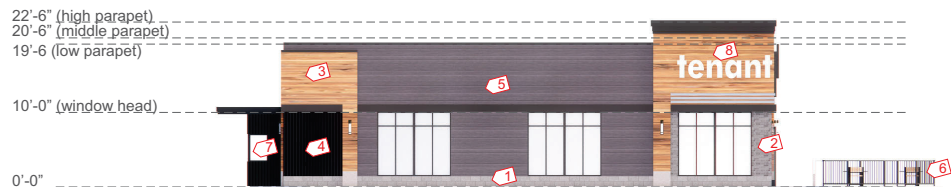
Sheet Number:

L1-2





south elevation



west elevation

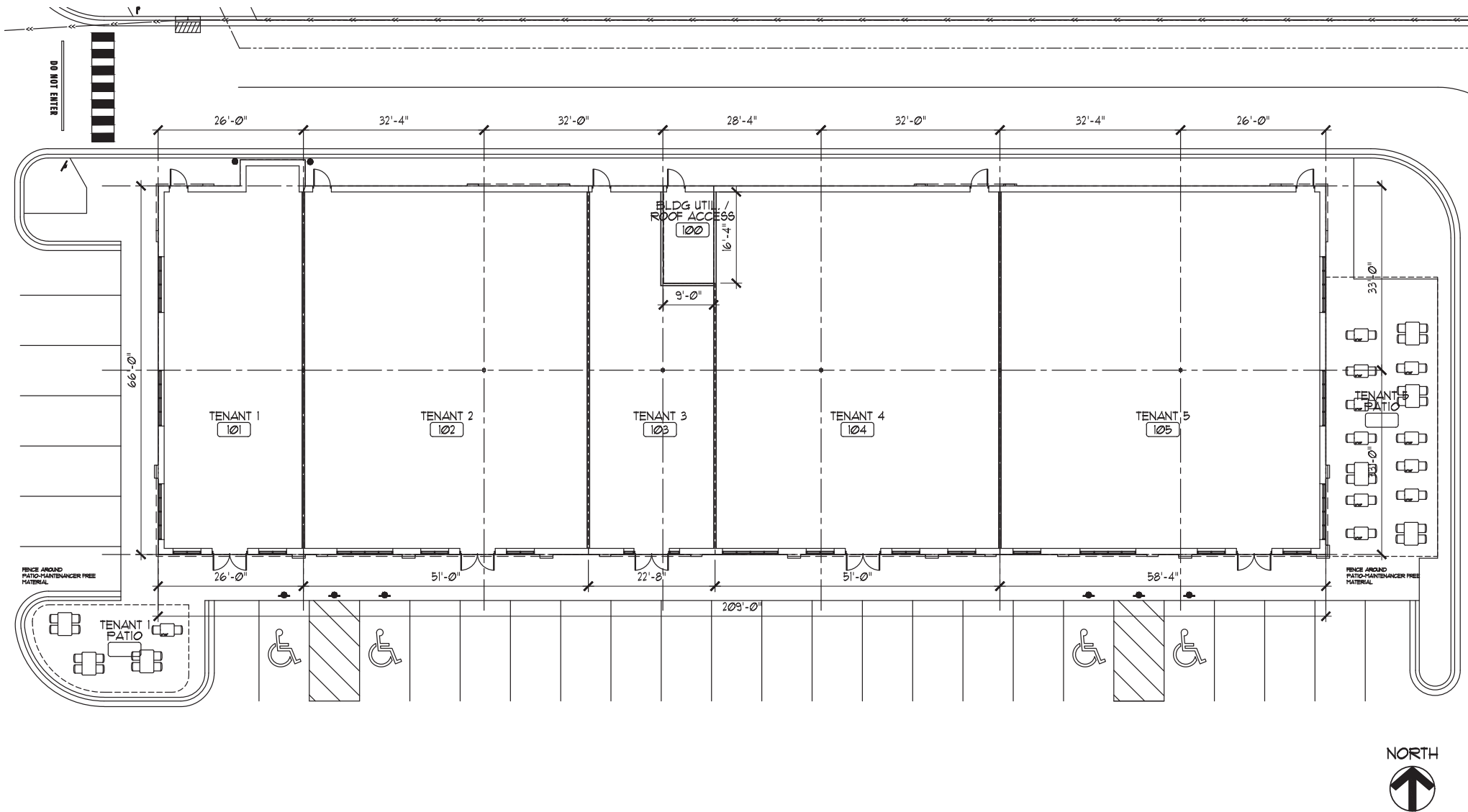


east elevation



north elevation

- 1 CMU AND CAST STONE BASE
- 2 BRICK
- 3 WOOD-LOOK METAL SIDING, HORIZONTAL
- 4 BOX RIB METAL CLADDING, VERTICAL
- 5 ARCHITECTURAL CEMENT BOARD
- 6 FENCE AROUND PATIO SEATING
- 7 DRIVE-THRU WINDOW
- 8 TENANT SIGNAGE, UNDER SEPARATE APPROVALS



North Meadows floor plan

Lexington Ave N and 109th Ave NE
Blaine, MN



118 E. 26th Street Suite 300 Minneapolis, MN 55404
P:612-879-8225 F:612-879-8152
www.tanek.com

a-1

NORRTH MEADOWS

The property is currently zoned DF, Development Flex and consists of approximately 8.36 acres.

COMMERCIAL DEVELOPMENT:

This commercial development is slated to be predominately retail with a mix of supportive service based retail.

The retail development would be built over a series of phases to include approximately four to five different buildings of varying sizes. Individual buildings will have the ability to leverage their branding which patrons have come to know and recognize.

The proposed buildings would be one-story structures built from masonry, steel and wood framing. The exterior materials would be brick, decorative masonry, glass, metal and composite panels. The buildings would be approximately twenty to twenty - five feet tall with limited additional height at areas for signage and decorative parapets. Each of the retail fronts would have signage to meet city ordinance yet reinforce the tenant's brand while remaining in compliance with the development design guidelines (covenants). Monumental architectural elements and tenant monument signage at access and egress points shall be thoughtfully designed to both integrate with the development's theme, and provide information and wayfinding. These elements will set the theme for the development (community) and reinforce the quality of the tenants which reside within.

The roadway system will be designed to accommodate vehicles of all sizes, including emergency vehicles, buses, and truck and trailer combinations.

Parking shall be provided by bituminous surface lots with full concrete curb and gutter. The parking ratio would be approximately five cars per 1,000 sq.ft. or more depending on the need of the specific retail uses.

Lighting will be provided by a combination of light poles for the parking areas and surface mounted building lights. The surface mounted building lights will be decorative in nature but still provide general illumination for the sidewalk areas.

Storm water will be treated onsite with a combination of a stormwater pond along the southern edge of Outlot A and underground tanks. The stormwater pond will be designed to meet all requirements. Sewer and water will be extend from the point of connection along Austin Street NE along the shared driveway serving the development with connection points at each lot line.

NORTH MEADOWS COMMERCIAL DEVELOPEMNT
Neighborhood meeting December 4th from 6:00 pm to 7:00pm
Blaine City Hall (Community Room)

December 5, 2025

TO: City Staff
RE: Summary of Open House – North Meadows Retail Development

On Thursday, December 4th North Meadows LLC held a neighborhood open house from the hours of 6:00 pm to 7:00 pm at City Hall. In attendance was Todd Kaufman, from Wellington Management, Inc the representative for the developer, North Meadows, LLC, Peter Duggan from CBRE who is representing one of the proposed Tenants along with his client, Ling Li.

Two residents stopped by.

Mrs. Quyen Vo Ngoc located at 11012 Zest St NE
Mr. Joeseph O'Driscoll Rusch located at 10921 Zest St NE

Both residents were excited about the addition of two more food options that have been proposed as part of this retail building. Mrs. Ngoc asked about the timing of when the strip retail building would be ready to accept Tenants as she is potentially interested in leasing space. Mr. Rusch had a couple of concerns. One was the timing of the construction and staging of the constuction equipment. I explained that the typical construction schedule is Monday thru Friday and they are typically gone before 5:00 pm on those days and that it would roughly take six months to complete. I explained to Mr. Rusch that this retail building is being constructed on the very east edge of the property along 109th Street and that any equipment used for the construction of the building would be located within that property. I believe he was concerned that there might be equipment staged on Austin Street and that construction was taking place closer to the northern curb cut of the North Meadows development. I explained to Mr. Rusch that this work was off of the south curb cut closer to 109th Street and that seemed to alleviate his concerns. No other concerns were raised.

Sincerely,



Todd Kaufman, Senior Associate
651-999-5505
tkaufman@wellingtonmgt.com



City of Blaine

Planning Commission

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

2. Roll Call

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

Members Absent: Commission Member Geiselhart.

Staff Present: Shawn Kaye, Planner
Alex Koberoski, Zoning Technician
Teresa Barnes, Project Engineer

4. Public Hearing

4.1. 2025-614 Case File No. 25-0050 // Wellington Management // NW Corner of Lexington Avenue and 109th Avenue NE
The applicant is requesting the following:

1. Preliminary plat to subdivide 8.36 acres into 1 lot and 2 outlots to be known as North Meadows Third Addition.
2. Conditional use permit to allow general retail, office, animal hospital, restaurants, outdoor dining for two restaurants, zero lot line (north property line) and a shared access/parking on the north property line in a Development Flex (DF) zoning district.

Sponsors: Shawn Kaye, Planner

The report to the planning commission was presented by Shawn Kaye, Planner. The public

hearing for Case File 25-0050 was opened at 7:06PM. As no one wished to appear, the public hearing was closed at 7:06PM.

Commissioner Halpern asked if this land was previously proposed for condos or apartments.

Planner Kaye reported this was the case.

Motion by Commissioner Olson to recommend approval of Planning Case 25-0050A a preliminary plat approval to subdivide 8.36 acres into 1 lot and 2 outlots to be known as North Meadows Third Addition with the following conditions:

Case 25-0050A:

- 1. The developer will be responsible for installation of sanitary sewer, water main, storm drainage improvements, streets with concrete curb and gutter, streetlights, sidewalks, traffic control signs, and all appurtenant items.**
- 2. The development association shall maintain all private internal utilities, storm water management systems and driveways privately.**
- 3. Access to private water and sanitary services shall be granted for each individual site.**
- 4. Separate private fire lines and domestic water lines are required to be installed from the public water main. Separate fire laterals and domestic water laterals are required for each structure from the associated private water line to each structure.**
- 5. Water Availability Charges (WAC) and Sewer Availability Charges (SAC) become due with each building permit.**
- 6. A copy of the shared access/parking agreement with the adjacent site must be submitted to the Planning Department prior to any work being allowed on site.**
- 7. Park dedication prior to releasing the plat mylars for recording at Anoka County is due at the rate in effect at the time the payment is received by the City. If paid in 2026, \$13,919 is due.**
- 8. The developer to submit a copy of the approved Rice Creek Watershed permit to the city prior to any site work.**

Motion by Commissioner Olson to recommend approval of Planning Case 25-0050B a conditional use permit to allow general retail, office, animal hospital, restaurants, zero lot line (north property line) and a shared access/parking on the north property line in a Development Flex (DF) zoning district with the following conditions:

Case 25-0050B:

- 1. Uses for the property include restaurants, general retail, animal hospital, and professional office.**
- 2. 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.**
- 3. No outside display or storage of products is allowed at any time on site.**

4. The uses for the lot will need to obtain a conditional use permit amendment if the use is not permitted by this conditional use permit.
5. All signage requires a separate permit meeting the requirements of the zoning ordinance.
6. Temporary signage to be regulated under Zoning Ordinance Section 133-12.
7. No exterior overnight storage of pallets or delivered products.
8. All lighting on site must meet requirements established by Section 129-2 of the Zoning Ordinance.
9. A copy of the shared access/parking agreement with all sites must be submitted to the Planning Department prior to any work being allowed on site.
10. The landscape plan is required to have the following changes: replace two Fall Fiesta Maple with less common deciduous trees and replace 4 Colorado Spruce with White Fir.
11. 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.
 - Stucco or exterior insulation and finish systems (EIFS)
 - Fiber cement or composite siding
 - Architectural metal
 - Integrally colored rock-faced block
12. The following minimum setbacks are required:
 - Building
 - Front: 50 feet
 - Side: 15 feet
 - Rear: 20 feet
 - Parking
 - Front: 30 feet
 - Side: 15 feet
 - Rear: 15 feet
13. Outdoor dining to meet the following requirements:
 - a) Plans for amplified background music for the outdoor dining area to be reviewed and approved by the City prior to installation. Volume levels for the music to be limited to not more than “normal conversation” levels and shall not cause a nuisance to other land uses.
 - b) No outdoor advertising on building or patio area without obtaining a permit.
 - c) The outdoor dining areas are limited to no more than 14 seats (west) and 36 seats (east) in the outdoor dining area.
 - d) The outdoor dining area meet all appropriate city regulations and license requirements for dispensing of alcohol in an outdoor setting.
 - e) The ability to operate outdoor dining is reliant upon the applicant’s ability to adequately control litter and refuse as associated with the facility.
 - f) Provide manufacturing specifications and requirements for propane heater use and clearance to combustibles if they are to be used on site.
 - h) No public address system allowed in the outdoor dining area.

i) The outdoor dining area will be subject to a SAC review and payment. The applicant must work with the City's Building Department and Metropolitan Council to determine the amount required for this use.

Motion seconded by Commissioner Halpern. The motion passed 6-0.

Chair Goracke noted this would be on the agenda of the January 5, 2026 city council meeting.



City of Blaine Staff Report

File Number: RES 26-11

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Development Business - Sheila Sellman, Community Development Director

Agenda Item # 9.2

Resolution Granting a Conditional Use Permit to Allow General Retail, Office, Animal Hospital, Restaurants, Outdoor Dining for Two Restaurants, Zero Lot Line (North Property Line) and Shared Access/Parking on the North Property Line in a Development Flex (DF) Zoning District, on the Corner of Lexington Avenue and 109th Avenue NE. Wellington Management (North Meadows Third Addition) (Case File No. 25-0050/SLK)

Executive Summary

The applicant is requesting a Conditional Use Permit (CUP) to construct a multi-tenant building with general retail use, office use, animal hospital use, restaurant use, outdoor dining, zero lot line, and shared access and parking.

Background

Planning Commission Public Hearing	12/09/25
City Council (Conditional Use Permit)	01/05/26
Action Deadline	01/11/26

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

Evaluation of Request

Planning Analysis

The applicant is proposing to construct a multi-tenant retail building of approximately 14,000 square feet. The proposed uses are two restaurants (end caps) with outdoor patio seating, and an animal clinic. The remaining vacancy of roughly 5,000 square feet would likely be general retail type users.

Current Zoning

The property is zoned Development Flex (DF). All uses in the DF district require conditional use permits.

The DF district is intended to provide for greater flexibility in land use planning and maximize the choice of housing types and styles than is possible under the strict application of other sections of this ordinance.

The DF district also attempts to create a reasonable balance between the interests of the property owner in freely developing his property with greater flexibility in land use, and at the same time, protect the interests of surrounding properties in the following ways:

- (a) By encouraging a more creative approach in housing developments that will result in quality living environments through innovative design and aesthetic controls;
- (b) By permitting a combination of housing types and style, including single, two-family, and multiple-family dwellings, with the exception of mobile homes;
- (c) By allowing flexibility in design by permitting cluster developments and a variety of architectural styles and treatments;
- (d) By allowing for any type of ownership, private, condominium, or rental;
- (e) By allowing flexibility in setback and height restrictions;
- (f) By allowing non-residential uses, such as commercial or light industrial uses which will serve the inhabitants of such district, provided such non-residential uses will enhance the character, amenities, and convenience of those who live in the proposed development;
- (g) By providing an efficient use of land resulting in more cost-efficient installation of utilities, streets, and other facilities.
- (h) By encouraging the preservation of common open space, recreational facilities, natural features, such as woodland and wetland areas;
- (i) By contributing to the tax base of the community without making undue demands on community services; and
- (j) By providing the means for greater creativity and flexibility in environmental design than is provided under the strict application of the Blaine Zoning Ordinance and Subdivision Ordinance, while, at the same time, preserving the health, safety, order, convenience, prosperity, and general welfare of the City of Blaine and its inhabitants.

Land Use Designation

The subject site is designated Planned Industrial/Planned Commercial (PI/PC) in the City's Comprehensive Land Use Plan. The PC designation is to accommodate commercial, retail and office uses in a planned, cohesive style of development. Planned commercial areas are in areas with good visibility and access from major roadways and are sufficiently sized to accommodate a larger-scale planned design and concept. The proposal meets this designation with the following uses: commercial, retail and office in a planned development.

Existing Conditions

The site is currently made up of one parcel with frontage on Austin Street and 109th Avenue. The site is vacant with no existing buildings.

History

The vacant parcel was platted as an outlot for future development in 2020.

Site Plan

The applicant is proposing to construct a multi-tenant retail building of approximately 14,000 square

feet.

The site is proposed to have a zero-lot on the north property line. The north property line will also provide a shared drive and parking with the property to the north.

The applicant is proposing an outdoor dining area located on the southwest corner of the building. It consists of four tables and 14 seats. A second outdoor dining area will be located on the east side of the building and will consist of 14 tables and 36 seats. The outdoor dining areas will have a maintenance-free fence surrounding the seating areas.

The outdoor dining area will be subject to Sewer Access Charges (SAC). The applicant must work with the City's Chief Building Official and Met Council to determine the amount required for this use. All other requirements listed in the attached conditions are the standard conditions that the City applies to other outdoor dining conditional use permits.

Architecture

The building elevations have been attached and include the following materials:

- glass
- decorative masonry
- brick
- metal and composite panel

Parking

The proposed uses for the site (general retail, two restaurants, and an animal clinic) require 85 parking stalls. There are 78 parking stalls provided on the multi-tenant property. The applicant will have a shared parking/drive agreement with the property to the north. Therefore, 20–25 additional stalls will be available for parking to the north and adequate parking is provided.

Setbacks

Building

- Front: 50 feet
- Side: 15 feet
- Rear: 20 feet

Parking

- Front: 30 feet
- Side: 15 feet
- Rear: 15 feet

Landscaping

The submitted landscape plan meets zoning ordinance requirements.

Tree Preservation

There are currently no trees on site.

Park Dedication

Park dedication is required for the development of 1 new lot (1.78 acres), based on a proposed 2026 rate of \$7,820 per acre. This results in a total park dedication fee of \$13,919.00. The fee must be paid prior to the issuance of a building permit and will be calculated using the per-acre rate in effect at the time of payment. The outlots will be required to pay park dedication at the rate in effect when they are final platted.

Neighborhood Meeting

As required by the adopted neighborhood meeting policy, the developer held a neighborhood meeting on December 4th. Comments included excitement about the addition of two more food options and questions about the timing of the construction and staging of the construction equipment.

Engineering Analysis

Grading/Storm Drainage

The developer is proposing to grade the property as shown on the Rice Creek Watershed District (RCWD) and city approved grading, drainage, erosion protection and sediment control plans 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.

The developer will also need to submit construction contract documents that include a mass (rough) grading, erosion protection, sediment control, development, utilities, private driveway, and storm drainage plan sheets. Supporting wetland delineation report, geotechnical investigation report, soil boring logs, and hydrology report shall be included in the submittal for city review and approval.

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.

Hydrant locations must be reviewed and approved by the Fire Department.

The developer shall explore water source for landscape irrigation systems installed throughout the development including the possible use of created ponds or storm water reuse.

Wetlands/Watershed/FEMA

The plat will need to provide for a protective buffer strip of natural vegetation at least 15-feet in width (25-feet is preferred) and shall surround all wetlands. This buffer strip shall be placed in easement.

The developer will need to submit the project to RCWD. Review, approval and permits are required prior to city plan approval and start of site work.

Access/Street Design/Sidewalks/Trails

The development is proposing to gain/provide access from a shared driveway connection to Austin Street NE.

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 delineated wetlands, wetland mitigation, infiltration trenches, drainage swales, and storm water management ponds.

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 101-4 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.

- 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 multi-tenant commercial building does not create an excessive burden. A traffic study was conducted with the development of North Meadows and the streets and traffic controls were designed to accommodate the planned commercial property.
- 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.
 - The DF zoning district is intended to provide for greater flexibility in land use planning. The development flex district also attempts to create a reasonable balance between the interests of the property owner in freely developing said owner's property with greater flexibility in land uses. The use of the property meets this intent.
- The use shall have an appearance that will not have an adverse effect upon adjacent properties.
 - The multi-tenant building will meet all landscaping and building elevation requirements. The use will not have an adverse effect on adjacent properties.
- 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.
- 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 DF zoning district.
- The use shall not be in conflict with the comprehensive plan of the city.
 - The comprehensive plan designation is PI/PC, which is intended to provide flexibility in development and to allow for the possibility of a mixture of uses within the same area such as retailing and services that serve larger areas, from neighborhood to regional scale. The use is not in conflict with the comprehensive plan.
- The use will not cause traffic hazard or congestion.

- The proposed use will not generate any additional traffic hazard or congestion.
- The use shall have adequate utilities, access roads, drainage, and necessary facilities.
 - The proposed structure is served with the required utility services, adequate roadway infrastructure and necessary drainage facilities to service the proposed uses.

Attachments:

Zoning and Location Map

Pre-Plat

Site Plan

Grading Plan

Landscape Plan

Site Concept Plan

Building Elevations

Outdoor Dining Site Plan

Parking Analysis

Narrative

Neighborhood Meeting Summary

Unapproved Planning Commission Minutes 12/9/25

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.

In accordance with the Neighborhood Meeting Policy, a neighborhood meeting was held on December 4, 2025. A summary of the meeting is attached. Comments included excitement about the addition of two more food options and questions about the timing of the construction and staging of the construction equipment.

