

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING
Circle Pines City Hall**

**April 14, 2026
7:00 P.M.**

AGENDA

1. Call to Order

2. Roll Call

Matt Percy, Mayor
Steve McChesney, Council Member
Nici Dorner, Council Member
Meagan Bachmayer, Council Member
Patrick Antonen, City Administrator

3. Setting of Agenda

Note: Consent Agenda items will be acted on with one motion unless a council member requests their placement on the regular agenda.

4. COMMENTS

- a. Taxpayer Comments
- b. Council Member Comments
- c. Mayor Comments

5. COMMITTEE REPORTS

- a. Police Governing Board

6. COUNCIL BUSINESS

a. Consent Agenda

<u>Items</u>	<u>Action</u>
1. Minutes – March 24, 2026 (Enclosed)	Approve
2. General Disbursements (Enclosed)	Approve
3. Police Disbursements (Enclosed)	Approve
4. Fire Disbursements (Enclosed)	Approve
5. Licenses (Enclosed)	Approve

Council Action _____

b. Council Member Appointment

Council Action _____

c. Resolution 2026-03 Affirming the North Metro Telecommunications Commission as the Broadband Franchising Authority for the City (Enclosed)

Council Action _____

d. Accept Park Board Resignation (Enclosed)

Council Action _____

e. Park Board Appointment

Council Action _____

7. ADJOURNMENT

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**Tuesday, March 24, 2026
Minutes**

1. CALL TO ORDER

Mayor Percy called the meeting to order at 7:00 p.m.

2. ROLL CALL

Council Members Bachmayer, Dorner, and McChesney were also present. City Administrator Antonen represented the staff.

3. SETTING OF AGENDA

There were no changes to the agenda.

4. COMMENTS

a. Taxpayer Comments

Seniors from Centennial High School were in attendance as a requirement for a government class.

b. Council Member Comments

There were no council member comments.

c. Mayor's Comments

Mayor Percy commented on the following:

- Provided an update from the hearing on the changes to the fire pension systems for fire districts, which was approved on March 17th, and has been recommended to be moved into the omnibus bill.
- The annual Easter Egg Hunt will be on Saturday, April 4th, at Golden Lake Park and will start at 11 am.

Antonen Commented that the Chain of Lakes Rotary will have its annual fundraiser, a Beach Bingo Bash, Saturday, April 18th, at the Peder Pederson Pavilion in Hugo.

5. COMMITTEE REPORTS

a. Cable Commission

Member Dorner reported that the commission met on March 18th, and the main agenda item was appointing Barb Mahr from Lexington as the new chair, Barbara Bisschoff as the vice chair, and Chris Massoglia as treasurer. There will be a strategic planning meeting on April 15th.

b. Utility Commission

City Administrator Antonen reported that the Utility Commission met today at 5 pm. The agenda included the following:

- Awarded the Water Tower Reconditioning Project contract to BRZ Coatings, Inc. for \$615,000, which came in well below anticipated.
- Approve the updated PHMSA and FMCSA Drug and Alcohol Testing Policy and authorization to implement the policy with USDI as the City's third-party administrator.
- Approved a donation request of \$500 for the Centennial Area Education Foundation (CAEF) gala at Bunker Hills.

c. Police Governing Board

Mayor Percy reported that the governing board met for a special meeting on Wednesday, March 18th, the following items were discussed.

- Announcement of Police Chief James Mork's retirement from the CLPD at the end of June.
- Authorized the city administrators from the three cities to engage and authorize a search firm to begin searching for a new police chief.
- A special governing board meeting is scheduled for April 6th, to meet with the consultants.

6. COUNCIL BUSINESS

a. Consent Agenda Items:

1. Minutes – March 10, 2026
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. 2025 Q4 GF Summary
6. Licenses

Motion: McChesney moved, seconded by Dorner, to approve the Consent Agenda as presented. **Motion carried 4-0.**

b. 2025 Business Recognition

Mayor Percy explained that several businesses will be recognized this evening for their tenure as businesses in the City of Circle Pines. Those businesses that were present commented on being a business in Circle Pines and were presented with a plaque of appreciation.

The following businesses were recognized:

RUSTY COW CAFÉ	5 YEARS
ESTATE CLEAR	5 YEARS
RENOVATION COUNSELING	10 YEARS
INSPIRE ARCHITECTS	20 YEARS
CIRCLE PINES DENTAL	45 YEARS

The mayor and council members thanked all the businesses.

c. Resolution 2026-02 Adopting the 2025 Anoka County Hazard Mitigation Plan

Antonen introduced Deputy Chief Matt Montain who is the Emergency Manager Chief for SBM, which covers Circle Pines, Centerville, Spring Lake Park, Blaine and Mounds View.