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Attachments
2. Summary of Neighborhood Meeting 12.5.25
3. Unapproved PC Minutes 120925



City of Blaine

Signature Copy

Resolution: RES 26-11

Resolution Granting a Conditional Use Permit to Allow General Retail, Office, Animal Hospital, Restaurants, Outdoor Dining for Two Restaurants, Zero Lot Line (North Property Line) and Shared Access/Parking on the North Property Line in a Development Flex (DF) Zoning District, on the Corner of Lexington Avenue and 109th Avenue NE. Wellington Management (North Meadows Third Addition) (Case File No. 25-0050/SLK)

WHEREAS, an application has been filed by Wellington Management Inc. as Conditional Use Permit Case File No. 25-0050 for North Meadows Third Addition; and

WHEREAS, said case involves the property described as follows:

Outlot J, North Meadows

WHEREAS, the Blaine Planning Commission held a public hearing on December 9, 2025, and recommended approval regarding said conditional use permit; and

WHEREAS, the Blaine City Council has reviewed said case on January 5, 2026; and

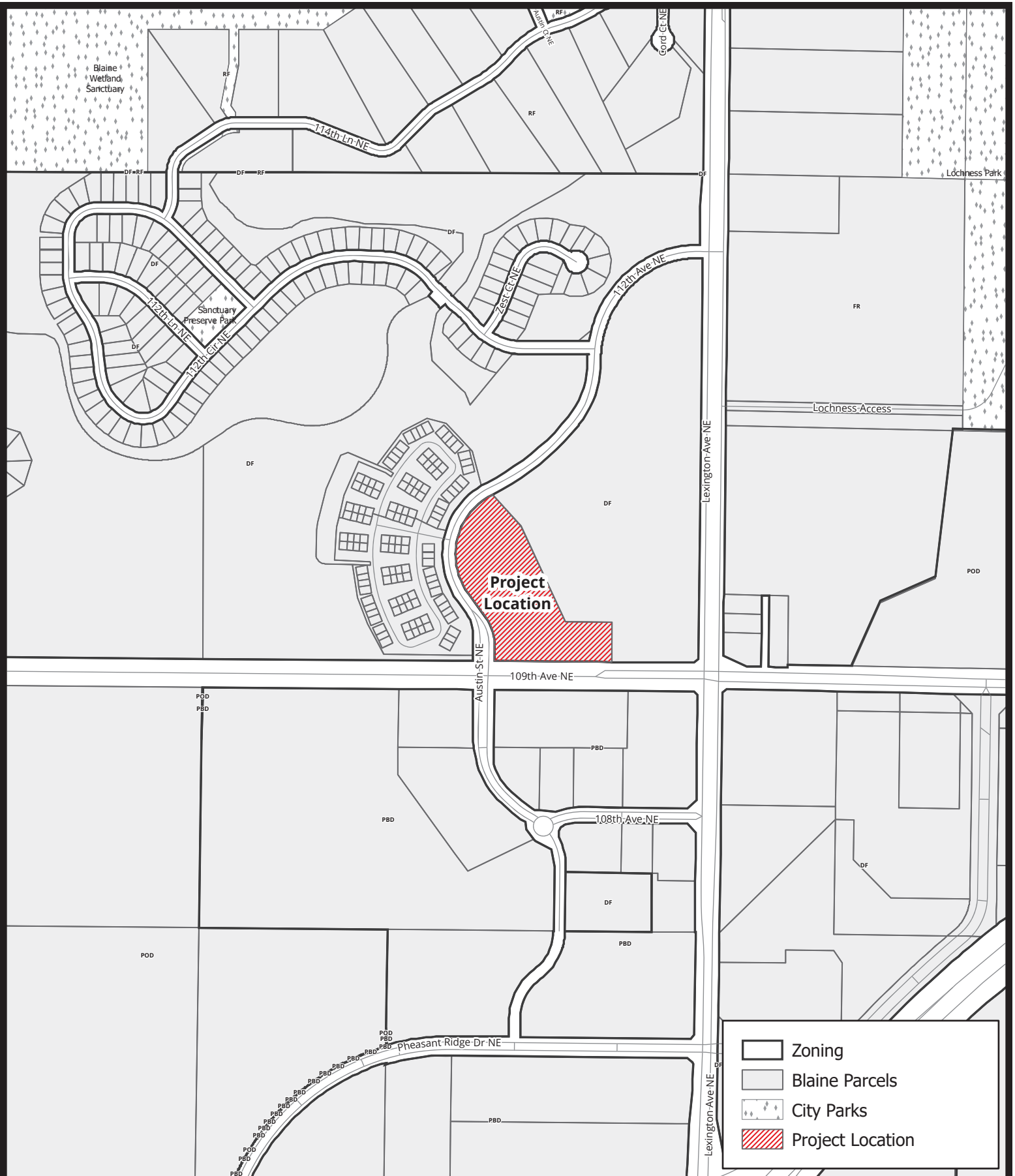
WHEREAS, the criteria identified in Section 101-4 for granting a conditional use permit has been met.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a conditional use permit is hereby approved per Section 101-4 and Chapter 109 Article XIII of the zoning ordinance to allow general retail, office, animal hospital, restaurants, zero lot line (north property line) and a shared access/parking on the north property line in a Development Flex (DF) zoning district with the following conditions:

1. Uses for the property include restaurants, general retail, animal hospital, and professional office.
2. 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.
3. No outside display or storage of products is allowed at any time on site.
4. The uses for the lot will need to obtain a conditional use permit amendment if the use is not permitted by this conditional use permit.
5. All signage requires a separate permit meeting the requirements of the zoning ordinance.
6. Temporary signage to be regulated under Zoning Ordinance Section 133-12.
7. No exterior overnight storage of pallets or delivered products.
8. All lighting on site must meet requirements established by Section 129-2 of the zoning ordinance.
9. A copy of the shared access/parking agreement with all sites must be submitted to the Planning Department prior to any work being allowed on site.

10. The landscape plan is required to have the following changes: replace two Fall Fiesta Maple with less common deciduous trees and replace 4 Colorado Spruce with White Fir.
11. 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
 - Stucco or exterior insulation and finish systems (EIFS)
 - Fiber cement or composite siding
 - Architectural metal
 - Integrally colored rock-faced block
12. The following minimum setbacks are required:
 - Building
 - Front: 50 feet
 - Side: 15 feet
 - Rear: 20 feet
 - Parking
 - Front: 30 feet
 - Side: 15 feet
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13. Outdoor dining to meet the following requirements:
 - a) Plans for amplified background music for the outdoor dining area to be reviewed and approved by the City prior to installation. Volume levels for the music to be limited to not more than “normal conversation” levels and shall not cause a nuisance to other land uses.
 - b) No outdoor advertising on building or patio area without obtaining a permit.
 - c) The outdoor dining areas are limited to no more than 14 seats (west) and 36 seats (east) in the outdoor dining area.
 - d) The outdoor dining area meet all appropriate city regulations and license requirements for dispensing of alcohol in an outdoor setting.
 - e) The ability to operate outdoor dining is reliant upon the applicant’s ability to adequately control litter and refuse as associated with the facility.
 - f) Provide manufacturing specifications and requirements for propane heater use and clearance to combustibles if they are to be used on site.
 - h) No public address system allowed in the outdoor dining area.
 - i) The outdoor dining area will be subject to a SAC review and payment. The applicant must work with the City’s Building Department and Metropolitan Council to determine the amount required for this use.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.



Case File No. 25-0050 North Meadows

0 0.04 0.09 0.18 Miles

Scale: 1:7,878



BlaineMN.gov

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



PRELIMINARY PLAT OF:

NORTH MEADOWS THIRD ADDITION

FOR: WELLINGTON MANAGEMENT
OF: XXX AUSTIN STREET NE, BLAINE, MINNESOTA

PARCEL DESCRIPTION:

(Per Title Commitment No. CP75840, prepared by Commercial Partners Title, a division of Chicago Title Insurance Company, dated August 20, 2025)

Outlot I, North Meadows, according to the recorded plat thereof.

Anoka County, Minnesota
Abstract Property

GENERAL NOTES

- Title of the surveyed parcel is vested in North Meadows LLC, a Minnesota limited liability company.
- Address of the surveyed parcel: Unassigned Austin Street NE, Blaine, Minnesota 55449.
- According to FEMA Letter of Map Revision Based on Fill Case No. 21-05-039A, dated September 01, 2021, affecting Map Panel Number 27003C0345E with an effective date of 12/16/2025, the surveyed parcel is Flood Zone X (areas determined to be outside the 0.2% annual chance floodplain).
- The surveyed parcel boundary contains 364,271 sq. ft. (±8.36 acres).
- Bearings shown hereon are based upon the Anoka County Coordinate System.
- No zoning endorsement letter was furnished to the surveyor at the time of the survey. According to the current zoning information, as made available by the City of Blaine, the surveyed parcel is zoned DF (Development Flex). For more information regarding setbacks, contact the City of Blaine Planning and Zoning Department at (763) 785-6180.
- The surveyed parcel has direct access to Austin Street NE, a public street.

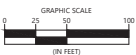
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly licensed land surveyor under the laws of the State of Minnesota.

Signed: Northwind Land Surveying, LLC
By: *Kevin C. McCain*
Kevin C. McCain, Lic. No. 58542
Date: 10/13/2025

DRAINAGE AND UTILITY
EASEMENT DETAIL



Being 10 feet in width, and adjoining right of way lines and exterior boundary lines unless otherwise shown on this plat.



SITE DATA

TOTAL SITE AREA: 364,271 sq. ft.
TOTAL LOT AREA: 364,271 sq. ft.
TOTAL OUTLOT AREA: 364,271 sq. ft.
SMALLEST OUTLOT: 27,847 sq. ft.
LARGEST OUTLOT: 218,983 sq. ft.
AVERAGE OUTLOT: 113,115 sq. ft.
TOTAL NUMBER OF OUTLOTS: 7
EXISTING ZONING: DF
UTILITIES: AVAILABLE

LEGEND

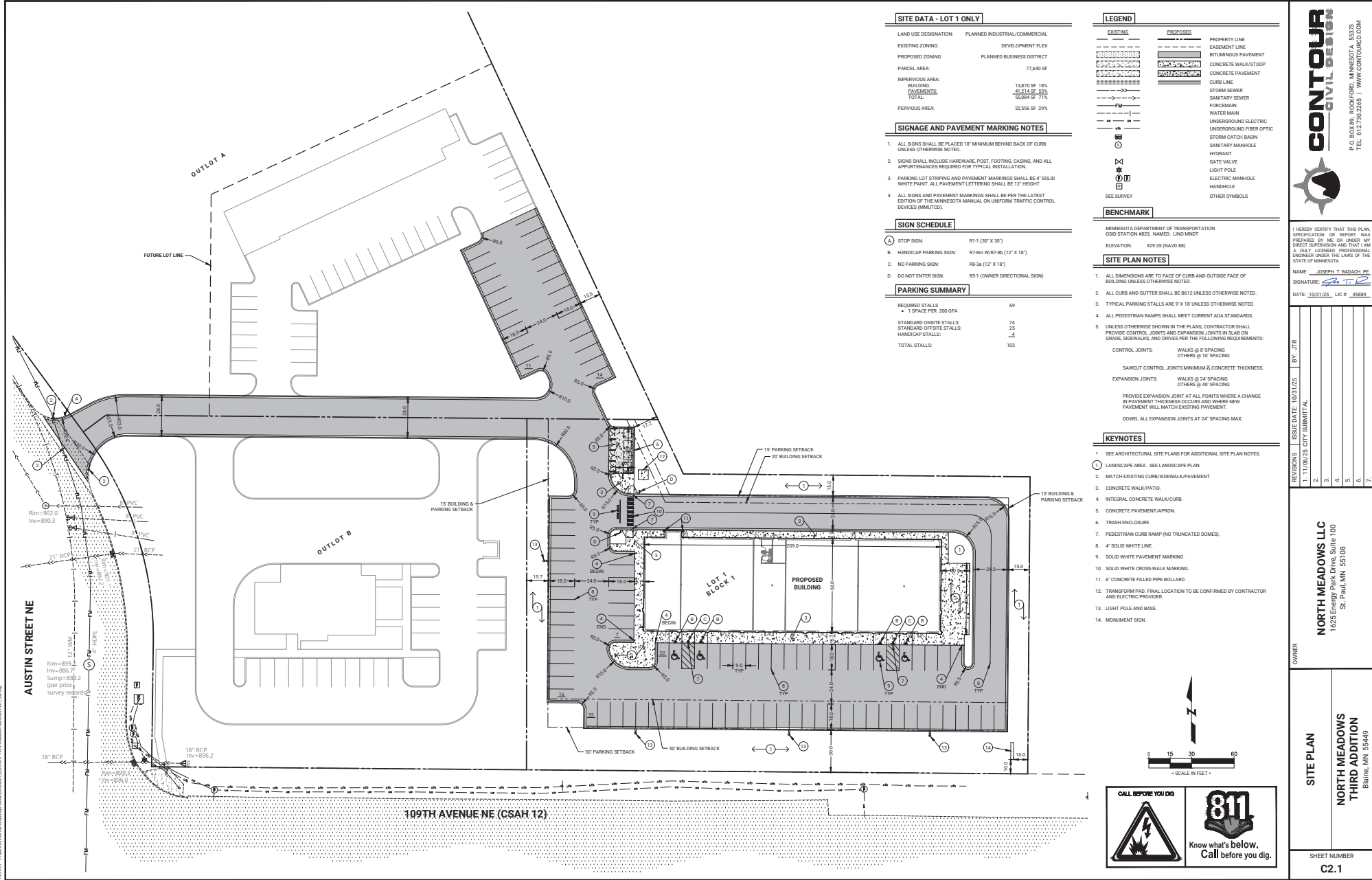
- Denotes Found Iron Monument, Marked RLS #40361
- Denotes Set Rebar, Marked RLS #58542

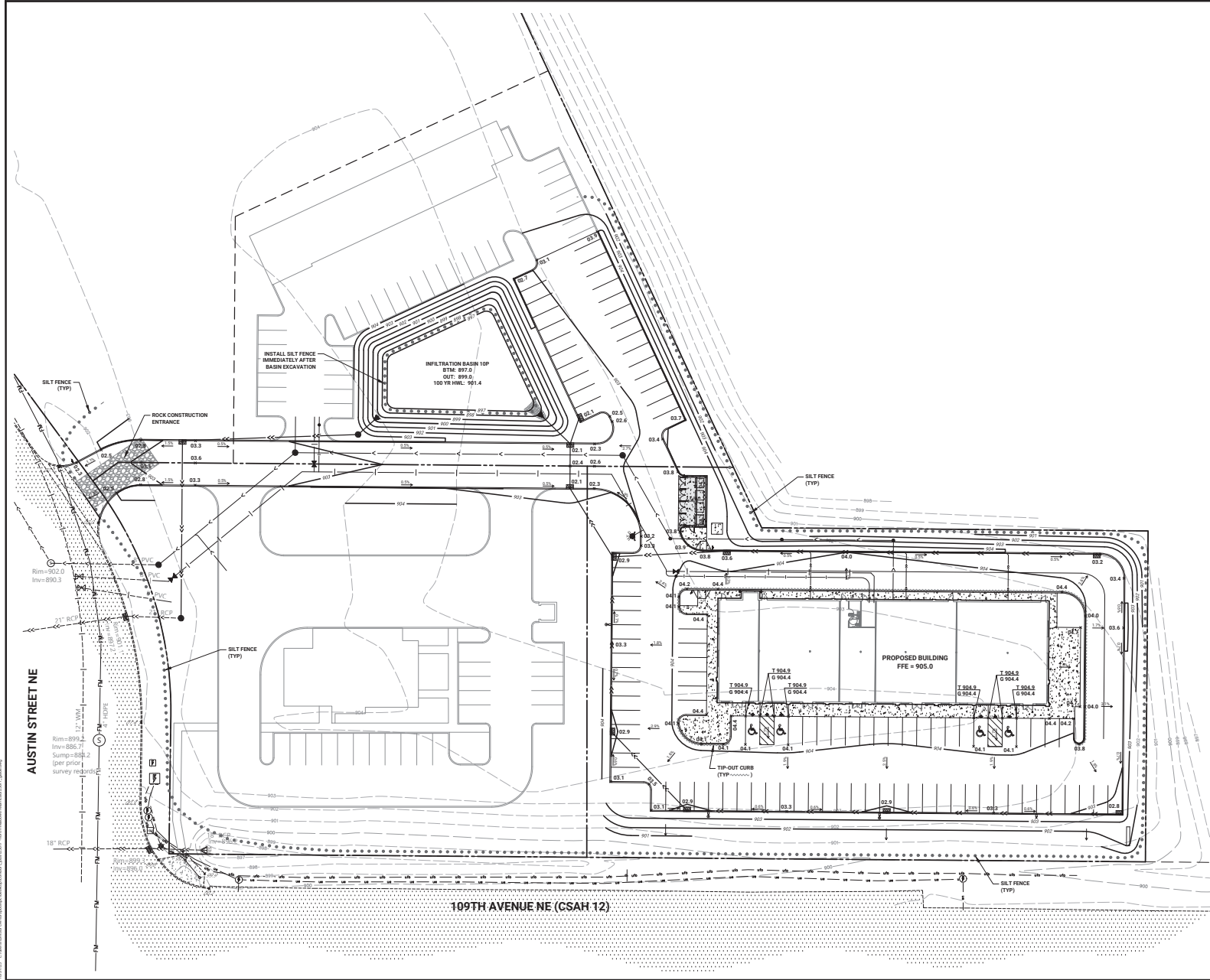
Owner: City of Blaine
Address: Unassigned
PD: 14-31-23-45-0089



18176 EVERGREEN CIRCLE NW
COON RAPIDS, MN 55448
TEL 612-718-1698
WWW.NORTHWINDLS.COM

Doc #	Date	Drawn By	Check
1077025	10/13/2025	Kevin C. McCain	John
		Per Client Comments	





LEGEND

EXISTING	PROPOSED	PROPERTY LINE
---	---	---
---	---	EASEMENT LINE
---	---	BITUMINOUS PAVEMENT
---	---	CONCRETE WALK/STOOP
---	---	CONCRETE PAVEMENT
---	---	CURB LINE
---	---	STORM SEWER
---	---	SANITARY SEWER
---	---	FORCEMAIN
---	---	WATER MAIN
---	---	UNDERGROUND ELECTRIC
---	---	UNDERGROUND FIBER OPTIC
---	---	STORM CATCH BASIN
---	---	SANITARY MANHOLE
---	---	HYDRANT
---	---	GATE VALVE
---	---	LIGHT POLE
---	---	ELECTRIC MANHOLE
---	---	HANDHOLE
---	---	OTHER SYMBOLS
---	---	5' CONTOUR
---	---	1' CONTOUR
---	---	SPOT ELEVATION (CURB ELEVATIONS ARE TO OUTTER LING)
---	---	SILT FENCE
---	---	ROCK ENTRANCE

BENCHMARK

MINNESOTA DEPARTMENT OF TRANSPORTATION
GSD STATION #22, NAMED: UNO MINOT
ELEVATION: 929.35 (NAVD 88)

- GOVERNING SPECIFICATIONS**
- THE LATEST EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION AND THE CITY OF BLAINE SPECIFICATIONS.
 - THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD).
 - THE LATEST EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM) STANDARD SPECIFICATIONS.

- GRADING NOTES**
- VEHICLE TRACKING REDUCTION DEVICE, SILT FENCE, AND EXISTING CATCH BASIN INLET PROTECTION SHALL BE INSTALLED PRIOR TO GRADING CONSTRUCTION AND SHALL BE MAINTAINED UNTIL THE SITE HAS BEEN STABILIZED.
 - CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES PRIOR TO THE START OF GRADING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF DISCREPANCIES OR VARIATIONS FROM THE PLAN.
 - CONTRACTOR SHALL STRIP, STOCKPILE AND RESPREAD SUFFICIENT TOPSOIL TO PROVIDE A MINIMUM OF 4" OF TOPSOIL OVER ALL DISTURBED AREAS THAT WILL BE SEED, SEED OR LANDSCAPED.
 - ALL DISTURBED AREAS MUST BE STABILIZED WITHIN 14 CALENDARS DAYS AFTER LAND-DISTURBING WORK HAS TEMPORARILY OR PERMANENTLY CEASED.
 - ALL SLOPES STEEPER THAN 3:1 SHALL HAVE MINOT CAT 1 EROSION CONTROL BLANKET AND SEED, OR APPROVED EQUAL.
 - STOCKPILES SHALL BE STABILIZED WITHIN 14 DAYS OF ROUGH GRADING OR INACTIVITY.
 - ALL WORK WITHIN THE ADJACENT STREET RIGHTS OF WAY MUST BE COORDINATED WITH AND APPROVED BY THE CITY PUBLIC WORKS DEPARTMENT.

OWNER

NORTH MEADOWS LLC
1625 Energy Park Drive, Suite 100
St. Paul, MN 55108

GRADING AND DRAINAGE PLAN

**NORTH MEADOWS
THIRD ADDITION**
Blaine, MN 55449

CALL BEFORE YOU DIG

811
Know what's below.
Call before you dig.

REVISIONS

NO.	DATE	DESCRIPTION
1	10/31/25	BY: JTR
2	11/06/25	CITY SUBMITTAL
3		
4		
5		
6		
7		

SHEET NUMBER

C4.1

CONTOUR CIVIL DESIGN

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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 PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

NAME: JOSEPH T. RADACH PE
SIGNATURE: *J. Radach*
DATE: 10/31/25 LIC # 45889

GRAPHIC	MATERIAL	SPECIFICATION	NOTES
	ROCK MULCH	1.5" DIAMETER CRUSHED GRANITE ROCK MULCH	3" DEPTH
	WETLAND SEED MIX TYPE 'A'	BW #34-182 EMERGING WETLANDS	5 LBS/AC
	WETLAND SEED MIX TYPE 'B'	BW #35-242 MEADOWS	36.5 LBS/AC
	WETLAND SEED MIX TYPE 'C'	BW #34-182 EMERGING WETLANDS	5 LBS/AC
	SOD	BLUEGRASS PEAT SOD	N/A

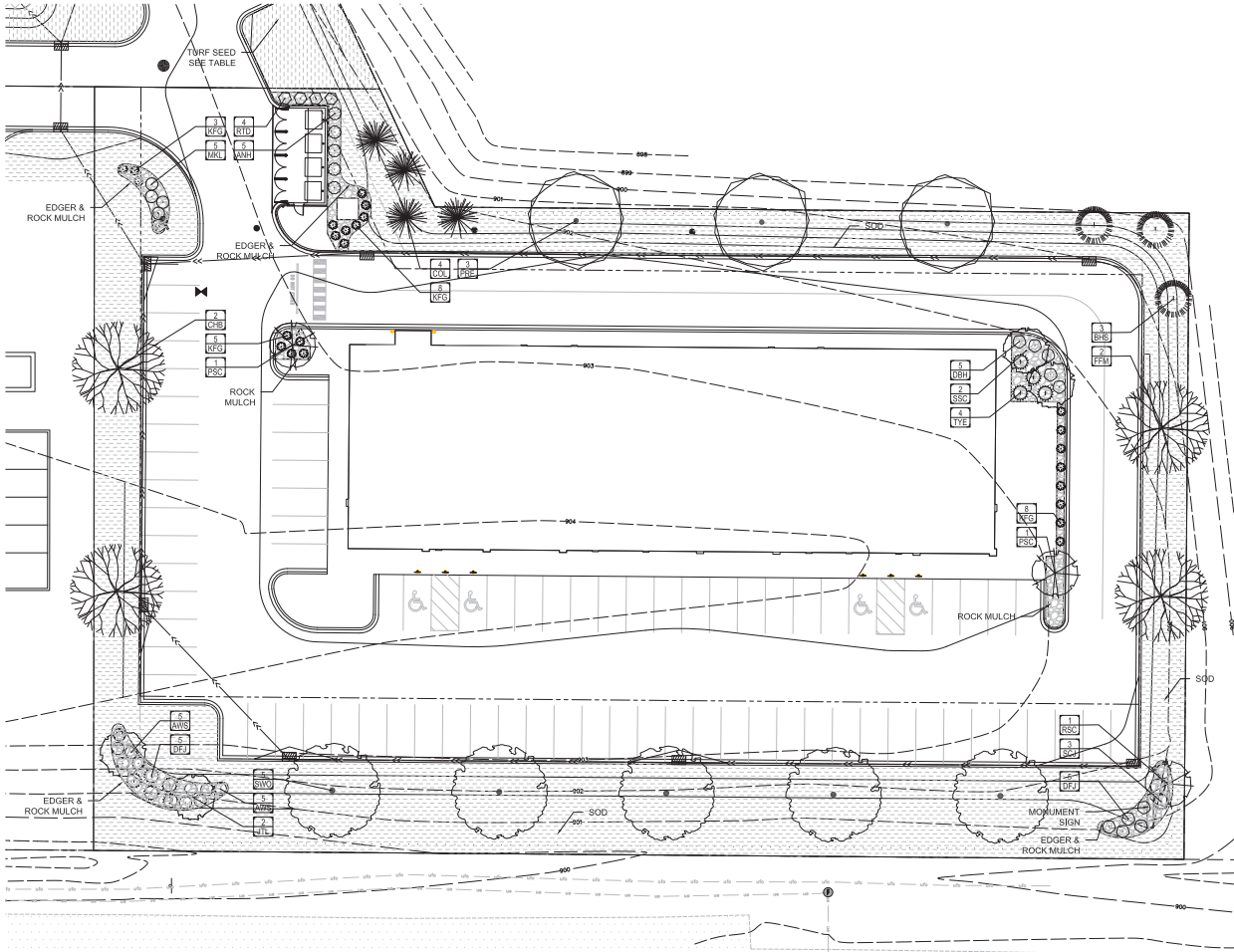
GROUNDCOVER SCHEDULE:

PER THE CITY OF BLAINE LANDSCAPE ORDINANCE, REQUIRED LANDSCAPE QUANTITIES FOR THIS PROJECT ARE DETERMINED BY USING THE FOLLOWING QUANTIFIABLE ELEMENTS:

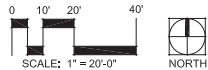
- BUILDING AREA = 13,856 SF
- SITE PERIMETER = 1,186 LF
- LANDSCAPING REQUIRED AS FOLLOWS:
 - OVERSTORY TREES - THE GREATER OF THE FOLLOWING:
 - 1 per 2,000 SF OF BUILDING OR = 7 TREES
 - 1 per 100 LF SITE PERIMETER = 12 TREES
 12 PROVIDED
 - CONIFEROUS TREES - THE GREATER OF THE FOLLOWING:
 - 1 per 2,000 SF OF BUILDING = 7 TREES
 - 1 per 200 LF SITE PERIMETER = 6 TREES
 7 PROVIDED
 - ORNAMENTAL TREES - THE GREATER OF THE FOLLOWING:
 - 1 per 2,000 SF OF BUILDING = 7 TREES
 - 1 per 200 LF SITE PERIMETER = 6 TREES
 7 PROVIDED
 - SHRUBS - THE GREATER OF THE FOLLOWING:
 - 1 per 300 SF OF BUILDING = 46 SHRUBS
 - 1 per 30 LF SITE PERIMETER = 40 SHRUBS
 46 SHRUBS AND 24 ORNAMENTAL GRASSES PROVIDED

- TREES WILL BE PLANTED AT THE MINIMUM SIZES AS SHOWN ON THE PLANT SCHEDULE, PROPOSED MINIMUM SIZES ARE:
 - 2.5" CAL. FOR DECIDUOUS TREES
 - 6" HEIGHT FOR CONIFEROUS TREES
 - 2.0" CAL. FOR ORNAMENTAL TREES
 - 24" HEIGHT FOR SHRUBS

LANDSCAPE CALCULATIONS (SOUTH AREA ONLY):



SOUTH AREA LANDSCAPE PLAN:



SYM	QTY	COMMON NAME	SCIENTIFIC NAME	SIZE	CONT	COMMENTS
DECIDUOUS SHRUBS						
ANH	5	ANNABELLE HYDRANGEA	Hydrangea arborescens 'Annabelle'	24" HGT	POT	5' O.C.
AW5	10	ANTHONY WATERER SPIREA	Spiraea x bumalda 'Anthony Waterer'	24" HGT	POT	5' O.C.
DBH	10	DIANE BUSH HONEYBUCKLE	Ostrya latifolia	24" HGT	POT	5' O.C.
MKL	5	MISS KIM LILAC	Syringa patula 'Miss Kim'	24" HGT	POT	5' O.C.
RTD	4	RED TWIGGED DOGWOOD	Cornus sericea 'Rafaelle'	24" HGT	POT	5' O.C.
CONIFEROUS SHRUBS						
DFJ	5	DAUB'S FROSTED JUNIPER	Juniperus chinensis 'Daub's Frosted'	5 GAL	POT	5' O.C.
SCJ	3	SCANDIA JUNIPER	Juniperus sibirica 'Scandia'	5 GAL	POT	5' O.C.
TYE	4	TAUNTON YEW	Taxus x media 'Taunton'	5 GAL	POT	5' O.C.
ORNAMENTAL GRASSES						
KFG	24	KARL FOERSTER GRASS	Calamagrostis x acutiflora 'Karl Foerster'	2 GAL	POT	I -

PLANTING SCHEDULE (THIS PAGE ONLY):

DECIDUOUS TREES						
CHB	2	COMMON HACKBERRY	Celtis occidentalis	2.5" CAL	B&B	SINGLE STEM
FFM	2	FALL FIESTA MAPLE	Acer saccharum 'Fiesta'	2.5" CAL	B&B	SINGLE STEM
PRE	3	PRINCETON ELM	Ulmus americana 'Princeton'	2.5" CAL	B&B	SINGLE STEM
SWO	5	SWAMP WHITE OAK	Quercus bicolor	2.5" CAL	B&B	SINGLE STEM
ORNAMENTAL TREES						
JTL	2	JAPANESE TREE-LILAC	Syringa reticulata 'Tovry Silk'	2.0" CAL	B&B	SINGLE STEM
PSS	2	PINK SPIRES CRABAPPLE	Malus x 'Pink Spires'	2.0" CAL	B&B	SINGLE STEM
RSD	1	RED SPLENDOR CRABAPPLE	Malus x 'Red Splendor'	2.0" CAL	B&B	SINGLE STEM
SSC	2	SPRING SNOW CRABAPPLE	Malus x 'Spring Snow'	2.0" CAL	B&B	SINGLE STEM
EVERGREEN TREES						
BHS	3	BLACK HILLS SPRUCE	Picea canadensis	6' HGT	B&B	FULL FORM
COL	4	COLORADO SPRUCE	Picea pungens	6' HGT	B&B	FULL FORM

TREE PLANTING SCHEDULE (THIS PAGE ONLY):



14165 James Road • Suite 200A
Rogers, MN 55374
Phone: 612-237-8355
www.insideoutsidearchitecture.com

Project Name:
**NORTH MEADOWS
THIRD ADDITION**

Blaine, Minnesota

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I hereby certify that this plan was prepared by me or under my direct supervision and that I am a Registered Landscape Architect under the laws of the State of Minnesota.
Name: Paul Kangas
Registration #: 28017

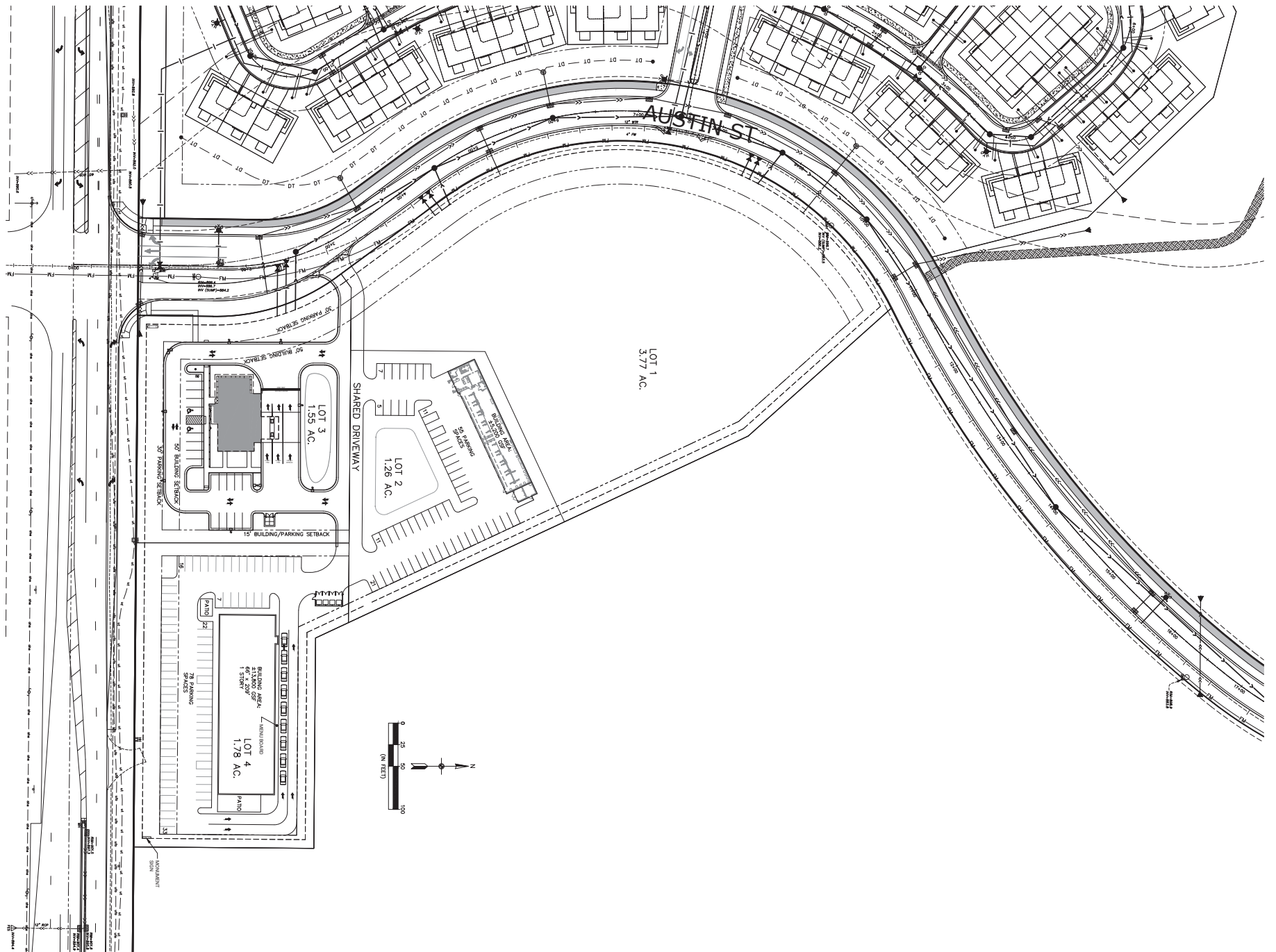
Signature: Paul Kangas

Project #: 25-015
Date: CITY SUBMITTAL | 10-31-2025
Revision:
Drawn By: PK
Checked By: PK

Sheet Title:
**LANDSCAPE PLAN
SOUTH AREA**

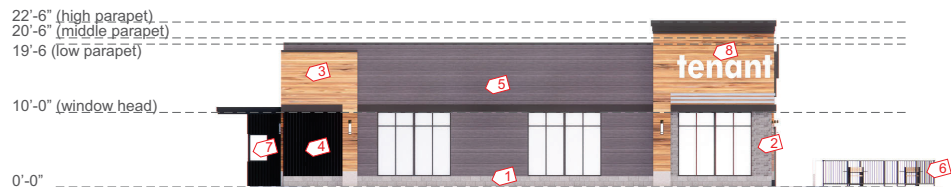
Sheet Number:

L1-2





south elevation



west elevation

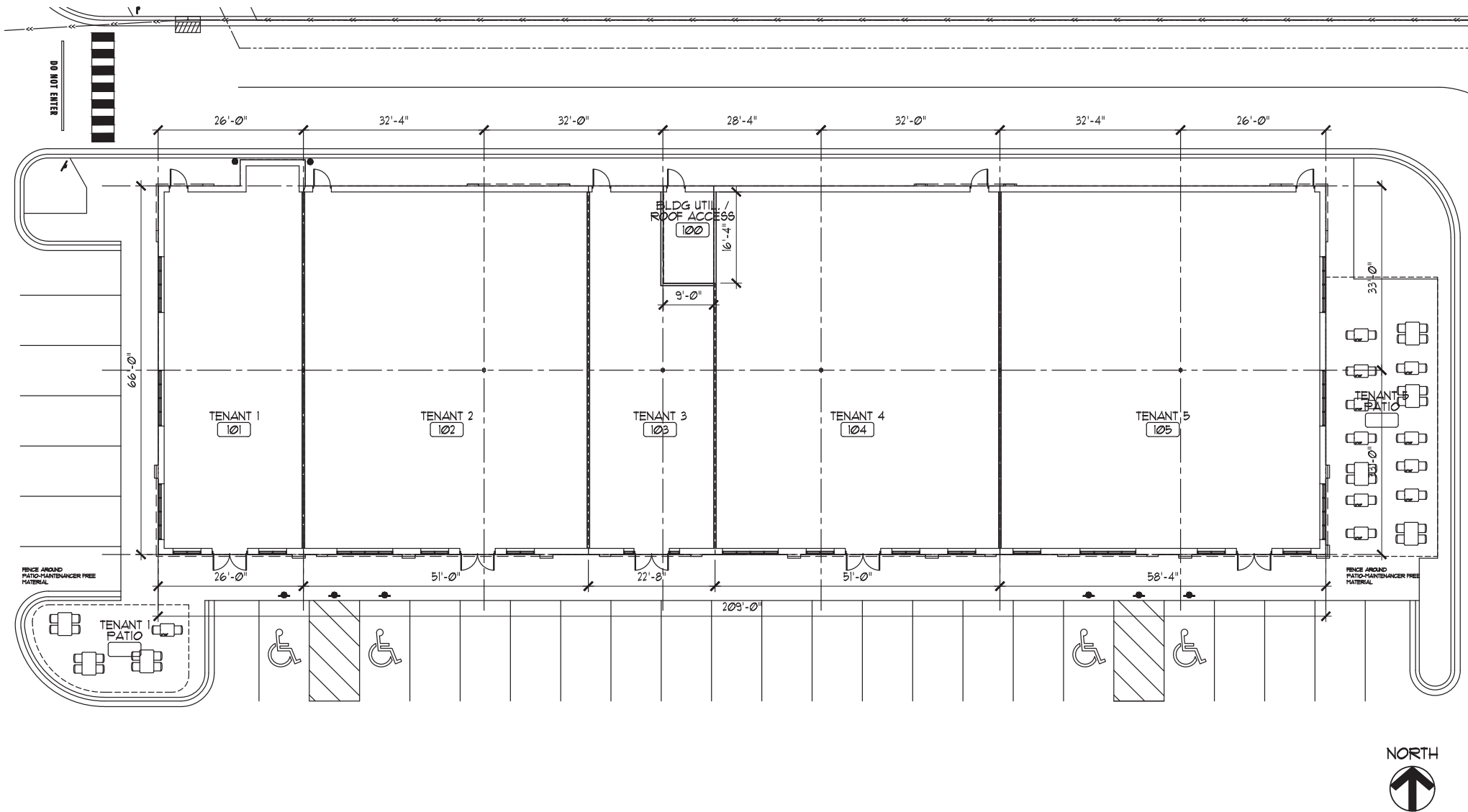


east elevation



north elevation

- 1 CMU AND CAST STONE BASE
- 2 BRICK
- 3 WOOD-LOOK METAL SIDING, HORIZONTAL
- 4 BOX RIB METAL CLADDING, VERTICAL
- 5 ARCHITECTURAL CEMENT BOARD
- 6 FENCE AROUND PATIO SEATING
- 7 DRIVE-THRU WINDOW
- 8 TENANT SIGNAGE, UNDER SEPARATE APPROVALS



North Meadows floor plan

Lexington Ave N and 109th Ave NE
Blaine, MN



118 E. 26th Street Suite 300 Minneapolis, MN 55404
P:612-879-8225 F:612-879-8152
www.tanek.com

scale: 1/16" = 1'-0"
issued 11.6.2025

a-1

NORRTH MEADOWS

The property is currently zoned DF, Development Flex and consists of approximately 8.36 acres.

COMMERCIAL DEVELOPMENT:

This commercial development is slated to be predominately retail with a mix of supportive service based retail.

The retail development would be built over a series of phases to include approximately four to five different buildings of varying sizes. Individual buildings will have the ability to leverage their branding which patrons have come to know and recognize.

The proposed buildings would be one-story structures built from masonry, steel and wood framing. The exterior materials would be brick, decorative masonry, glass, metal and composite panels. The buildings would be approximately twenty to twenty - five feet tall with limited additional height at areas for signage and decorative parapets. Each of the retail fronts would have signage to meet city ordinance yet reinforce the tenant's brand while remaining in compliance with the development design guidelines (covenants). Monumental architectural elements and tenant monument signage at access and egress points shall be thoughtfully designed to both integrate with the development's theme, and provide information and wayfinding. These elements will set the theme for the development (community) and reinforce the quality of the tenants which reside within.

The roadway system will be designed to accommodate vehicles of all sizes, including emergency vehicles, buses, and truck and trailer combinations.

Parking shall be provided by bituminous surface lots with full concrete curb and gutter. The parking ratio would be approximately five cars per 1,000 sq.ft. or more depending on the need of the specific retail uses.

Lighting will be provided by a combination of light poles for the parking areas and surface mounted building lights. The surface mounted building lights will be decorative in nature but still provide general illumination for the sidewalk areas.

Storm water will be treated onsite with a combination of a stormwater pond along the southern edge of Outlot A and underground tanks. The stormwater pond will be designed to meet all requirements. Sewer and water will be extend from the point of connection along Austin Street NE along the shared driveway serving the development with connection points at each lot line.

NORTH MEADOWS COMMERCIAL DEVELOPEMNT
Neighborhood meeting December 4th from 6:00 pm to 7:00pm
Blaine City Hall (Community Room)

December 5, 2025

TO: City Staff
RE: Summary of Open House – North Meadows Retail Development

On Thursday, December 4th North Meadows LLC held a neighborhood open house from the hours of 6:00 pm to 7:00 pm at City Hall. In attendance was Todd Kaufman, from Wellington Management, Inc the representative for the developer, North Meadows, LLC, Peter Duggan from CBRE who is representing one of the proposed Tenants along with his client, Ling Li.

Two residents stopped by.

Mrs. Quyen Vo Ngoc located at 11012 Zest St NE
Mr. Joeseph O'Driscoll Rusch located at 10921 Zest St NE

Both residents were excited about the addition of two more food options that have been proposed as part of this retail building. Mrs. Ngoc asked about the timing of when the strip retail building would be ready to accept Tenants as she is potentially interested in leasing space. Mr. Rusch had a couple of concerns. One was the timing of the construction and staging of the constuction equipment. I explained that the typical construction schedule is Monday thru Friday and they are typically gone before 5:00 pm on those days and that it would roughly take six months to complete. I explained to Mr. Rusch that this retail building is being constructed on the very east edge of the property along 109th Street and that any equipment used for the construction of the building would be located within that property. I believe he was concerned that there might be equipment staged on Austin Street and that construction was taking place closer to the northern curb cut of the North Meadows development. I explained to Mr. Rusch that this work was off of the south curb cut closer to 109th Street and that seemed to alleviate his concerns. No other concerns were raised.

Sincerely,



Todd Kaufman, Senior Associate
651-999-5505
tkaufman@wellingtonmgt.com



City of Blaine

Planning Commission

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

2. Roll Call

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

Members Absent: Commission Member Geiselhart.

Staff Present: Shawn Kaye, Planner
Alex Koberoski, Zoning Technician
Teresa Barnes, Project Engineer

4. Public Hearing

4.1. 2025-614 Case File No. 25-0050 // Wellington Management // NW Corner of Lexington Avenue and 109th Avenue NE
The applicant is requesting the following:

1. Preliminary plat to subdivide 8.36 acres into 1 lot and 2 outlots to be known as North Meadows Third Addition.
2. Conditional use permit to allow general retail, office, animal hospital, restaurants, outdoor dining for two restaurants, zero lot line (north property line) and a shared access/parking on the north property line in a Development Flex (DF) zoning district.

Sponsors: Shawn Kaye, Planner

The report to the planning commission was presented by Shawn Kaye, Planner. The public

hearing for Case File 25-0050 was opened at 7:06PM. As no one wished to appear, the public hearing was closed at 7:06PM.

Commissioner Halpern asked if this land was previously proposed for condos or apartments.

Planner Kaye reported this was the case.

Motion by Commissioner Olson to recommend approval of Planning Case 25-0050A a preliminary plat approval to subdivide 8.36 acres into 1 lot and 2 outlots to be known as North Meadows Third Addition with the following conditions:

Case 25-0050A:

- 1. The developer will be responsible for installation of sanitary sewer, water main, storm drainage improvements, streets with concrete curb and gutter, streetlights, sidewalks, traffic control signs, and all appurtenant items.**
- 2. The development association shall maintain all private internal utilities, storm water management systems and driveways privately.**
- 3. Access to private water and sanitary services shall be granted for each individual site.**
- 4. Separate private fire lines and domestic water lines are required to be installed from the public water main. Separate fire laterals and domestic water laterals are required for each structure from the associated private water line to each structure.**
- 5. Water Availability Charges (WAC) and Sewer Availability Charges (SAC) become due with each building permit.**
- 6. A copy of the shared access/parking agreement with the adjacent site must be submitted to the Planning Department prior to any work being allowed on site.**
- 7. Park dedication prior to releasing the plat mylars for recording at Anoka County is due at the rate in effect at the time the payment is received by the City. If paid in 2026, \$13,919 is due.**
- 8. The developer to submit a copy of the approved Rice Creek Watershed permit to the city prior to any site work.**

Motion by Commissioner Olson to recommend approval of Planning Case 25-0050B a conditional use permit to allow general retail, office, animal hospital, restaurants, zero lot line (north property line) and a shared access/parking on the north property line in a Development Flex (DF) zoning district with the following conditions:

Case 25-0050B:

- 1. Uses for the property include restaurants, general retail, animal hospital, and professional office.**
- 2. 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.**
- 3. No outside display or storage of products is allowed at any time on site.**

4. The uses for the lot will need to obtain a conditional use permit amendment if the use is not permitted by this conditional use permit.
5. All signage requires a separate permit meeting the requirements of the zoning ordinance.
6. Temporary signage to be regulated under Zoning Ordinance Section 133-12.
7. No exterior overnight storage of pallets or delivered products.
8. All lighting on site must meet requirements established by Section 129-2 of the Zoning Ordinance.
9. A copy of the shared access/parking agreement with all sites must be submitted to the Planning Department prior to any work being allowed on site.
10. The landscape plan is required to have the following changes: replace two Fall Fiesta Maple with less common deciduous trees and replace 4 Colorado Spruce with White Fir.
11. 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.
 - Stucco or exterior insulation and finish systems (EIFS)
 - Fiber cement or composite siding
 - Architectural metal
 - Integrally colored rock-faced block
12. The following minimum setbacks are required:
 - Building
 - Front: 50 feet
 - Side: 15 feet
 - Rear: 20 feet
 - Parking
 - Front: 30 feet
 - Side: 15 feet
 - Rear: 15 feet
13. Outdoor dining to meet the following requirements:
 - a) Plans for amplified background music for the outdoor dining area to be reviewed and approved by the City prior to installation. Volume levels for the music to be limited to not more than “normal conversation” levels and shall not cause a nuisance to other land uses.
 - b) No outdoor advertising on building or patio area without obtaining a permit.
 - c) The outdoor dining areas are limited to no more than 14 seats (west) and 36 seats (east) in the outdoor dining area.
 - d) The outdoor dining area meet all appropriate city regulations and license requirements for dispensing of alcohol in an outdoor setting.
 - e) The ability to operate outdoor dining is reliant upon the applicant’s ability to adequately control litter and refuse as associated with the facility.
 - f) Provide manufacturing specifications and requirements for propane heater use and clearance to combustibles if they are to be used on site.
 - h) No public address system allowed in the outdoor dining area.

i) The outdoor dining area will be subject to a SAC review and payment. The applicant must work with the City's Building Department and Metropolitan Council to determine the amount required for this use.

Motion seconded by Commissioner Halpern. The motion passed 6-0.

Chair Goracke noted this would be on the agenda of the January 5, 2026 city council meeting.



City of Blaine Staff Report

File Number: RES 26-12

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Resolution

Development Business - Sheila Sellman, Community Development Director

Agenda Item # 9.3

Resolution Granting a Conditional Use Permit Amendment to Expand an Existing Auto Repair Business into an Adjacent Tenant Space in a Light Industrial (I-1) Zoning District at 1550 91st Avenue NE, #306. Minnesota Performance (Case File No. 25-0051/ACK)

Executive Summary

CUP Amendment to expand an existing auto repair business into an adjacent tenant space in I-1.

Background

Planning Commission Public Hearing	12/09/25
City Council (Conditional Use Permit)	01/05/26
Action Deadline	01/23/26

Staff report prepared by Alex Koberoski, Assistant Planner, and Teresa Barnes, Project Engineer

Evaluation of Request

Planning Analysis

Zoning

The subject property is zoned Light Industrial (I-1), with a land use designation of Light Industrial (LI).

Surrounding Zoning and Uses

Surrounding properties are all zoned I-1, and all have a land use designation of Light Industrial (LI). Surrounding properties consist of a variety of manufacturing, warehousing, and auto repair uses.

Existing Conditions

The property is currently located within an existing multi-tenant building. The business is an auto repair business, and offers services such as body work, detailing, tuning, upholstery, and painting.

History

In 2010, a CUP for auto repair was issued for suite 306, which included the condition that no auto body or painting work shall be permitted within the suite. This business has not been in operation since 2020, and as such, the CUP is no longer valid.

In 2019, the property obtained a CUP to operate an auto repair, detailing and tuning business in an I-1 zoning district for suite 307. The CUP conditions included the requirement that no vehicles shall be stored outside at any time, serviced vehicles shall be stored indoors, and that expansion to other units would require a CUP amendment.

On October 17, 2025, the property was issued a violation notice when it was brought to staff's attention that the current use had expanded into the adjacent tenant space (Suite 306). The expansion of the current business requires approval of a CUP amendment. Staff also noted that a wall was removed between the two units without a building permit, and a Certificate of Occupancy was not obtained for use of the adjacent tenant space. A condition of this CUP is that the applicant shall work with the building inspections department to ensure the property obtains all necessary permits and approvals by June 1, 2026.

Floor Plan

A floor plan has been submitted, showing both tenant spaces. The submitted floor plan shows a total of 3,590 square feet of work area, as well as a 'Dyno Room' which is used for measuring engine performance, and a customer waiting area.

Parking

No overnight storage of vehicles is permitted with this use. There is adequate parking available in the front and rear of the building to serve the proposed use.

Setbacks/Architecture/Landscaping

The proposed request is to occupy an existing tenant space. No exterior site or building modifications are proposed with this application.

Engineering Analysis

Grading/Storm Drainage

The proposed request is to occupy an existing tenant space. No exterior site or building modifications are proposed with this application; therefore, no alterations to the existing site grading and/or storm drainage will occur.

Wetlands/Watershed

The proposed request is to occupy an existing tenant space. No exterior site or building modifications are proposed with this application. Therefore, no alteration to the wetland in the southeast corner of the property will occur; no watershed permit would be required.

Access/Street Design/Sidewalks/Trails

The proposed request is to occupy an existing tenant space. No exterior site or building modifications are proposed with this application. Therefore, there are no changes to the existing access points, and no street design, sidewalk or trail will be required.

Easements/Right-of-way/Permits

The proposed request is to occupy an existing tenant space. No exterior site or building modifications are proposed with this application. Therefore, no easements nor right-of-way are required. The project must obtain all other necessary permits.

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 101-4 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.

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.
 - o The proposed use will be occupying an existing structure, and will not create an excessive burden on parks, schools, streets, public facilities or utilities that serve the area.
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.
 - o Auto repair is a conditional use in the I-1 zoning district. The request is compatible with adjoining properties and the existing or intended character of the zoning district.
3. The use shall have an appearance that will not have an adverse effect upon adjacent properties.
 - o The proposed use will be expanding into an existing tenant space. The use will not have an adverse effect upon 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.
 - o The purpose of the I-1 zoning district is to allow light industrial uses, ranging from small to large scale industry and related services. The proposed use is consistent with the purpose of the zoning code and zoning district.
6. The use shall not be in conflict with the comprehensive plan of the city.
 - o The proposed use is not in conflict with the comprehensive plan.
7. The use will not cause traffic hazards or congestion.
 - o 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.
 - o The existing structure is served with the required utility services, adequate roadway infrastructure and necessary drainage facilities to service the proposed uses.

Attachments:

Zoning and Location Map

Narrative

Floor Plan

Owner Consent Form
Resolution 10-107
Resolution 19-81
Unapproved Planning Commission Minutes 12/9/25

Strategic Plan Relationship

Not applicable.

Board/Commission Review

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

Staff Recommendation

By motion, adopt the resolution.

Attachment List

1. Attachments
2. Public Comments
3. Unapproved PC Minutes 120925



City of Blaine

Signature Copy

Resolution: RES 26-12

Resolution Granting a Conditional Use Permit Amendment to Expand an Existing Auto Repair Business into an Adjacent Tenant Space in a Light Industrial (I-1) Zoning District at 1550 91st Avenue NE, #306. Minnesota Performance (Case File No. 25-0051/ACK)

WHEREAS, an application has been filed by HBY Property as Conditional Use Permit Case File No. 25-0051 for Minnesota Performance; and

WHEREAS, said case involves the property described as follows:

UNIT 306 CIC NO 200 CORNERSTONE OFFICE WAREHOUSE, TOG/W COMMON ELEMENT, SUBJ TO EASE OF REC

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

WHEREAS, the Blaine City Council has reviewed said case on January 5, 2026; and

WHEREAS, the criteria identified in Section 101-4 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 101-4 and 121-22(4) of the zoning ordinance to expand an existing auto repair business into an adjacent tenant space in a Light Industrial (I-1) zoning district with the following conditions:

1. Resolution 10-107 and Resolution 19-81 are null and void with approval of this CUP.
2. No work pertaining to the business can be done outside.
3. Work is limited to auto repair services for passenger vehicles only. Work may include body work, painting, detailing and tuning.
4. Outside storage is not permitted.
5. A Certificate of Occupancy and any other building inspections department approvals must be obtained by June 1, 2026.
6. Work shall be conducted in suites 306 and 307 only. Any expansion of the use, or proposed modification to these conditions requires a CUP amendment.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.

Business Name: Minnesota Performance

Business Type: Automotive Service and Detailing

Nature of Business:

Minnesota Performance provides general automotive repair and maintenance services, including engine diagnostics, brake repairs, oil changes, suspension work, and other standard vehicle maintenance. The business also offers professional car detailing services such as exterior washing, waxing, interior cleaning, and paint correction to help maintain and enhance vehicle appearance.

Business Hours:

- **Monday – Friday:** 9:00 AM – 6:00 PM
- **Saturday – Sunday:** Closed



Owner Consent Form for Common Use of Parking Area

Property Address:

1550 91st Avenue NE, Suite 306, Blaine, MN 55449

Business Name:

Minnesota Performance

Nature of Business:

General Auto Repair and Car Detailing

Consent Statement

I, the undersigned, as the **authorized owner/representative** of the property located at the above address, hereby grant permission to **Minnesota Performance** (tenant of Suite 306) for the **common use of the parking area** within the property premises.

This consent authorizes the business to use designated parking spaces for:

- Customer parking
- Vehicle drop-off and pick-up
- Temporary staging of vehicles undergoing repair or detailing
- Staff parking

All use of the parking area shall comply with building policies, city ordinances, and any property association rules regarding safety, noise, and occupancy.

This consent does **not** transfer ownership or exclusive rights to the parking area and may be revoked with written notice if terms of the lease or property use agreement are violated.

Authorized Signature

Property Owner / Board Representative Name: HYB Property

Title / Role: Owner

Phone / Email: HYBProperty@gmail.com

Signature: [Signature]

Date: 11/6/25

Tenant Acknowledgment

Business Owner / Tenant Name: Mohammed Alsowumil & Husain Alnatiei

Business Name: Minnesota Performance

Signature: [Signature]

Date: 11/6/2025

CITY OF BLAINE

RESOLUTION NO. 10-107

**GRANTING A CONDITIONAL USE PERMIT
PER SECTION 31.04 (e) OF THE ZONING ORDINANCE
OF THE CITY OF BLAINE
DANNY BONETE
1550 91st AVENUE NE, #306**

WHEREAS, an application has been filed by Danny Bonete as conditional use permit Case File No. 10-0029; and

WHEREAS, a public hearing has been held by the Blaine Planning Commission on August 11, 2010; and

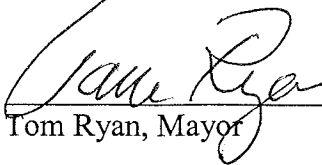
WHEREAS, the Blaine Planning Commission recommends said conditional use permit be approved; and

WHEREAS, the Blaine City Council has reviewed said case on September 2, 2010.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a conditional use permit is hereby approved per Section 31.04 (e) of the zoning ordinance to operate an automotive repair shop (passenger vehicle service) in an I-1 (Light Industrial) zoning district at 1550 91st Avenue NE, Suite #306 based on the following conditions:

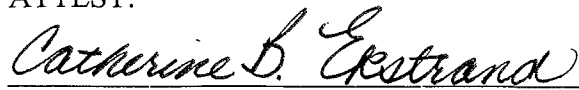
1. No work pertaining to the business can be conducted outside.
2. Inside use of the building must comply with all fire and building codes. The applicant shall obtain a Certificate of Occupancy through the Building Department prior to occupying the building.
3. No serviced vehicles may be stored outdoors.
4. No auto body or auto painting work shall be permitted.

PASSED by the City Council of the City of Blaine this 2nd day of September 2010.



Tom Ryan, Mayor

ATTEST:



Catherine B. Ekstrand, CMC, Deputy City Clerk

COUNCIL ACTION: 10-211



**City of Blaine
Anoka County, Minnesota
Signature Copy**

Blaine City Hall
10801 Town Sq Dr NE
Blaine MN 55449

Resolution: RES 19-81

File Number: RES 19-81

**GRANTING A CONDITIONAL USE PERMIT TO OPERATE AN AUTO
REPAIR, DETAILING AND TUNING BUSINESS IN AN I-1 (LIGHT
INDUSTRIAL) ZONING DISTRICT LOCATED AT 1550 91ST AVENUE
NE. (MOH'S PERFORMANCE MOTORSPORT) (CASE FILE NO.
19-0013/EES)**

WHEREAS, an application has been filed by Moh's Performance Motorsport as Conditional Use Permit Case File No. 19-0013; and

WHEREAS, a public hearing has been held by the Blaine Planning Commission on May 14, 2019; and

WHEREAS, the Blaine Planning Commission recommends said Conditional Use Permit be approved; and

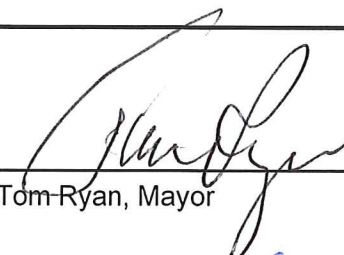
WHEREAS, the Blaine City Council has reviewed said case on June 3, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Blaine that a Conditional Use Permit is hereby approved per Section 31.00 of the Zoning Ordinance to operate an auto repair, detailing and tuning business in an I-1 (Light Industrial) zoning district based on the following conditions:

1. No work pertaining to the business can be conducted outside.
2. All serviced vehicles shall be stored indoors at all times.
3. No vehicles shall be stored outside at any time.
4. Work is limited to auto tuning, repair, detailing.
5. If this business expands to other units or the nature of the repair changes, a conditional use permit amendment is required.

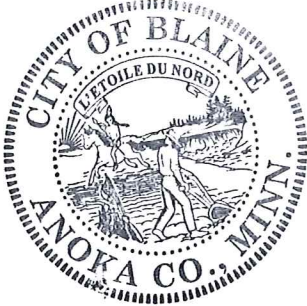
PASSED by the City Council of the City of Blaine this 3rd day of June, 2019.

Signed by

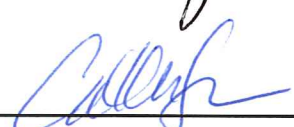

Tom Ryan, Mayor

Date

6-3-19



Attest by


Catherine Sorensen, CMC, City Clerk

Date

6-3-19

From: [Ryan Siverhus](#)
To: [Planning](#)
Subject: 1550 91st ave Conditional use request
Date: Friday, December 5, 2025 12:14:39 PM

Ryan Siverhus

Suite 204

1550 91st ave NE

Blaine,Mn 55449

Date: 12/5/2025

City of Blaine

Planning & Zoning Department

Re: Objection to Conditional Use Permit Expansion – [Auto Shop Name]

Dear Planning & Zoning Commissioners,

I am writing to formally object to the Conditional Use Permit (CUP) expansion request submitted by the auto repair tenant located at unit **306** at 1550 91st ave NE, Blaine,Mn 55449 . The applicant is seeking approval to expand into additional units and to establish outdoor storage for additional vehicles.

This request should be denied because the tenant is already in **violation of multiple conditions** of their original 2019 CUP **and** is **violating several shared property bylaws** that govern our multi-tenant commercial facility.

2019 CUP Conditions Currently Being Violated

When the city approved the applicant's original CUP in 2019, the following conditions were imposed:

1. **No work pertaining to the business can be conducted outside.**
2. **All serviced vehicles shall be stored indoors at all times.**
3. **No vehicles shall be stored outside at any time.**
4. Work is limited to auto tuning, repair, and detailing.
5. Any expansion into additional units or change in the nature of work requires a CUP amendment.

The tenant is currently **not complying** with conditions **1, 2, and 3**:

- There are at least **18 known vehicles,often more**, stored behind and alongside the

building, plus **one or more trailers**.

- Numerous additional vehicles regularly occupy parking spaces in front of the building.
- They are performing work outdoors and storing materials outside, including barrels, drums and pails.

These activities directly conflict with the conditions set by the city.

Violations of Shared Property Bylaws

In addition to CUP violations, the tenant is also **violating multiple bylaws** that govern the use, safety, and appearance of the shared commercial property. These include but are not limited to:

1. Unauthorized Outdoor Storage

Bylaws prohibit storing vehicles, equipment, or materials in common areas, drive lanes, and parking lots. Their ongoing storage of vehicles, trailers, barrels, and pails violates this requirement.

2. Obstruction of Drive Lanes and Access Routes

Bylaws require that common access routes remain unobstructed for all tenants, emergency vehicles, and deliveries. The vehicles parked behind the building regularly restrict access—including preventing us from safely maneuvering our large box truck.

3. Interference With Shared Services (Dumpster Access)

Shared services such as garbage collection must remain accessible at all times. The applicant's vehicles have blocked the dumpster area, preventing timely waste removal for other tenants.

4. Maintenance and Snow Removal Interference

Property bylaws require that tenants not impede snow removal or property maintenance. The excessive number of stored vehicles makes effective plowing nearly impossible, creating hazardous winter conditions for all tenants.

5. Degradation of Property Appearance and Standards

Bylaws require tenants to maintain a clean and professional exterior appearance. The accumulation of damaged vehicles, parts, barrels, drums, pails, cooking grills, compressors, tables, etc. has caused the rear of the property to resemble a junkyard, negatively affecting every business operating in the facility.

These violations demonstrate a **pattern of non-compliance**, suggesting that granting additional permissions or space would only worsen the situation.

Conclusion

Given the tenant's ongoing violations of both the city's CUP conditions and the property's bylaws—and the substantial negative impacts on neighboring businesses—I respectfully request that the Planning & Zoning Commission **deny the requested CUP amendment**.

Thank you for your time and consideration.

Sincerely,
Ryan Siverhus
Suite 204

1550 91st Ave Ne

Blaine, Mn 55449
763-291-0110

--



Applicant: Minnesota Performance

1550 91st Ave NE Blaine MN Suite 307

Hello members of the Blaine Planning Commission,

My wife and I own unit 305 next to unit 306.

I was at the original Blaine Planning Commission meeting when at that time the company was "Mohs Performance" was granted the original Conditional Use Permit.

We are against granting the amendment to the Conditional Use Permit to expand from unit 306 to 307 owned by Minnesota Performance for the following reasons.

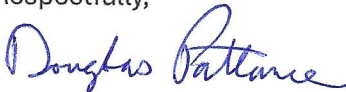
There was a wall between Unit 306 and Unit 307 which helped considerably with the noise of revving high-performance engines at that time.

Since that time "Minnesota Performance" (Mohs performance) leased unit 306, the wall between Units 306 and 307 was removed. There have been several email notices sent out regarding the following:

1. The noise levels that we have experienced over the last 2 years are unacceptable. There is only 1 dyno soundproof container in unit 307 but the revving high-performance engines shake the walls so hard that things vibrate on the walls.
2. There are drums of solvent, race fuel, car parts and broke equipment stored on the premises of Cornerstone Office Warehouse.
3. The parking of customer cars is way over the limit for the 2 Units involved (306 and 307). The units at Cornerstone Office Warehouse only have a maximum of 5 parking spaces per unit. There have been up to 20+ cars parked in and around these 2 units.
4. The Cornerstone Office Warehouse prohibits working on cars in the parking lot.
5. Customer cars for Minnesota Performance are being parking in "no parking" fire lane areas.
6. The customer cars for Minnesota Performance are being parked double and triple stacked impeding deliveries and access to garages for units 305 / 304 and 204 on a regular basis.
7. We have also received complaints from our snowplow and garbage collection services due to the congestion of all the cars parked around units 306 /307 and the south gate going back into the courtyard of Cornerstone Office Warehouse.

On page 2- page 6 -- I have added samples of pictures for your review.

Respectfully,



Doug Portlance unit 305



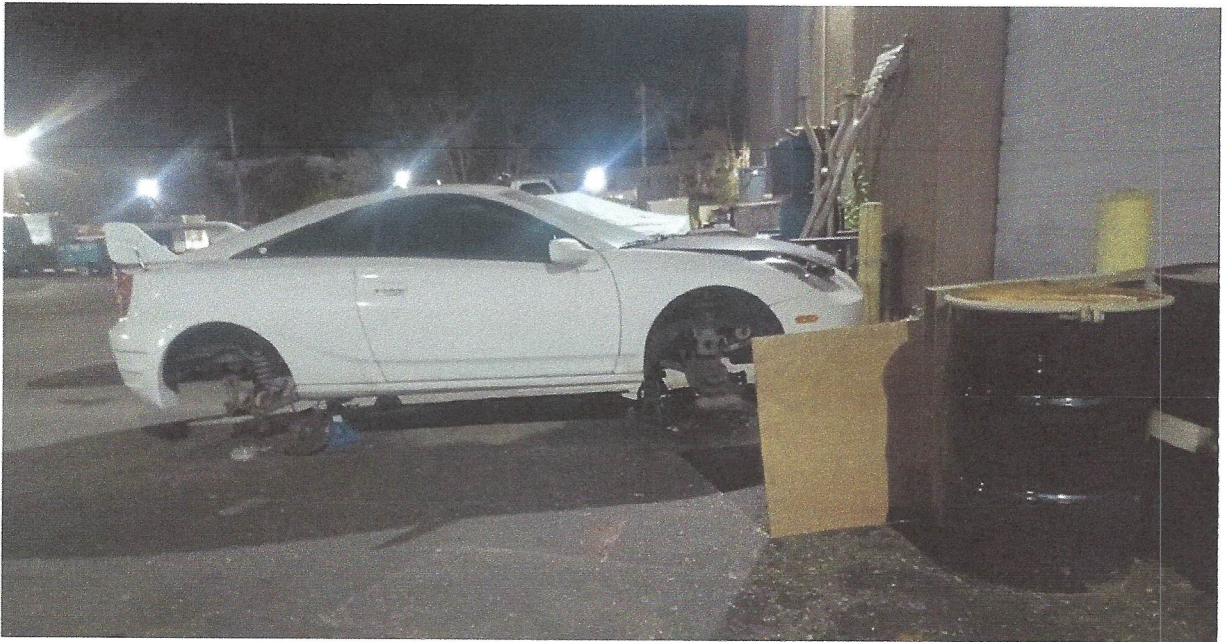
Solvent



Broken air compressor / Notice 2 drums of solvent to the right



Notice exhaust system again the build / expired plates on VW and another barrel of something.



Notice all four wheels removed and car on jack stands. We have car exhausts stacked up against the building and another view of solvent drums.



Notice customer cars are being stacked outward into courtyard. The unit with the open garage door is 307 and 306 is next to it with gray floor paint on the upper corner.



Notice customer cars are being stacked outward into courtyard.



Notice customer cars are being stacked outward and in “no parking fire zone”



Notice customer cars are being stacked outward and on both sides of south gate leading into Cornerstone Office Warehouse courtyard.



S

Notice customer cars again stacked outward leaving no space for access for Units 305, 304 and 204.



Location of unit 305 and 304 then as you go to the right on the corner is unit 204. If cars from units 307 and 306 park outward if blocks access for these units.

Tom McConnell
1550 91st Ave Ne Suite 201
Blaine, MN 55449
tmcconnell@arcadeelectric.com / 651-483-5066

12/8/2025

City of Blaine- Planning & Community Development
10801 Town Square Drive NE
Blaine, MN 55449

Re: Opposition to Conditional Use Permit Amendment

To Whom It May Concern,

I am writing to express my strong opposition to the proposed amendment that would permit expanded outdoor storage and auto repair operations at the property located at 1550 91st Ave Ne in Blaine. While I understand the desire to encourage business activity within or community, this specific amendment rises significant concerns related to our association's property conditions, noise levels, parking and navigation, and overall public safety.

1. Parking

Auto-repair operations typically require significant parking space for customers, employees, and inoperable vehicles. This parking lot already has an unusual layout, and with 21 other unit owners, parking is already limited. Allowing additional repair-related parking would further reduce the available space, create congestion, and obstruct access for other unit owners conducting business. It could even hinder emergency vehicle access in the event of an emergency.

2. Noise and Disturbance to Surrounding Business Owners

Auto-repair work often involves loud noise, especially the type of business Minnesota Performance is. Revving of loud engines shakes the building. These noises are continually occurring through the day and sometimes into the evening or weekends. The noise levels are already disruptive, expanding their scope of operations will only intensify these disturbances.

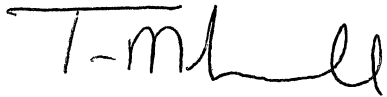
3. Incompatibility with the surrounding office space.

The proposed amendment is incompatible with the surrounding office oriented land uses. It is not zoned for such activities and does not comply with the association's guidelines or bylaws. Allowing more intensive auto repair operations and outdoor storage would set a precedent that could invite additional industrial-style uses that are inappropriate for this area.

For these reasons I respectfully urge the Planning Commission and City Council to deny this amendment and instead prioritize the land use that protect the safety and appearance for the light industrial zoning district we all specifically chose to run our business in.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom McConnell'. The signature is fluid and cursive, with the first name 'Tom' being more legible than the last name 'McConnell'.

Tom McConnell

1550 91st Ave Ne Suite 201
Blaine, MN 55449

Subject: Formal Opposition to Proposed Outdoor Storage and Auto Repair Operations

To whom it may concern,

I am writing to formally register my opposition to the proposed addition of outdoor storage and auto repair operations within our business complex.

- **Parking Deficiencies:** The complex already faces a significant shortage of available parking. Introducing outdoor storage and auto repair activities would further reduce accessibility, creating undue hardship for tenants, customers, and visitors.
- **Noise and Environmental Disruption:** Auto repair operations are inherently noisy and disruptive. The resulting distractions would negatively impact the working environment of surrounding businesses, diminishing productivity and undermining the professional atmosphere that tenants rely upon.
- **Incompatibility with Complex Layout:** The overall design and intended use of the complex is not suited to accommodate such operations. Outdoor storage and auto repair facilities are incompatible with the existing mix of businesses and would detract from the professional image and functionality of the property.

For these reasons, I respectfully urge that this proposal be denied. Preserving the integrity, accessibility, and professional environment of the complex is essential to the continued success of all tenants.

Thank you for your consideration of these concerns. I trust that the interests of current business owners will be carefully weighed in the decision-making process.

Sincerely,

A handwritten signature in black ink, appearing to read 'Patrick Arnason', followed by a long horizontal line extending to the right.

Patrick Arnason (owner)



TELCO PROS

P – 763-464-4531

A - 1550 91st Ave NE STE 107, Blaine, MN 55449

E - Patrick@telco-pros.com

From: [Shaun Keenan](#)
To: [Planning](#)
Subject: Opposition to Conditional Use Permit Request
Date: Monday, December 8, 2025 11:44:57 AM
Attachments: [Outlook-mnulxa12.png](#)

To Whom it May Concern,

I am reaching out to communicate my concern and opposition to the Conditional Use Permit requested and applied for by Minnesota Performance at 1550 91st Ave, Unit #306.

Over the past year, we've encountered significant parking challenges at this building due to the amount of MN Performance's customer vehicles and trailers piling up and taking up the majority of our back lot area which has made day to day business extremely difficult for the other business owners in the complex. Semi trucks have a hard time getting in and out (a crucial aspect for many businesses here), owners have a hard time accessing their units, and the area has become extremely cluttered with the added vehicles, trailers, and at times storage containers from unit #306. Because of this, I must express my opposition to the granting of a conditional use permit to unit 306 which would surely add even more vehicles and clutter to our already heavily congested shared parking lot and workspace.

Thank you,

Shaun Keenan - Co Owner
Sir Plus Sales, Inc.
612 562 9030
www.sirplussales.com





City of Blaine

Planning Commission

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

2. Roll Call

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

Members Absent: Commission Member Geiselhart.

Staff Present: Shawn Kaye, Planner
Alex Koberoski, Zoning Technician
Teresa Barnes, Project Engineer

4. Public Hearing

- 4.3.** 2025-615 Case File No. 25-0051 // Minnesota Performance // 1550 91st Avenue NE, #306
The applicant is requesting a conditional use permit amendment to expand an existing auto repair business into an adjacent tenant space in a Light Industrial (I-1) zoning district.
Sponsors: Alex Koberoski, Assistant Planner

The report to the planning commission was presented by Alex Koberoski, Assistant Planner. The public hearing for Case File 25-0051 was opened at 7:20PM. As no one wished to appear, the public hearing was closed at 7:20PM.

Chair Goracke asked that the applicant come forward at this time.

Moh Alsowumil, co-owner of the business, introduced himself to the commission.

Chair Goracke explained outdoor storage was not included in the CUP.

Mr. Alsowumil stated he understood this to be the case and noted the outdoor storage items would be removed. He indicated he would be attending a building association meeting next week and would be working to address all of the concerns from the city.

Commissioner Gorzycki reported a car with no wheels on jack stands was considered outdoor storage per city code. He encouraged Mr. Alsowumil to remove the vehicles without wheels that were being stored on the property.

Chair Goracke encouraged Mr. Alsowumil to address the outdoor storage concerns that have been raised by the city, noting code enforcement staff would be visiting the property until the site was meeting city code standards.

Commissioner Olson questioned what the consequence was for not complying with city code.

Assistant Planner Koberoski reported code enforcement staff works to verbally communicate with a property owner prior to issuing written warnings or citations. She indicated this property has been particularly difficult because there were over 20 tenants in the building, which was making it difficult to determine who owns which vehicles.

Commissioner Olson commented she would like to see the city taking action against this business owner for removing a wall without city approval and for not following city code.

Assistant Planner Koberoski explained that if verbal and written communications between code enforcement staff and the property owner fail, citations are then issued and the violator would have 14 days to pay the citation or a hearing can be requested. She reported the requested CUP would bring the property into compliance with city code.

Chair Goracke asked if code enforcement staff has fined the applicant.

Mr. Alsowumil reported he had not been fined by the city yet, but code enforcement has directed him in the matters he needs to address on the property.

Motion by Commissioner Olson to recommend approval of Planning Case 25-0051 based on the following conditions:

Case 25-0051:

- 1. Resolution 10-107 and Resolution 19-81 are null and void with approval of this CUP.**
- 2. No work pertaining to the business can be done outside.**
- 3. Work is limited to auto repair services for passenger vehicles only. Work may include body work, painting, detailing and tuning.**
- 4. Outside storage is not permitted.**
- 5. A Certificate of Occupancy and any other building inspections department approvals must be obtained by June 1, 2026.**

- 6. Work shall be conducted in suites 306 and 307 only. Any expansion of the use, or proposed modification to these conditions requires a CUP amendment.**

Motion seconded by Commissioner Halpern. The motion passed 6-0.

Chair Goracke noted this would be on the agenda of the January 5, 2026 city council meeting.



City of Blaine Staff Report

File Number: 2026-012

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

Administration - Jerome Krieger, Park and Recreation Director

Agenda Item # 10.1

Accept Quotes for Playground Equipment from Landscape Structures and Playground Installation by Flagship Recreation at Jefferson Park

Executive Summary

Pursuant to the City's purchasing rules, the staff is bringing forward the attached quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Jefferson Park.

Background

The City Council discussed the playground replacement projects at the September 15, 2025, Council workshop meeting. The Council consensus was to move forward with the Jefferson playground replacement project. During the December 15, 2025, Council meeting, Finance presented the preliminary Capital Improvement Program which included budgets for all projects proposed in 2026. The Council approved the 2026 Parks Capital Improvement Program budget which appropriated \$115,000 for the replacement of Jefferson playground.

Utilizing cooperative purchasing contracts, Parks and Recreation staff requested a quote for playground equipment provided by Landscape Structures and playground installation by Flagship Recreation for Jefferson Park. The quoted cost of the playground equipment is \$75,745. The quoted cost of the installation is \$39,228. Staff recommends accepting the quotes for a total project cost of \$114,973. The quote included the following.

- Equipment
- Installation
- Mobilization
- Dumpster
- Removal of old wood fiber
- New wood fiber
- Concrete border

Staff, under the cooperative purchasing contract of U.S. Communities Government Alliance, would utilize the USGA pricing structure and purchase the playground equipment line manufactured by Landscape Structures and supplied by Flagship Recreation. Using the USGA cooperative will save the city over \$6,400. As part of the process, staff met with Flagship Recreation to develop design concepts for the park. From that meeting, two concepts were identified. Staff presented two options to the Park Board, which recommended the attached design. Additional public feedback was also solicited via social meeting.

Strategic Plan Relationship

This project meets the Infrastructure Management strategic plan priority.

Board/Commission Review

The Park Board reviewed the project at the November 25, 2025 meeting. The board recommended that the City Council proceed with the project.

Financial Impact

On December 15, 2025, Council adopted [resolution 25-191](#), which established the 2026 Parks Capital Improvement Program budget and appropriated \$115,000 for the replacement of playground equipment at Jefferson Park under project P2602. Funding is provided from the Neighborhood Park Improvements Fund.

Public Outreach/Input

Residents were notified via social media about the color options for the equipment. There was open input at the November Park Board meeting on the equipment. Final color selections were open to the public through December 17, 2025.

Staff Recommendation

By motion, accept quotes for playground equipment from Landscape Structures and playground installation by Flagship Recreation at Jefferson Park for a total cost not to exceed \$115,000.

Attachment List

1. _2025.12.16 Blaine_Jefferson Park Final



City of Blaine

Signature Copy

Resolution:

**Accept Quotes for Playground Equipment from Landscape Structures and Playground Installation
by Flagship Recreation at Jefferson Park**



City of Blaine

Signature Copy

Ordinance:

Accept Quotes for Playground Equipment from Landscape Structures and Playground Installation by Flagship Recreation at Jefferson Park

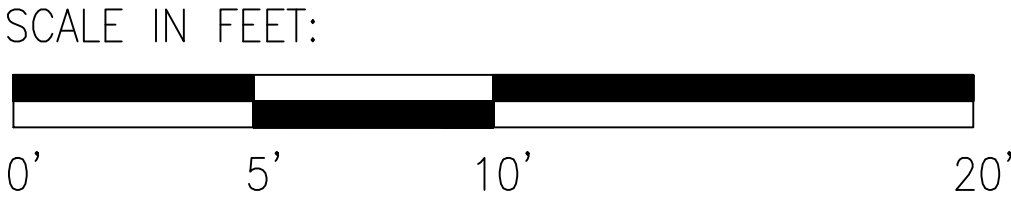
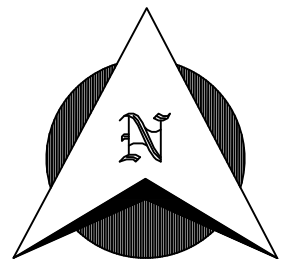




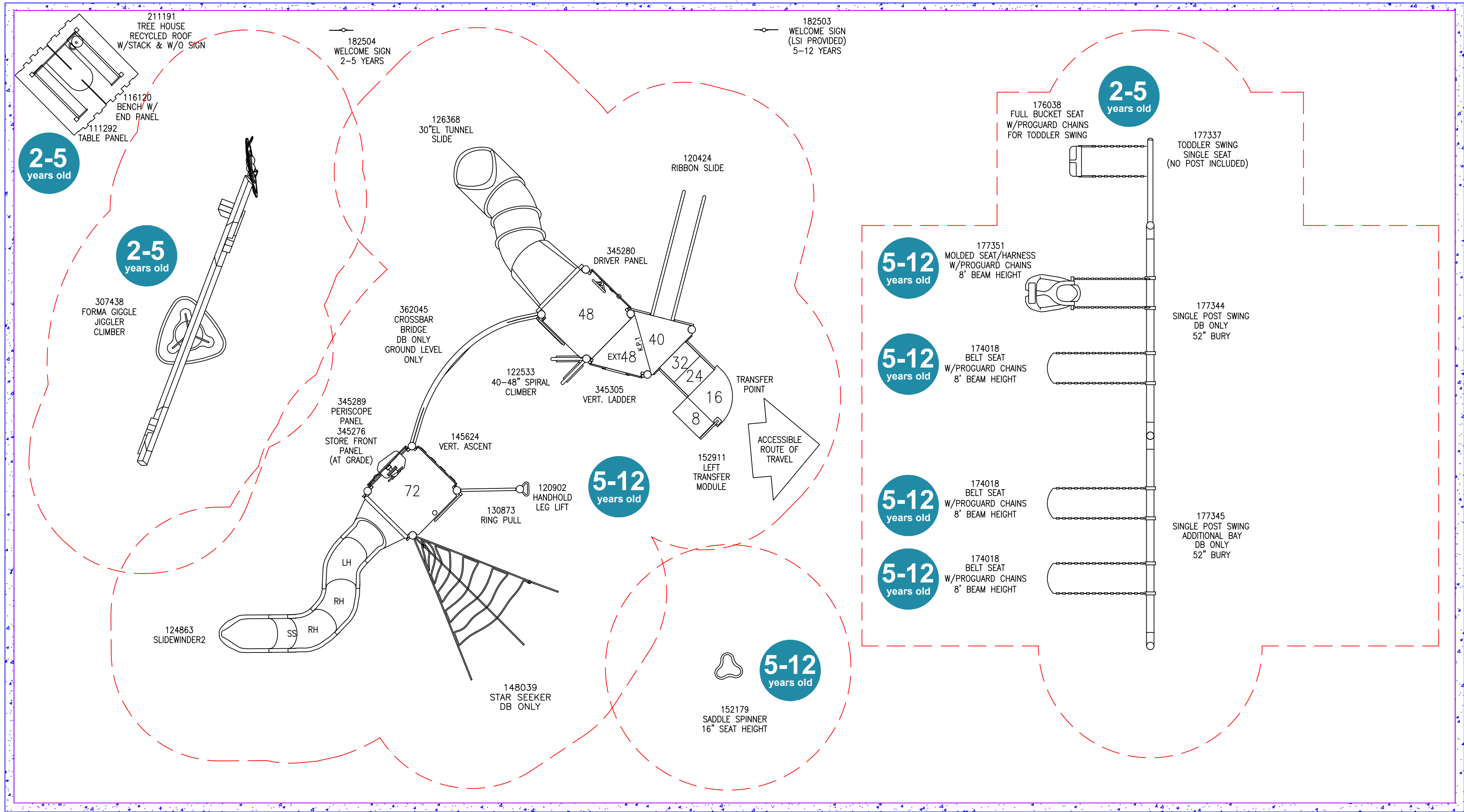




C:\Users\Alexandra\OneDrive\Flagship Recreation - Documents\2026 Planning\Emily\Blaine - Jefferson Park\Jefferson Park Option 1\Blaine_JeffersonPark_Opt1_102725.dwg



PlayShaper and Forma
(2-5 years)
Max Fall Height: 96 inches



PlayBooster
(5-12 years)
Max Fall Height: 96 inches

2-5 AREA

TOTAL ELEVATED PLAY COMPONENTS	0		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	0	REQUIRED	0
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	5	REQUIRED	0
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	5	REQUIRED	5

5-12 AREA

TOTAL ELEVATED PLAY COMPONENTS	9		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	5	REQUIRED	5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	9	REQUIRED	3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	6	REQUIRED	6

CONTAINER DETAILS

TOTAL CONTAINER AREA	3516 SF
ASTM SAFETY SURFACING TYPE	ENGINEERED WOOD FIBER
TOTAL EWF AREA	3516 SF
TOTAL PERIMETER	252 LF
EDGING TYPE	6"X12" CONCRETE CURB
FINISH GRADE	TOP OF CURB

**SITE PREPARATION REQUIREMENTS:

- MAXIMUM OF 1% GRADE CHANGE ACROSS CONTAINER
- NO PRE-INSTALLED DRAIN TILE OUTSIDE OF 4 FEET OF PERIMETER
- DRAIN TILE STUB TO BE PROVIDED IF DRAIN TILE IS REQUIRED
- NO DRAINAGE AGGREGATE PRE-INSTALLED
- NO FABRIC PRE-INSTALLED
- MINIMUM CONTAINER SIZE NEEDED DENOTES THE INSIDE OF CURB DIMENSION



FLAGSHIP RECREATION
11123 UPPER 33RD ST N
LAKE ELMO, MN 55082
763-550-7860
FLAGSHIPPLAY.COM
@FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS
DESIGNED FOR AGE RANGES AS NOTED
ON PLAN.

JEFFERSON PARK
PLAYGROUND
OPTION 1

12833 Jefferson St NE,
Blaine, MN 55449

SALES
REPRESENTATIVE:
EMILY MALONEY

DESIGNED BY:
AO
10/29/25

1/4" = 1'-0"

SHEET

LS101

State Contract #218091



PROJECT INFORMATION

Jefferson Park Option 1

12833 Jefferson St NE,

Blaine, MN 55449

Contract Year: 2025

EQUIPMENT INFORMATION & PRICING

Qty	Item No.	Description	Price	Ext Price
2	111228A	Square Tenderdeck	\$1,474	\$2,948.00
1	111231A	Triangular Tenderdeck	\$1,137	\$1,137.00
1	111292A	Table Panel DB	\$1,571	\$1,571.00
4	111396H	89"Post For Roof DB	\$367	\$1,468.00
5	111404D	124"Alum Post DB	\$510	\$2,550.00
1	111404E	116"Alum Post DB	\$444	\$444.00
1	111404F	108"Alum Post DB	\$423	\$423.00
3	111404M	148"Steel Post DB	\$510	\$1,530.00
1	111404X	164"Steel Post DB	\$617	\$617.00
1	116120A	2 Benches w/1 End Panel Each	\$1,295	\$1,295.00
1	119646A	Tri-Deck Extension	\$1,102	\$1,102.00
1	120424A	Ribbon Slide 40"Dk DB	\$2,331	\$2,331.00
1	120902A	Handhold Leg Lift	\$296	\$296.00
1	121948A	Kick Plate 8"Rise	\$163	\$163.00
1	122533B	Spiral Climber 48"Dk Left Handhold	\$1,846	\$1,846.00
1	124863F	SlideWinder2 72"Dk DB 2 Right 1 Left	\$5,075	\$5,075.00
1	126368B	30"Dia El Tunnel Slide w/o View 48"Dk DB	\$4,855	\$4,855.00
1	130873A	Ring Pull	\$944	\$944.00
1	145624D	Vertical Ascent 72"Dk	\$1,943	\$1,943.00

1	148039A	Star Seeker DB Only Attached to Square Deck	\$5,253	\$5,253.00
1	152911B	Curved Transfer Module Left 40"Dk DB	\$3,958	\$3,958.00
1	211191B	Tree House Roof w/Stack and w/o Kids Only sign	\$4,814	\$4,814.00
1	307438A	Forma Giggle Jiggler Climber DB	\$13,745	\$13,745.00
1	345276A	Storefront Panel	\$893	\$893.00
1	345280A	Driver Panel Above Deck	\$1,244	\$1,244.00
1	345289A	Periscope Panel Above Deck	\$2,331	\$2,331.00
1	345305B	Vertical Ladder 48"Dk DB	\$1,209	\$1,209.00
1	362045A	Crossbar Bridge DB Only Ground Level Only	\$7,232	\$7,232.00
1	152179A	Saddle Spinner DB 16"Height	\$1,010	\$1,010.00
3	174018A	Belt Seat ProGuard Chains for 8' Beam Height	\$179	\$537.00
1	176038G	Full Bucket Seat ProGuard Chains for Toddler Swing	\$495	\$495.00
1	177337A	Toddler Swing Add-On Beam	\$719	\$719.00
1	177344A	Single Post Swing Frame 52" Bury 8' Beam Height Only DB Only	\$1,938	\$1,938.00
1	177345A	Single Post Swing Frame 52" Bury Additional Bay 8' Beam Height Only DB Only	\$1,382	\$1,382.00
1	177351A	Molded Bucket Seat (5-12 yrs) w/Harness ProGuard Chains for 8' Beam Height	\$1,219	\$1,219.00
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury	\$0	\$0.00
1	182504A	Welcome Sign Ages 2-5 years Direct Bury	\$510	\$510.00

Total Equipment Cost at State Contract Pricing

\$81,027.00

Date 12/16/2025
Expires 12/26/2025
Quote: City of Blaine
Contact: Jerome Krieger, Parks and Recreation Director
Phone: 763-785-6161
Email: jkrieger@blainemn.gov



Ship To:	Please Make PO's & Contracts Out To:
Jefferson Park Option 1	Landscape Structures, Inc.
12833 Jefferson St NE,	601 7th St. S
Blaine, MN 55449	Delano, MN 55328
Bill To:	Please Remit Payment To:
City of Blaine	Landscape Structures, Inc.
10801 Town Square Drive NE	SDS 12-0395 PO Box 86
Blaine, MN 55449	Minneapolis, MN 55486-0395

[illegible]

Quotes from Landscape Structures, Inc. are subject to current Landscape Structures, Inc. policies as well as [Terms & Conditions, Inclusions & Exclusions](#) outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Landscape Structures, Inc.

State Contract #218091

***Terms: Net 30 days; 1.5% finance charge on balances over 30 days**

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Project Scope *(This Section For Quotes Including Installation)***Inclusions:**

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type

Acceptance of Quotation:

Accepted By:	Tim Sanders, Mayor
Signature:	Date:

Accepted By:	Erik Thorvig, City Manager
Signature:	Date:

Accepted By:	Jerome Krieger, Parks and Recreation Director
Signature:	Date:
Purchase Amount: \$75,744.84	



Date 12/16/2025
Expires 12/26/2025
Quote: City of Blaine
Contact: Jerome Krieger, Parks and Recreation Director
Phone: 763-785-6161
Email: jkrieger@blainemn.gov



Ship To:	Please Make PO's & Contracts Out To:
Jefferson Park Option 1	Flagship Recreation
12833 Jefferson St NE,	11123 Upper 33rd St. N
Blaine, MN 55449	Lake Elmo, MN 55042
Bill To:	Please Remit Payment To:
City of Blaine	Flagship Recreation
10801 Town Square Drive NE	11123 Upper 33rd St. N
Blaine, MN 55449	Lake Elmo, MN 55042

[illegible]

Quotes from Flagship Recreation are subject to current Flagship Recreation policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Flagship Recreation

State Contract #218091

***Terms: Net 30 days; 1.5% finance charge on balances over 30 days**

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Project Scope (This Section For Quotes Including Installation)

Inclusions:

- One Mobilization
- Accepting & Unloading of Order Prior to Installation
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Acceptance of Quotation:

Accepted By:	Tim Sanders, Mayor
Signature:	Date:

Accepted By:	Erik Thorvig, City Manager
Signature:	Date:

Accepted By:	Jerome Krieger, Parks and Recreation Director
Signature:	Date:
Purchase Amount: \$39,227.73	

EQUIPMENT COLOR SIGN OFF
Jefferson Park Option 1



Please sign below if you approve of the colors represented in the photo above.

Colors
Palette AB

Customer Signature:_____

Date:_____



City of Blaine

Staff Report

File Number: ORD 25-2597

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Ordinance

Administration -

Agenda Item # 10.2

Second Reading

Amend City Charter Chapter 5. Initiative and Referendum, Adding Section 5.14 Recall and Chapter 2. Form of Government, Sec. 2.04 Vacancies in the Council

Executive Summary

Hold second reading and adopt the proposed ordinance that would provide a recall process for mayor or councilmembers.

Background

In 2022, council directed the charter commission to consider an 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 presented was 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.

The council held a public hearing and first reading on the proposed charter amendment on January 17, 2024, with no public input received, but the amendment failed at the February 5, 2024, meeting due to the lack of a unanimous vote. At the November 18, 2025, charter commission meeting, the commission recommended the amendment be brought forward again for public hearing and council consideration. It's important to note that no changes have been made to the proposed charter amendment since it was first presented in 2024.

In addition, redundant language is also being recommended in Sec. 2.05 vacancies in council as well as

additional language for vacancies due to a recall, if adopted.

The public hearing for this charter amendment was noticed and held on December 15, 2025; no comments were received during the hearing. The charter commission is recommending adoption of the proposed charter amendment at this time.

Strategic Plan Relationship

This item relates to the collaboration and engagement strategic priority through council governance.

Board/Commission Review

The charter commission researched and reviewed this topic at length and is presenting the amendment for council consideration.

Financial Impact

There is no financial impact to the ordinance itself but would be in the event a recall election is ever held.

Public Outreach/Input

This item was published in the *Blaine-Spring Lake Park-Fridley Life* and posted on the City's website.

Staff Recommendation

Council is asked to hold second reading and adopt the proposed ordinance as presented. A unanimous vote of the council is required to adopt a charter amendment.

Attachment List

1. Draft Minutes - Charter Commission - 11-18-25



City of Blaine

Signature Copy

Ordinance: ORD 25-2597

Second Reading

Amend City Charter Chapter 5. Initiative and Referendum, Adding Section 5.14 Recall and Chapter 2. Form of Government, Sec. 2.04 Vacancies in the Council

THE CITY OF BLAINE DOES ORDAIN: (Added portions are underscored and deleted portions are shown with overstrike.)

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

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> <u>(print legibly)</u>	<u>Address</u> <u>(print legibly)</u>
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.

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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.

INTRODUCED and read in full this 15th day of December, 2025.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.



City of Blaine

Charter Commission

November 18, 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 7:00PM.

2. Roll Call

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

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

ALSO PRESENT: City Clerk Cathy Sorensen

3. Approval of Minutes

3.1. 2025-557 Approval of Minutes
Sponsors:

Motion by Commissioner Homan, seconded by Commissioner Ludewig, to approve the minutes of October 13, 2025, as presented.

Motion adopted unanimously.

4. Open Forum for Citizen Input

No one appeared.

5. New Business

None.

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

Commissioners further discussed council feedback at the recent workshop as well as the importance of this proposed amendment. Discussion was held on possibly recommending a smaller amount such as \$75,000 with a phased plan to increase or wait until after the 2026 election. The commission discussed how they shouldn't consider an election in their process as then they may not be doing their due diligence. They noted there wasn't a strong consensus for an increase at this time and it may be better to postpone formal consideration to the council. Discussion was held about proposing even a modest increase to show the council that the commission heard their feedback but concluded postponing would allow the new city manager to be in place for a full year and provide more transparency. They requested staff to track purchases over the current threshold over the next year to provide better data to the council in 2026.

Motion by Commissioner Anderson, seconded by Commissioner Goracke, to table further consideration of this item until the December 2026 meeting. Motion adopted unanimously.

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

Discussion was held around how the council voted on this amendment in 2024 but that it failed due to lack of a unanimous vote. They discussed how the original direction to create a recall process came from the council which was completed and that they felt it should be brought forward again at this time. They noted no changes were being recommended from 2024 which was fully supported by the six councilmembers seated at that time.

Motion by Commissioner Goracke, seconded by Commissioner Homan, to bring forward the proposed charter amendment for council recall to a public hearing and formal consideration by the city council.

Commissioner Anderson recalled the discussion held at the council workshop in 2024 around malfeasance and non-feasance and if that should be reconsidered. Commission consensus was to bring the amendment forward as proposed in 2024.

Motion adopted unanimously.

6.3. 2025-559 Ward Redetermination Topic Discussion
Sponsors:

The commission discussed the possibility of bringing this item forward again for council consideration. After discussion, the consensus was to include the possibility of any ward redetermination recommendation on the charter commission's work plan for 2027 as it better aligned with the upcoming census. The commission requested when appropriate that they hold a workshop to review in detail new data maps and possible scenarios first in order to make the best recommendation to council.

7. Adjournment

Discussion was held on attendance requirements for commissioners. Ms. Sorensen said those requirements, if any, were likely outlined in statute and that she would research those requirements.

Motion by Commissioner Doran, seconded by Commissioner Ludewig, to adjourn the meeting at

6:43PM.

Motion adopted unanimously.



City of Blaine

Staff Report

File Number: ORD 25-2595

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Ordinance

Administration -

Agenda Item # 10.3

Second Reading

Ordinance Amending Chapter 2 - Administration, Article V. - Ordinance Violations, Division 2.
Administrative Adjudication and Chapter 86 - Utilities, Division 2 - Fire Services, Sec. 86-74

Executive Summary

Staff is recommending an amendment to the city's administrative adjudication ordinance to better address the administrative citation process and amendments to check valve/meter fines.

Background

The current administrative adjudication ordinance was established in 1999 to address certain administrative offenses outside the formal judicial process. Examples of administrative offenses include long grass, outside storage, and temporary sign violations. Staff is recommending amendments that are less specific regarding the employees who can issue violation notices, simplifies subsequent offenses fees, establishes re-inspection fees, and allows penalties for offenses to be established through a penalty schedule instead of by resolution or ordinance for ease of updates.

Staff is also recommending an amendment to the current fine for illegal use of water to be removed from city code and included in a penalty schedule instead for ease of updating.

First reading of this ordinance was held on December 15, 2025, with no comments received. Staff is recommending adoption at this time.

Strategic Plan Relationship

N/A

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

Staff recommends council hold second reading and adopt the amendment as presented.

Attachment List

None



City of Blaine

Signature Copy

Ordinance: ORD 25-2595

Second Reading

Ordinance Amending Chapter 2 - Administration, Article V. - Ordinance Violations, Division 2. Administrative Adjudication and Chapter 86 - Utilities, Division 2 - Fire Services, Sec. 86-74

THE CITY OF BLAINE DOES ORDAIN: (Added portions are underscored and deleted portions are shown with overstrike.)

DIVISION 2. ADMINISTRATIVE ADJUDICATION

Sec. 2-202 187. Definitions and procedures.

(a) *Administrative offense defined.* An administrative offense is a violation of a provision of the city Code of Ordinances and/or building and/or zoning codes and is subject to the administrative penalties set forth in the schedule of offenses and penalties referred to in subsection (h) of this section.

(b) *Notice of administrative citation.* Any officer of the police department or any other person employed by the city, ~~authorized in writing by the city manager,~~ and having authority to enforce this code, ~~shall~~ may, upon determining that there has been a violation, notify the violator, or in the case of a vehicular violation, attach to the vehicle a notice of the violation. Such notice shall set forth the nature, date and time of violation, the name of the official issuing the notice of administrative citation and the amount of the scheduled penalty.

(d) *Hearing.* Any person contesting an administrative offense pursuant to this section may, within 14 calendar days of the time of issuance of the notice, request a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the violator shall pay the penalty imposed at the time of the hearing or within seven calendar days of the hearing, or in accordance with the payment schedule established by the hearing officer, as well as reimburse the city for the cost of the hearing in an amount not to exceed \$200.

(h) *Offenses and penalties.* Offenses which may be charged as administrative offenses, and the penalties for such offenses will be established by the ~~council~~ city. Copies of such offenses and penalties shall be maintained in the office of the city clerk. All previous penalties enacted are hereby replaced and denoted in the city's schedule of penalties.

(i) *Subsequent offenses.* If a party is charged with a subsequent administrative offense within a 12-month period of paying an administrative penalty for the same or substantially similar offense, the subsequent penalty ~~shall~~ may be increased by 25 percent increments of \$50 (fifty dollars) and establish a reinspection fee of \$50 (fifty dollars) that could be charged. ~~above the previous administrative penalty.~~

(Code 1980, § 2-42; Ord. No. 99-1804, 8-19-1999; Ord. No. 00-1868, 8-17-2000)
Cross reference(s)—Definitions generally, § 1-2.

Sec. ~~2-204~~ 188. Issuance of ordinance violation summons.

~~The persons named in this section as e~~Employees or agents of the city shall have power to issue summons with complaints incorporated therein (citations) in the form adopted by rule by the administrative municipal court, but such issuance ~~by those named~~ shall relate only to offenses involving the city Code including, but not limited to: building construction, operation or maintenance; fire and fire prevention; public health and sanitation; and zoning. No such employee or agent authorized to issue such summons shall be authorized to arrest or otherwise take a violator into custody or to secure a promise to appear in court in lieu of arrest. ~~Those authorized are as follows:-~~

~~Chief building official/building officials-~~

~~City engineer/assistant city engineer-~~

~~Code compliance officers-~~

~~Community service officers-~~

~~Director of community development-~~

~~Fire marshal/deputy fire marshal-~~

~~Forester-~~

~~Police officers-~~

~~Other employees or agents of the city specifically designated, in writing, by the city manager shall also have such authority.-~~

Sec. 86-74. Detector check valve and meter; illegal use.

- (a) Detector check valve and meter shall be installed on the fire services described in this division.
- (b) Should it be found that water not metered is used through a fire connection for any purpose other than the extinguishing of fire upon the premises, the owner or occupant will be notified, and if such improper conditions are not corrected within ten days, the water will be shut off until proper adjustments are made, and the owner shall be subject to a fine ~~in the sum of not less than \$10.00 nor more than \$25.00 as outlined in the city's penalty schedule.~~

INTRODUCED and read in full this 15th day of December, 2025.

PASSED by the City Council of the City of Blaine this 5th day January, 2026.



City of Blaine

Staff Report

File Number: ORD 25-2596

Agenda Date

January 5, 2026

Status

In Control

City Council

File Type

Ordinance

Administration -

Agenda Item # 10.4

Second Reading

Ordinance Amending Chapter 22 - Businesses Article V.- Peddlers, Solicitors, and Transient Merchants

Executive Summary

Council is asked to consider ordinance amendments clarifying licensing for solicitors in the city.

Background

As part of a regular review of city code, staff is recommending amendments to the peddler, solicitor, and transient merchant code clarifying that licensing is required for solicitors as well as other housekeeping updates.

First reading of this ordinance was held on December 15, 2025, with no comments received. Staff is recommending adoption at this time.

Strategic Plan Relationship

N/A

Board/Commission Review

N/A

Financial Impact

N/A

Public Outreach/Input

N/A

Staff Recommendation

Council is asked to hold second reading and adopt the proposed ordinance as presented.

Attachment List

None



City of Blaine

Signature Copy

Ordinance: ORD 25-2596

Second Reading

Ordinance Amending Chapter 22 - Businesses Article V.- Peddlers, Solicitors, and Transient Merchants

THE CITY OF BLAINE DOES ORDAIN: (Added portions are underscored and deleted portions are shown with overstrike.)

DIVISION 1. GENERALLY

Sec. 22-203. Purpose.

The city council recognizes that transient and itinerant merchants, vendors, peddlers, solicitors, and canvassers, by the very nature of their operation whether from a fixed location or traveling door-to-door, may intrude upon the rights and privacy of other citizens and have a deleterious effect upon the public health, safety and welfare. The intent of this article is to establish a uniform set of rules and regulations that are fair and equitable, and to develop a system for accommodating these businesses that will enhance the overall appearance and environment along public streets, pedestrian ways and other public properties. The regulations contained in this article are not intended to prohibit or hamper speech that is protected by the First Amendment of the United States Constitution, but merely to regulate specific activities that are commercial in nature.

(Code 2004, § 22-271; Ord. No. 19-2437, 11-4-2019)

Sec. 22-204. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Noncommercial door-to-door advocate means a person who goes door-to-door for the primary purpose of disseminating religious, political, social, or other ideological beliefs. The term "door-to-door advocate" shall fall under the term "solicitor" and include door-to-door canvassing and pamphleteering intended for noncommercial purposes.

Peddler means a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of offering for sale, displaying for exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise, or other personal property that the person is carrying or otherwise transporting. The term "peddler" shall have the same common meaning as the term "hawker."

Regular business day means any day during which the city hall is normally open for the purpose of conducting public business. Holidays defined by state law shall not be considered regular business days.

Solicitor means a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services of which the person may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. The term "solicitor" shall have the same meaning as the term "canvasser."

Transient merchant means a person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling or attempting to sell, and delivering goods, wares, products, merchandise, or other personal property and who does not remain in any one location for more than 14 consecutive days.

Sec. 22-205. Exceptions to definitions.

- (a) For the purpose of this article, the terms "peddler," "solicitor," and "transient merchant" shall not apply to:
- (1) Noncommercial door-to-door advocates. Nothing within this article shall be interpreted to prohibit or restrict noncommercial door-to-door advocates. A person engaging in noncommercial door-to-door advocacy shall not be required to register as a solicitor under section 22-238.
 - (2) Any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property to a retail seller of the items being sold by the wholesaler.
 - (3) Any person who makes initial contacts with other people for the purpose of establishing or trying to establish a regular customer delivery route for the delivery of perishable food and dairy products, such as baked goods or milk.
 - (4) Any person making deliveries of perishable food and dairy products to the customers on their established delivery route.
 - (5) Any person making deliveries of newspapers, newsletters, or other similar publications on an established customer delivery route, when attempting to establish a regular delivery route, or when publications are delivered to the community at large.
 - (6) Any person conducting the type of sale commonly known as garage sales, rummage sales, or estate sales.
 - (7) Any person participating in an organized multi-person bazaar or flea market.
 - (8) Any person conducting an auction as a properly licensed auctioneer.
 - (9) Any officer of the court conducting a court-ordered sale.
 - (10) Mobile food trucks as defined in section 22-427.
 - (11) Any school-aged children engaged in selling items for fundraisers.
- (b) Exemption from these definitions shall not, for the scope of this article, excuse any person from complying with any other applicable statutory provision or requirement provided by another city ordinance.

(Code 2004, § 22-273; Ord. No. 19-2437, 11-4-2019; Ord. No. 21-2485, 11-15-2021)

Secs. 22-206—22-233. Reserved.

DIVISION 2. LICENSE

Sec. 22-234. Licensing; exemptions.

- (a) *County license required.* No person shall conduct business as a peddler, solicitor, or transient merchant within the city limits without first having obtained the appropriate license from the county as may be required by M.S.A. ch. 329, as it may be amended from time to time, if the county issues a license for the activity.
- (b) *City license required.* Except as otherwise provided for by this article, no person, including their employee or contractor, shall conduct business within this jurisdiction as a peddler, solicitor or a transient merchant without first obtaining a city license. Solicitors need not be licensed but are required to register with the city pursuant to section 22-238.
- (c) *Application.* An application for a city license to conduct business as a peddler, solicitor or transient merchant shall be made at least 14 regular business days before the applicant desires to begin conducting a business operation within the city. Application for a license shall be made on a form approved by the city council and available from the office of the city clerk. All applications shall be signed by the applicant. All applications shall include the following information:
- (1) The applicant's full legal name.
 - (2) Any and all other names under which the applicant has conducted or does conduct business, or to which the applicant will officially answer to.
 - (3) A physical description of the applicant (hair color, eye color, height, weight, any distinguishing marks or features, and the like).
 - (4) Full address of applicant's permanent residence.

- (5) Telephone number of applicant's permanent residence.
 - (6) Full legal name of any and all business operations owned, managed, or operated by applicant, or for which the applicant is an employee or an agent.
 - (7) Full address of applicant's regular place of business, if any exists.
 - (8) Any and all business-related telephone numbers of the applicant, including cellular phones and facsimile (fax) machines.
 - (9) The type of business for which the applicant is applying for a license.
 - (10) Whether the applicant is applying for an annual or six-month license.
 - (11) The dates during which the applicant intends to conduct business.
 - (12) Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the city, including the location where a transient merchant intends to set up their business.
 - (13) A statement as to whether or not the applicant has been convicted within the last five years of any felony, gross misdemeanor or misdemeanor for violating any state or federal statute or any local ordinance, other than minor traffic offenses.
 - (14) A list of the three most recent locations where the applicant has conducted business as a peddler, **solicitor** or transient merchant.
 - (15) Proof of any required county license.
 - (16) Written permission of the property owner or the property owner's agent for any location to be used by a transient merchant.
 - (17) A general description of the items to be sold or services to be provided.
 - (18) Any and all additional information as may be deemed necessary by the city council.
 - (19) The applicant's driver's license number or other acceptable form of identification.
 - (20) The license plate number, registration information, vehicle identification number (VIN) and physical description for any vehicle to be used in conjunction with the licensed business operation.
- (d) *Fee.* All applications for a license under this article shall be accompanied by the fee established in the city licensing fee schedule as it may be amended from time to time.
- (e) *Procedure.* Upon receipt of the application and payment of the license fee, the city clerk will, within two regular business days, determine if the application is complete. An application will be considered complete if all required information is provided. If the city clerk determines that the application is incomplete, the city clerk must inform the applicant of the required, necessary information that is missing. If the application is complete, the city clerk must order any investigation, including background checks, necessary to verify the information provided with the application. Within ten regular business days of receiving a complete application the city clerk must issue the license unless grounds exist for denying the license application under section 22-236, in which case the clerk must deny the request for a city peddler, **solicitor** or transient merchant license. If the city clerk denies the license application, the applicant must be notified in writing of the decision, the reason for denial and the applicant's right to appeal the denial by requesting, within 20 days of receiving notice of rejection, a hearing before a hearing officer, on behalf of the city council. The hearing officer council shall hear the appeal within 20 days of the date of the request for a hearing. The decision of the hearing officer following the hearing can be appealed by petitioning the state court of appeals for a writ of certiorari.
- (f) *Duration.* Each license shall be valid only for the period specified, and no license may extend beyond December 31 of the year in which it is granted.
- (g) *Display of licenses.* At all times while peddling, soliciting or operating as a transient merchant, every peddler, solicitor, or transient merchant shall wear a city-issued photo identification license visible to all persons with whom the licensee comes in contact. The license shall set forth the licensee's name, the name and address of the business or organization and license expiration date and shall exhibit the license to any police officer, other city officer, or any other person to whom such licensee is or would peddle or solicit when so requested.
- (h) *License exemptions.*
- (1) No license shall be required for any person to sell or attempt to sell, or to take or attempt to take orders for, any product grown, produced, cultivated, or raised on any farm.

- (2) No license shall be required for any person going from house to house, door to door, business to business, street to street, or any other type of place to place movement for the primary purpose of exercising that person's state or federal constitutional rights such as the freedom of speech, freedom of the press, freedom of religion, and the like. This exemption will not apply if the person's exercise of constitutional rights is merely incidental to what would properly be considered a commercial activity solicitor or canvasser doing business by appointment.
- (3) No license shall be required for any person soliciting or canvassing by taking or attempting to take orders to be filled in the future for goods, wares, or merchandise delivered to the purchaser from states other than Minnesota.

(Code 2004, § 22-291; Ord. No. 19-2437, 11-4-2019)

Sec. 22-235. License ineligibility.

The following shall be grounds for denying a peddler or transient merchant license:

- (1) The failure of an applicant to obtain and demonstrate proof of having obtained any required county license.
- (2) The failure of an applicant to truthfully provide any information requested by the city as part of the application process.
- (3) The failure of an applicant to sign the license application.
- (4) The failure of an applicant to pay the required fee at the time of application.
- (5) A conviction within the past five years of the date of application for any violation of any federal or state statute or regulation, or of any local ordinance, which adversely reflects upon the person's ability to conduct the business for which the license is being sought in a professional, honest and legal manner. Such violations shall include, but are not limited to, burglary, theft, larceny, swindling, fraud, unlawful business practices, and any form of actual or threatened physical harm against another person.
- (6) The revocation within the past five years of any license issued to an applicant for the purpose of conducting business as a peddler, solicitor, or transient merchant.
- (7) When an applicant has a bad business reputation. Evidence of a bad business reputation shall include, but is not limited to, the existence of more than three complaints against an applicant with the Better Business Bureau, the office of the Minnesota attorney general or other state attorney general's office, or other similar business or consumer rights office or agency, with the preceding 12 months, or three complaints filed with the city against an applicant within the preceding five years.
- (8) If the location for a transient merchant is proposed for an area not zoned heavy industrial (I-2A or I-2) as provided for in the city zoning regulations.

(Code 2004, § 22-292; Ord. No. 19-2437, 11-4-2019)

Sec. 22-236. License suspension and revocation.

- (a) *Generally.* Any license issued under this division may be suspended or revoked at the discretion of a hearing officer on behalf of the city council for violation of any of the following:
 - (1) Subsequent knowledge by the city of fraud, misrepresentation or incorrect statements provided by an applicant on the application form.
 - (2) Fraud, misrepresentation or false statements made during the course of the licensed activity.
 - (3) Subsequent conviction of any offense to which the granting of the license could have been denied under section 22-236.
 - (4) Engaging in any prohibited activity as provided under section 22-240.
 - (5) Violation of any other provision of this article.
- (b) *Multiple persons under one license.* The suspension or revocation of any license issued for the purpose of authorizing multiple persons to conduct business as peddlers or transient merchants on behalf of the licensee shall serve as a suspension or revocation of each authorized person's authority to conduct business as a peddler or transient merchant on behalf of the licensee whose license is suspended or revoked.
- (c) *Notice.* Prior to revoking or suspending any license issued under this chapter, the city shall provide a license holder with written notice of the alleged violations and inform the licensee of the right to a hearing on the alleged violation. Notice shall

be delivered in person or by mail to the permanent residential address listed on the license application, or if no residential address is listed, to the business address provided on the license application.

- (d) *Hearing.* Upon receiving the notice provided in subsection (c) of this section, the licensee shall have the right to request a hearing. If no request for a hearing is received by the city clerk within ten days following the service of the notice, the city may proceed with the suspension or revocation. For the purpose of a mailed notice, service shall be considered complete as of the date the notice is placed in the mail. If a hearing is requested within the stated time frame, a hearing shall be scheduled with a hearing officer on behalf of the city council within 20 days from the date of the request for the hearing. Within three regular business days of the hearing, the hearing officer, on behalf of the city council, shall notify the licensee of its decision.
- (e) *Emergency.* If, in the discretion of the city manager or their designee, imminent harm to the health or safety of the public may occur because of the actions of a peddler or transient merchant licensed under this article, the city manager or their designee, on behalf of the city council, may immediately suspend the person's license and provide notice of the right to hold a subsequent hearing as prescribed in subsection (c) of this section.
- (f) *Appeal.* Any person whose license is suspended or revoked under this section shall have the right to appeal that decision in court.

(Code 2004, § 22-293; Ord. No. 19-2437, 11-4-2019)

Sec. 22-237. License transferability.

No license issued under this division shall be transferred to any person other than the person to whom the license was issued.

(Code 2004, § 22-294; Ord. No. 19-2437, 11-4-2019)

Sec. 22-238. Registration.

- (a) ~~All solicitors and any~~ Any person exempt from the licensing requirements of this division ~~under section 22-235~~ shall be required to register with the city prior to engaging in those activities ~~and shall be required to meet the same requirements as licensed solicitors, peddlers, or transient merchants as required by this division.~~ Registration shall be made on the same form required for a license application ~~provided by the city clerk,~~ but no fee shall be required ~~except for an investigation fee established in the city licensing fee schedule as it may be amended. The city clerk or designee immediately upon completion of the registration form, the city clerk~~ shall issue to the registrant a certificate of registration as proof of the registration ~~upon being satisfied that such person is engaged in an exempt activity. If the application does not show an activity is exempted, the city clerk or designee shall notify the person within two (2) regular business days as provided in the licensing procedure.~~ ~~Application for Registrations registration shall be nontransferable. Be made at least fourteen (14) regular business days before the applicant desires to conduct business within the city.~~

- (b) Individuals that will be engaging in noncommercial door-to-door advocacy shall not be required to register.

~~(c) Religious and Charitable Organizations. Any organization, society, association or corporation desiring to solicit or have solicited in its name money, donations of money or property or financial assistance of any kind desiring to sell or distribute any item of literature or merchandise for which a fee is charged or solicited from persons other than the members of such organizations upon the streets, in office of business buildings, by house to house canvass or in public places for charitable, religious, patriotic, philanthropic or otherwise non-profit purpose shall be exempt from registration under this division, provided a license application is filed with the following information:~~

~~(1) Name and purpose of the cause for which the solicitation is sought.~~

~~(2) Names and addresses of the officers and/or directors of the organization.~~

~~(3) The period during which the solicitation is to be carried out.~~

~~(4) Whether or not any commission, fee, wages or emoluments are to be expended in connection with such solicitation.~~

~~(5) Proof of incorporation as a non-profit corporation under the laws of any state or proof of tax-exempt status by the Internal Revenue Service.~~

~~Notwithstanding the foregoing, persons soliciting on behalf of the organizations exempt from registration shall furnish all its members, agents, or representatives soliciting with credentials stating the name of the organization, the name of the agent,~~

and the purpose of the solicitation. Such credentials shall be kept on each person representing the organization and be presented to anyone requesting to see the credentials.

(Code 2004, § 22-295; Ord. No. 19-2437, 11-4-2019)

Sec. 22-239. Prohibited activities.

- (a) No peddler, solicitor, transient merchant, noncommercial door-to-door advocate, or other person engaged in other similar activities exempt from licensure or registration shall conduct business in any of the following manners:
- (1) Calling attention to their business or the items to be sold by means of blowing any horn or whistle, ringing any bell, crying out, or by any other noise, so as to be unreasonably audible within an enclosed structure.
 - (2) Obstructing the free flow of traffic, either vehicular or pedestrian, on any street, sidewalk, alleyway, or other public right-of-way.
 - (3) Conducting business in a way as to create a threat to the health, safety, and welfare of any specific individual or the general public.
 - (4) Conducting business before 8:00 a.m. or after 9:00 p.m.
 - (5) Failing to provide proof of license, or registration, and identification when requested.
 - (6) Using the license or registration of another person.
 - (7) Alleging false or misleading statements about the products or services being sold, including untrue statements of endorsement.
 - (8) Remaining on the property of another when requested to leave.
 - (9) Otherwise operating their business in any manner that a reasonable person would find obscene, threatening, intimidating or abusive.
- (b) No peddler, solicitor, or transient merchant shall claim to have the endorsement of the city solely based on the city having issued a license or certificate of registration to that person.

(Code 2004, § 22-296; Ord. No. 19-2437, 11-4-2019)

Sec. 22-240. Exclusion by placard.

Unless specifically invited by the property owner or tenant, no peddler, solicitor, transient merchant, noncommercial door-to-door advocate, or other person engaged in other similar activities shall enter onto the property of another for the purpose of conducting business as a peddler, solicitor, transient merchant, noncommercial door-to-door advocate, or similar activity when the property is marked with a sign or placard that is reasonably sized to be seen and states "No Peddlers, Solicitors or Transient Merchants," or other comparable statement. No person other than the property owner or tenant shall remove, deface, or otherwise tamper with any sign or placard under this section.

(Code 2004, § 22-297; Ord. No. 19-2437, 11-4-2019)

Sec. 22-241. Penalty.

Any individual found in violation of any provision of this article shall be guilty of a misdemeanor.

(Code 2004, § 22-298; Ord. No. 19-2437, 11-4-2019)

Secs. 22-242—22-260. Reserved.

INTRODUCED and read in full this 15th of December, 2025.

PASSED by the City Council of the City of Blaine this 5th day of January, 2026.



City of Blaine Staff Report

File Number: 2026-013

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

Administration - Daniel Schluender, Director of Engineering

Agenda Item # 10.5

Motion to Authorize Mayor and City Manager to Enter into a Contract with Bolton & Menk, Inc. for Professional Design and Construction Services for the 2026 Quincy Area Street Reconstruction Project, Improvement Project No. T2604.

Executive Summary

Council is requested to approve a contract from Bolton & Menk for professional services for final design and construction services for the 2026 Quincy Area Street Reconstruction Project, Improvement Project No. T2604 in the amount of \$450,502.

Background

The Engineering Department has identified three separate street improvement projects for the 2026 pavement management program. For each of these projects, staff requested a letter of proposal from an engineering firm that is in the consultant pool that the City Council adopted on August 2, 2021 with Motion 21-114.

The 2026 Quincy Area Street Reconstruction Project, Improvement Project No. T2604, includes the following streets:

- 105th Lane from Quincy Boulevard to east cul-de-sac
- 106th Avenue from Jefferson Street to Quincy Boulevard
- Madison Street from Territorial Road to 106th Avenue
- Madison Street from 106th Avenue to 109th Avenue
- Quincy Boulevard from Territorial Road to 109th Avenue
- Monroe Drive from Madison Street to 109th Avenue
- Madison Street from west cul-de-sac to Madison Street (south of 106th Avenue)
- Madison Street from west cul-de-sac to Madison Street (north of 106th Avenue)

Bolton & Menk has provided the requested letter of proposal for the 2026 Quincy Street Area Street Reconstruction Project, Improvement Project No. T2604. The proposal, in the amount of \$450,502, is for final design and construction services for the project. Staff reviewed the proposal, compared it with previous proposals for similar projects, and determined that the fees are justified and reasonable.

This project will be funded through proposed project assessments, Pavement Management Program funds, and Public Utility funds.

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

Not required.

Financial Impact

The project will be funded by a combination of assessments and bond proceeds placed in the City Pavement Management Program Fund and Public Utility Funds. This project was previously identified in the 2025-2029 Capital Improvement Program (CIP) as "2026 Quincy Street Area Street Reconstructions", which was adopted via resolution 24-230 on December 16, 2024, and included a 2025 project budget of \$980,000 for pre-construction consulting services. The 2026-2030 CIP was adopted on December 15, 2025, via resolution 25-191, and appropriated an additional \$3,190,500 and includes consulting (design, etc.), construction, and contingency, bringing the total project budget to \$4,170,500.

To date, \$110,376 has been encumbered. With estimated improvement costs of \$4,710,940, future adjustments may be needed in 2026 since the estimated amount is higher than the budgeted amount. Typically, no budget amendments are presented until construction bids are opened and awarded by the City Council.

Funding Source	2025 Adopted Budget	2026 Adopted Budget	Total Adopted Budget
Levy Supported Bonds	\$980,000	\$1,936,000	\$2,916,000
Special Assessment Bonds	-	\$670,000	\$670,000
Water Utility Funds	-	\$500,000	\$500,000
Sewer Utility Funds	-	\$84,500	\$84,500
TOTAL	\$980,000	\$3,190,500	\$4,170,500

Public Outreach/Input

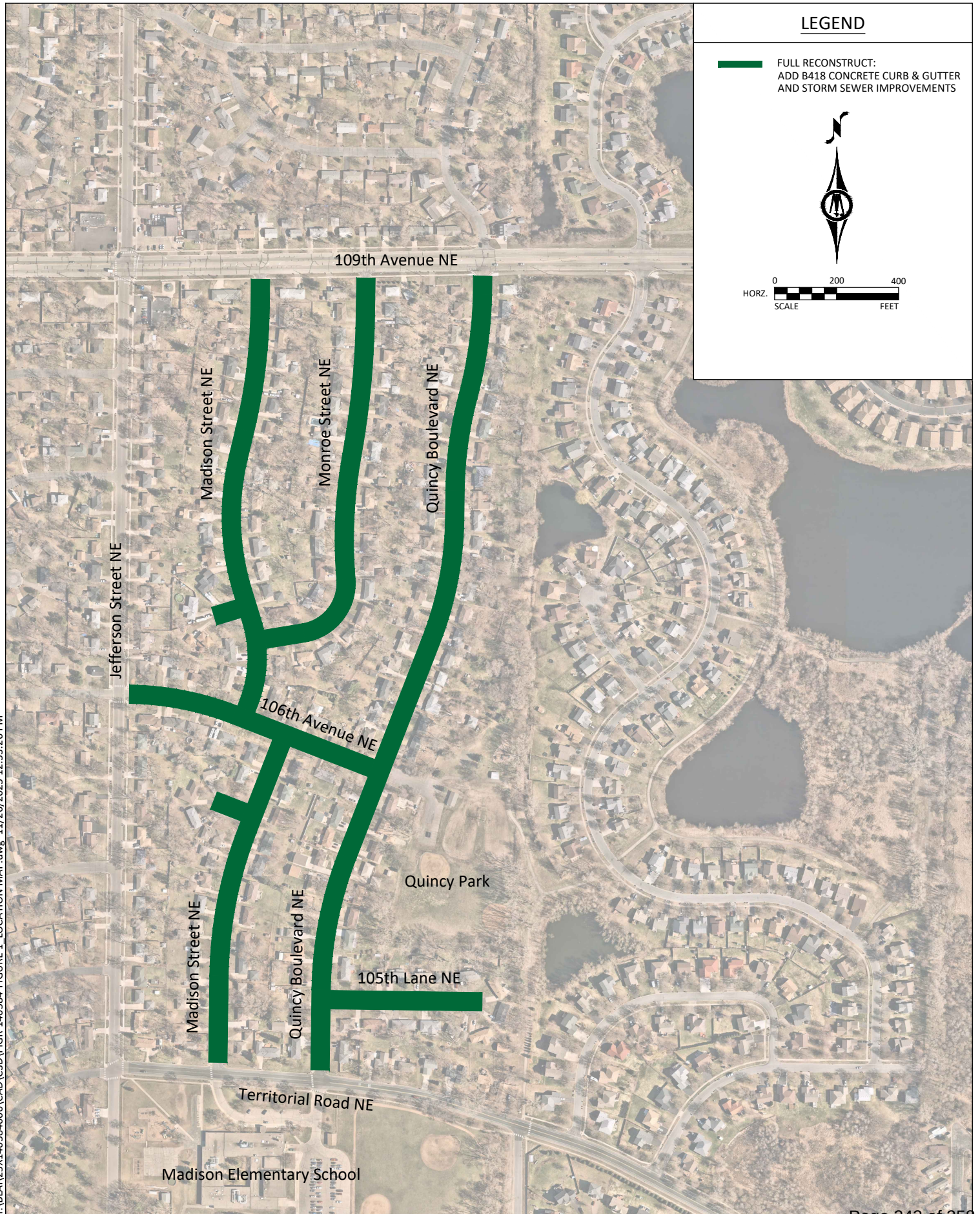
The project will follow the public outreach guidelines set forth in MN Chapter 429 Statutes.

Staff Recommendation

By motion, authorize the Mayor and City Manager to enter into a contract with Bolton & Menk in the amount of \$450,502 for final design and construction services for the 2026 Quincy Area Street Reconstruction Project, Improvement Project No. T2604. In addition, authorize a 10% contingency to bring the total project budget to \$495,552 and authorize the City Manager or their designee to sign all change orders up to the authorized project budget amount.

Attachment List

1. 26-04 Project Area Map
2. 26-04 BMI Design & Construction Proposal





Real People. Real Solutions.

3507 High Point Drive North
Bldg. 1 Suite E130
Oakdale, MN 55128

Ph: (651) 704-9970
Bolton-Menk.com

December 22, 2025

Cody Sylvester, P.E.
Project Engineer
City of Blaine
10801 Town Square Drive NE
Blaine, MN 55449

RE: Proposal for **Design and Construction Services** for the
2026 Quincy Area Street Reconstruction Project
City of Blaine, MN
Improvement Project No. 26-04

Mr. Sylvester:

The included project scope and proposed fees have been prepared as requested to complete the design and construction services for the reconstruction of the following streets in the City of Blaine:

- 105th Lane, from Quincy Boulevard to east cul-de-sac
- 106th Avenue, from Jefferson Street to Quincy Boulevard
- Madison Street, from Territorial Road to 106th Avenue
- Madison Street, from 106th Avenue to 109th Avenue
- Quincy Boulevard, from Territorial Road to 109th Avenue
- Monroe Drive, from Madison Street to 109th Avenue
- Madison Street, from west cul-de-sac to Madison Street (south of 106th Avenue)
- Madison Street, from west cul-de-sac to Madison Street (north of 106th Avenue)

All streets will be reconstructed to the city's standard residential street typical section, including concrete curb and gutter. Existing storm sewer will be supplemented with new storm sewer as needed. Additional details of the project scope, fee and schedule are provided in the following paragraphs.

Note: the preliminary design was included in a previous proposal as Task 1 - Preliminary Survey and Task 2 - Feasibility Report. Both tasks have been completed to date.

Project Scope

Task 3 – Design Services

As part of Task 3, we will perform the following:

- Final design
- Preparation of plans and specifications
- Obtain applicable watershed and county permits
- Assistance with bidding by answering contractor questions and preparing addendums if required (it is understood the city will submit the ad-for-bid, open the bids, and prepare the bid abstract).

Task 4 – Construction Staking

- Complete all construction staking for the project

Task 5 – Construction Observation and Administration

Perform full time on-site construction observation during the project. Services to be provided include:

- Ensure compliance with project drawings, specifications, and expectations
- Coordinate and document materials testing
- Document quantities and prepare payrequests
- Prepare weekly inspection reports
- Monitor and maintain all required documentation
- Provide quality assurance inspection for SWPPP
- Ongoing communication and coordination with residents and affected business owners
- Punchlist preparation and follow up
- Obtain as-built information as appropriate and prepare record drawings

Proposed Fee

The following table summarizes our fees for each task. An itemized breakdown of our engineering fees is shown in the attached Fee Schedule.

Estimated Fees		
Task	Description	Amount
3	Design	\$158,758
4	Construction Staking	\$67,044
5	Construction Observation/Admin	\$244,700
	Total Estimated Fee	\$450,502

Note: Task 1 – Preliminary Survey and Task 2 – Preliminary Design/Feasibility Report were included in a previous proposal.

Task 3 shall be Hourly Not to Exceed, subject only to adjustments for a change in scope of services performed, agreed upon in writing by the City and the Consultant. Tasks 4 and 5 are estimated amounts. Actual costs and time spent on Tasks 4 and 5 shall be invoiced hourly.

Proposed Project Schedule

The following schedule allows for construction to be completed during the 2026 construction season:

Proposed Project Schedule	
Council receives feasibility report, orders public improvement hearing	December 15, 2025
Open House meeting	December 16, 2025
Public improvement hearing, council orders project & authorizes plans/specs	January 5, 2026
Council approves plans/specs, sets bid date	March 16, 2026
Open Bids	April 21, 2026
Council awards contract	May 4, 2026
Construct Improvements	May - Sept 2026
Assessment hearing	Spring 2027
First assessment payment due with real estate taxes	January 2028

Acceptance

Please indicate your acceptance of this proposal by signing on the signature block below and returning a copy to us.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. If you have any questions regarding this proposal, please contact me at 651-728-3172.

Bolton & Menk, Inc.



Michael Warner, P.E.
Principal Engineer

Attachments:
Fee Schedule

City of Blaine

By: _____

Printed Name: Tim Sanders

Title: Mayor

Date: _____

By: _____

Printed Name: Erik Thorvig

Title: City Manager

Date: _____

Fee Schedule - 2026 Quincy Area Street Reconstruction Project - Design & Construction Services

Task No.	Work Task Description	Principal Engineer/ Project Manager	Design Engineer	Water Resources Project Manager	Water Resources Design Engineer	Project Manager/ Construction Observer	Intern	Survey Project Manager	Surveyor	Clerical	Total Hours	Total Cost
Task 3 - Design												
3.1	Final design	40		40	80	160					320	\$58,560
3.2	Preparation of plans/specs	40	200		80	80				10	410	\$69,800
3.3	Watershed permitting			40	80						120	\$21,640
3.4	County/MnDOT permitting	4			10	20					34	\$6,134
3.5	Assistance with bidding	4				10					14	\$2,624
	Sub-Total Task 3											\$158,758
Task 4 - Construction Staking												
4.1	Reestablish control								16		16	\$3,248
4.2	Stake out files		24								24	\$3,840
4.3	Staking								260		260	\$52,780
4.4	Project management/coordination					12		24			36	\$7,176
	Sub-Total Task 4											\$67,044
Task 5 - Construction Observation and Administration												
5.1	Construction Observation					770	600				1370	\$197,060
5.2	Construction Administration	20				110				30	160	\$27,640
	Sub-Total Task 5											\$224,700
	Total Hours	108	224	80	250	1162	600	24	276	40	2764	
	Hourly Rate	\$211.00	\$160.00	\$195.00	\$173.00	\$178.00	\$100.00	\$210.00	\$203.00	\$128.00		
	TOTAL COST	\$22,788	\$35,840	\$15,600	\$43,250	\$206,836	\$60,000	\$5,040	\$56,028	\$5,120		\$450,502



City of Blaine Staff Report

File Number: 2026-014

Agenda Date	Status
January 5, 2026	
In Control	File Type
City Council	Motion

Administration - Daniel Schluender, Director of Engineering

Agenda Item # 10.6

Motion to Authorize Mayor and City Manager to Enter into a Contract with SEH for Final Design and Construction Services for the 2026 Meadowbrook Area Street Reconstruction Project, Improvement Project No. T2606.

Executive Summary

Council is requested to approve a contract from SEH for final design and construction services for the 2026 Meadowbrook Area Street Reconstruction Project, Improvement Project No. T2606 in the amount of \$341,300.

Background

The Engineering Department has identified three separate street improvement projects for the 2026 pavement management program. For each of these projects, staff requested a letter of proposal from an engineering firm that is in the consultant pool that the City Council adopted on August 2, 2021 with Motion 21-114.

The 2026 Meadowbrook Area Street Reconstruction Project will be constructed over the period of two years. Phase 1 will be reconstructed in 2026, and Phase 2 will be reconstructed in 2027.

Phase 1 (2026)

- 125th Lane from Jefferson Street to Jackson Street
- 126th Avenue from Madison Street to Jackson Street
- 127th Avenue from Madison Street to Jackson Street
- Jackson Street from 126th Avenue to 127th Avenue
- Madison Street from 125th Lane to 127th Avenue

Phase 2 (2027)

- 125th Lane from Jackson Street to Polk Street
- 126th Avenue from Jackson Street to Polk Street

- Jackson Street from 130' north of 125th Avenue to 126th Avenue
- Able Circle from 126th Avenue to north cul-de-sac
- Tyler Circle from 126th Avenue to north cul-de-sac

SEH has provided the requested letter of proposal for the 2026 Meadowbrook Area Street Reconstruction Project, Improvement Project No. T2606. The proposal, in the amount of \$341,300, is for final design of Phase 1 and Phase 2, and construction services for Phase 1 of the project. SEH will provide a separate construction services proposal for Phase 2 once Phase 1 is completed. Staff reviewed the proposal, compared it with previous proposals for similar projects, and determined that the fees are justified and reasonable.

This project will be funded through proposed project assessments, Pavement Management Program funds, and Public Utility funds.

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

Not required.

Financial Impact

The project will be funded by a combination of assessments and bond proceeds placed in the Pavement Management Program Fund and Public Utility Funds. This project was previously identified in the 2025-2029 Capital Improvement Program (CIP) as "2026 Meadowbrook Area Street Reconstructions", which was adopted via resolution 24-230 on December 16, 2024, and included a 2025 project budget of \$510,000 for pre-construction consulting services. The 2026-2030 CIP was adopted on December 15, 2025, and appropriated an additional \$2,471,000 which includes consulting (design, etc.), construction, and contingency, bringing the total project budget to \$2,981,000.

To date, \$99,879 has been encumbered. With estimated improvement costs of \$4,112,300, the project will be split into two years with future funds proposed to be appropriated in the 2027 CIP for the portion of the project scheduled to be constructed in 2027. The 2026 portion of the project has an estimated total cost of \$2,696,300. The 2027 portion of the project has an estimated total cost of \$1,416,000. The proposed 2026-2030 CIP does not contemplate funding in 2027 for this project.

Typically, budget amendments are not presented until construction bids are opened and awarded by the City Council.

Funding Source	2025 Adopted Budget	2026 Adopted Budget	Total Adopted Budget
Levy Supported Bonds	\$510,000	\$1,447,500	\$1,957,500
Special Assessment Bonds	-	\$444,500	\$444,500

Water Utility Funds	-	\$515,000	\$515,000
Sewer Utility Funds	-	\$64,000	\$64,000
TOTAL	\$510,000	\$2,471,000	\$2,981,000

Public Outreach/Input

The project will follow the public outreach guidelines set forth in MN Chapter 429 Statutes.

Staff Recommendation

By motion, authorize the Mayor and City Manager to enter into a contract with SEH in the amount of \$341,300 for final design and construction services for the 2026 Meadowbrook Area Street Reconstruction Project, Improvement Project No. T2606. In addition, authorize a 10% contingency to bring the total project budget to \$375,430 and authorize the City Manager or their designee to sign all change orders up to the authorized project budget amount.

Attachment List

1. 26-06 Phasing Map
2. 26-06 SEH Design & Construction Proposal





Building a Better World
for All of Us®

January 5, 2026

RE: City of Blaine, Minnesota
2026 Meadowbrook Area Street
Reconstruction
SEH No. BLAIN 178897 14.00

Mr. Cody Sylvester
Project Engineer
City of Blaine
10801 Town Square Dr. NE
Blaine, MN 55449-8100

Dear Mr. Sylvester:

SEH appreciates the opportunity to submit this proposal for providing final design, preparation of plans & specifications, permitting, construction observation (2026), and construction staking (2026) related to the 2026 Meadowbrook Area Street Reconstruction (hereinafter called the "Project"). Construction observation and construction staking for the 2027 construction season are not included and will be provided at a later date as a separate proposal. This letter serves as our understanding of the project scope and schedule and also supplements the Agreement for Professional Services between the City of Blaine, Owner, and SEH dated January 26, 2004, and addresses providing these services in connection with the Project.

PROJECT UNDERSTANDING

The City of Blaine is continuing their Pavement Management Program for 2026 with full-depth pavement replacement, replacement of concrete curb and gutter, storm sewer improvements and isolated water main improvements on the project streets listed below. The feasibility report was presented to the City Council on December 15, 2025. The Improvement Hearing is expected to occur in early January, with a portion of the construction planned for the upcoming 2026 construction season.

Project Area 1: (2026 Design, 2026 Construction)

- 125th Lane from Jefferson Street to Jackson Street
- 126th Avenue from Madison Street to Jackson Street
- Madison Street from 125th Lane to 127th Avenue
- 127th Avenue from Madison Street to Jackson Street
- Jackson Street from 126th Avenue to 127th Avenue

Project Area 2: (2026 Design, 2027 Construction)

- 126th Avenue from Jackson Street to Polk Street
- 125th Lane from Jackson Street to Polk Street
- Jackson Street from 130' north of 125th Avenue to 126th Avenue
- Able Circle from 126th Avenue to the North cul-de-sac
- Tyler Circle from 126th Avenue to the North cul-de-sac

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

The construction plans are to be developed following Minnesota Department of Transportation State Aid practices, current City Engineers Association of Minnesota standards and to the City of Blaine design standards.

SCOPE OF WORK

Task 1: Project Management (Project Area 1 & Project Area 2)

We have assumed we will prepare for and conduct up to three (3) design meetings with City Staff through the final design/plan preparation process for each plan set, 6 total meetings. Those meetings are anticipated to be:

- 60% plan review meeting
- 95% plan review and specifications/special provisions meeting
- Final redlines/review comments meeting prior to uploading for bidding.

An urban reconstruction project like this one requires a proactive public involvement program. We propose an open house along with ongoing contact with residents during construction. This approach has worked well for us on past projects within the City.

During construction we'd hold weekly construction meetings that could have public comment and schedule updates as the first agenda items. We would also assist with the City outreach program that they typically use for residential reconstruction projects.

Task 2: Final Design (Project Area 1 & Project Area 2)

Subtask A - Roadway Design

Separate plans and specifications will be produced for Project Area 1 and Project Area 2.

The work will generally include full-depth pavement replacement and aggregate base improvements at the existing street widths, along with new B418 concrete curb and gutter.

Subtask B - Utility Plans

Sanitary sewer and water main improvements have been reviewed and identified by the City of Blaine Public Works staff and include casting replacements along with gate valve and hydrant replacement throughout the project area.

Subtask C - Drainage Design

Concurrent with the roadway design we will review the existing storm sewer system including inlet spacing design and gravity storm sewer to align with the City of Blaine design criteria. Significant drainage improvements are not anticipated, rather replacement/addition of selective structures and connecting storm leads is anticipated. We will route the storm sewer system to existing outlets and complete a design and analysis of the proposed system to verify capacity of the existing, downstream systems.

After completion of the drainage design and hydrological and hydraulic analysis, submittal materials will be prepared including a stormwater pollution prevention plan (SWPPP), and preliminary construction plans. After review, we will proceed to revising and completing final construction plans and specifications to address any comments received from the City or review agencies to meet permit approval items.

Subtask D - Plans and Specifications

We will prepare two final construction plan sets that include plan and profile information for the roadway, utility and storm water improvements and are anticipated to include the following plan sheets in each set:

- Title Sheet
- Standard Details, City standard plates to be provided by the City
- Statement of Estimated Quantities
- Typical Sections
- Alignment Plan
- Removals and Erosion Control
- Street and Storm Sewer Plan & Profile
- Sanitary Sewer and Water Main Plan Profile (as needed)
- Cross Sections (50-foot intervals and all driveways for pavement replacement)
- SWPPP
- Signing and striping plan

During the plan development SEH will provide the City with 60% plans that will include plan & profile information for the utility improvements as well as plan & profile and cross section information for the roadway for review. 60% comments received from the City will be incorporated into a 95% submittal of all plans and specifications to City staff for final review.

Subtask E - Bidding Assistance

We will produce a PDF version of the plans and specifications for each project, to be uploaded to QuestCDN. We assume reproduction of up to four (4) sets of plans and specifications for the City staff use.

We will prepare the advertisement for bids and submit the ad to bid required publications, create and issue addenda (if needed), answer bidder's questions, attend the on-line bid opening with the City (as needed), review the bid results, prepare a letter of award recommendation to the City and prepare and forward the notice of award and contract agreement to the Contractor for each project.

Subtask F - Permitting

Required permitting will be prepared and submitted to the necessary agencies for each project. We understand that the City will pay all necessary permit application fees. Those permits are anticipated to include:

- Minnesota Pollution Control Agency (MPCA) NPDES Construction Permit (to be secured by Contractor)
- Coon Creek Watershed District - Watershed District Permit

During final design and construction of each project, SEH will coordinate with private utilities following the City's utility coordination program. We will conduct a meeting with private utility companies during the final design task and again prior to the pre-construction meeting to discuss the project and provide written verification.

Task 3: Construction Services (Project Area 1 improvements only)

Subtask A – Inspection

A separate proposal will be submitted at a later date for Project Area 2.

SEH will provide a resident project representative (RPR) for daily on-site inspection. The RPR will be on a full-time basis during construction activities. Prior to construction commencing the RPR will conduct a pre- construction inventory of existing conditions along the project corridor. The RPR will also assist in shop drawing reviews and approvals. Additional RPR tasks include:

- On-site during all construction activities.
- Available 24/7 via phone for project questions, resident issues, and other matters regarding the project.
- Record daily weather, all construction activities, schedule construction staking, schedule material testing, meet and schedule meetings with City staff, property owners and contractor as necessary to assure compliance to contract documents.
- Conduct weekly construction progress meetings with contractor, City and public. Prepare minutes of the meetings and attachments as needed to record project happenings and progress.
- Provide weekly reports to the City and public as needed.
- Prepare and submit monthly pay requests based on project work items.
- Assist in the review along with the project manager of contractor change requests and forward recommendations to the City for approval.
 - Complete all paperwork and correspondence to complete the project closeout including punch lists and final pay application.

Subtask B - Construction Staking

SEH will provide a survey crew to provide the construction staking for the project. Staking for this project is anticipated to include horizontal control, storm sewer stakes along with curb & gutter stakes. Cut sheets will also be provided to the City by the SEH resident project representative (RPR). All survey coordination for construction staking will be between the contractor and the RPR. The construction staking task also includes surveying the final improvements in City Coordinates for use in preparing the record drawings. Record drawings will be provided to the City on Mylar paper once the project is complete.

Subtask C - Construction Administration

SEH will provide a project manager to support the Resident Project Representative (RPR) throughout the construction process. The project manager will participate in the pre-construction meeting and attend weekly construction meetings. Additionally, they will assist the RPR in reviewing contractor pay applications, evaluating change order requests, and providing dispute resolution as needed. The project manager will maintain weekly communication with the City during the project to address any construction-related concerns that may arise.

SCHEDULE

Below is a summary of the proposed project schedule:

- City Council receives feasibility report, Orders Public Hearing December 15, 2025
- Resident Open House December 17, 2025
- Hold Public Hearing, Order Improvements January 5, 2026
- Approve plans and specifications & Order advertisement for bids March 2, 2026

- Open Bids March 31, 2026
- Award Contract April 6, 2026
- Construct Improvements May – September 2026
- Assess Project Spring 2027/2028

COMPENSATION

SEH proposes to complete all the services listed in this scope of work on an hourly basis. Compensation will be based on the hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment. The following is a summary of our estimated fees for the scope of services:

Work Task	Estimated Fee
Task 1 – Project Management	\$23,500
Task 2 – Final Design & Plan Preparation	\$135,600
Task 3 – Construction Services	\$175,200
Expenses	\$7,000
Total Fee	\$341,300

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dustin Cesafsky
Project Manager

djc

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FINAL DESIGN/ CONSTRUCTION SERVICES PROPOSAL FEE ESTIMATE

BLAINE, MINNESOTA
2026/2027 Meadowbrook Area Street Reconstruction Design/Construction
SEH NO. BLAIN P-178897
12/19/2025

TASK	HOURS							
	CLIENT SERVICE MANAGER	PROJECT MANAGER/LEAD DESIGN	PROJECT ENG.	STAFF ENG.	GRAD ENG.	GIS TECH	SURVEYOR	ADMIN. ASST
TASK 1 PROJECT MANAGEMENT 2026/2027 DESIGN								
OPEN HOUSE		4		4				
60% PLAN REVIEW MEETING		8		8				
95% PLAN REVIEW MEETING		8		8				
FINAL REDLINES/ REVIEW COMMENTS		4		12	24			
WEEKLY PROJECT PROGRESS MEETING	4	16		16	16			

UNIT FEE

\$23,500

TASK 2 FINAL DESIGN AND PLAN PREPARATION 2026/2027 IMPROVEMENTS								
Obtain mapping & coordinate with private utilities to identify potential conflicts		1		2	8			
Geotechnical design recommendations		1	6	2				
Design street widths and curb grades		2		4	4			
Design Street pavement section		2	4	4	8			
Determine final drainage boundaries		2	4	16				
Storm sewer system design		4	4	12	8			
Prepare Title sheet		2		2	2			
Prepare Statement of Estimated Quantities Sheets		2		4	10			
Prepare Structure Schedule sheet (Storm & Sanitary revisions)		2		4	8			
Prepare Earthwork Summary/General Construction notes		4	2	4	8			
Prepare Detail Sheets		2		4	4			
Prepare Intersection Design plan sheets		4		4	16			
Prepare Removal plan sheets		2		4	12			
Prepare Street and Storm Sewer plan sheets		8		60	80			
Prepare Erosion Control & Turf Establishment sheets		2		4	12			
Prepare Watershed BMP design		6	8	16	8			
Coordinate with Private Utilities (Correspondance and Meeting)		4		8	4			
Review Plans with City Staff		4		4	4			
Prepare Final Construction plans		8		24	24			
Submit plans to watershed/approval		6		6	6			
Takeoff Quantities		8		16	24			
Prepare Engineer's Estimate		16		32				
Prepare Project Specifications		16		32	24			16
QA/QC	12	24		4				2
Design Coordination Meeting with City Staff (2 meetings assumed)	4	4		4				
Place Ad for Bid	1	4		1				4
Respond to Contractors Questions		4		1				1
Tabulate Bids		2		1				1
Review Contractor's references & make award recommendation	1	4		1				4

UNIT FEE

\$135,600

TASK 3 CONSTRUCTION SERVICES 2026								
On Site Inspection (14 weeks @ 45 hours a week)				630	120			
Construction Surveying							80	
Weekly Construction Meeting	4	56						
Construction Administration	4	56						
As Built Preparation		2		8	16	8	12	8

UNIT FEE

\$175,200

EXPENSES

\$7,000

TOTAL FEE

\$341,300.00

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Blaine ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective January 26, 2004, this Supplemental Letter Agreement dated January 5, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: 2026 Meadowbrook Area Street Reconstruction, City Project No. 26-06.

Client's Authorized Representative: Michelle A. Wolfe
Address: 10801 Town Square Dr. NE
Blaine, MN 55449
Telephone: 763.785.6120 **email:** mwolfe@blainemn.gov

Project Manager: Dustin Cesafsky
Address: 3535 Vadnais Center Drive
St. Paul, MN 55110
Telephone: 612.270.3882 **email:** dcesafsky@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Per the attached work plan, we will prepare two sets of plans and specifications—one for the 2026 construction season and another for 2027. Each package will be bid separately. In addition, we will provide construction observation and staking for the 2026 Meadowbrook Area Street Reconstruction (City Project No. 26-06).

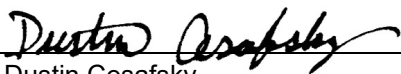
Payment:

The estimated fee is subject to a not-to-exceed amount of \$341,300 including expenses and equipment. The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

By: 
Dustin Cesafsky
Title: Project Manager
By: 
Susan Ulvenes
Title: Client Service Manager

City of Blaine

By: _____
Erik Thorvig
Title: City Manager
By: _____
Tim Sanders
Title: Mayor