Chief Montain explained that every 5 years FEMA requires an updated Anoka County Hazard Mitigation Plan (HMP), which is a plan that identifies different hazards and risks that might be out in the community. Then detailed plans, policies and procedures that will help reduce or eliminate risks are developed for our city, which also helps maintains eligibility for federal disaster relief.

2025 Hazard Mitigation Plan includes the following sections:

1. Public Planning Process
2. Risk Assessment and Vulnerability Analysis
3. Hazards
4. Mitigation Strategy
5. Plan Maintenance

Motion: Bachmayer moved, seconded by Dorner, to approve **Resolution No. 2026-02** Adopting the 2025 Anoka County Hazard Mitigation Plan.

Motion carried 4-0.

d. FMCSA & PHMSA Policy

Antonen explained that this is our updated drug and alcohol testing policy, which apply to both of our regulated groups. Our natural gas utility is regulated by the

Pipeline and Hazardous Materials Safety Administration (PHMSA) and by the Federal Mortar Carrier safety Administration (FMCSA) because of our CDLs.

This update is necessary due to the closure of the city's previous third-party testing provider, TCS. Staff have transitioned to a new provider, USDI, to administer required drug and alcohol testing services. The revised policy reflects updated procedures, reporting protocols, and administrative processes associated with USDI, while maintaining all required federal compliance standards.

The staff is requesting approval of the updated Drug and Alcohol Testing Policy to ensure continued compliance with federal regulations under the Pipeline and Hazardous Materials Safety Administration (PHMSA) and the Federal Motor Carrier Safety Administration (FMCSA).

Motion: Dorner moved, seconded by McChesney, to approve to approve the updated PHMSA and FMCSA Drug and Alcohol Testing Policy and authorization to implement the policy with USDI as the City's third-party administrator.

Motion carried 4-0.

e. L.B. Carlson – 2025 Audit Engagement Letter

Antonen explained that before the council tonight is the annual engagement letter with L.B. Carlson, who has already begun the audit, and has almost completed it.

Staff recommends approving the audit engagement letter with L.B. Carlson.

Motion: McChesney moved, seconded by Dorner, to approve the 2025 Audit Engagement Letter with L.B. Carlson.

Motion carried 4-0.

7. ADJOURN TO WORKSESSION

Motion: Bachmayer moved, seconded by McChesney, to adjourn the meeting to a work session at 8:35 p.m.

Motion carried 4-0.

Mayor

City Administrator

2026 License for Approval

All licenses on this list have insurance, bond & worker's comp if applicable, and have paid fee.

Date for Council Approval: 04/14/2026

	<u>Company</u>	<u>License type</u>
1	Affordable Comfort Mechanical LLC dba Apollo Heating, Air & Plumbing	HVAC
2	Duramax Asphalt LLC	ASPHALT
3	Blue Ox dba Blue Ox Heating & Air	HVAC
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CIRCLE PINES

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Agenda Item 6.c.

Memo

To: City Council Members
From: Patrick Antonen
Date: April 9, 2026
Re: NMTV Broadband Franchising

The City regulates cable communications systems operating within public rights-of-way to ensure consumer protection, fair and equitable service buildout, and consistent treatment of providers. Under Minnesota law, cable communications systems include broadband-only services such as internet access and Voice over Internet Protocol (VoIP). The City is a member of the North Metro Telecommunications Commission (NMTC) and has delegated authority to the NMTC to administer the franchising process. Franchise fees collected through these agreements help support North Metro TV.

The proposed resolution affirms the NMTC as the City's official franchising authority, maintaining regional coordination and consistent oversight of cable and broadband providers. Staff recommends approval of the resolution.

RESOLUTION NO. 2026-03

**STATE OF MINNESOTA
COUNTY OF ANOKA
CITY OF CIRCLE PINES**

A RESOLUTION AFFIRMING THE NORTH METRO TELECOMMUNICATIONS COMMISSION AS THE BROADBAND FRANCHISING AUTHORITY FOR THE CITY

WHEREAS, the City of Circle Pines recognizes the importance of franchising cable communications systems occupying the public rights-of-way and operating within the City; and

WHEREAS, the City wishes to protect consumers, set fair and equitable buildout requirements, ensure that every broadband provider operating within the City of Circle Pines is treated fairly and equally, and enforce reasonable use of the public rights of way; and

WHEREAS, the City recognizes that systems offering broadband-only internet services (i.e. broadband internet access and voice over internet protocol) are cable communications systems under Minnesota law; and

WHEREAS, the City is a member of the North Metro Telecommunications Commission (“NMTC”) and has delegated authority to the NMTC to administer the franchising process for cable communications systems; and

WHEREAS, franchise fees generated from cable communications system franchises are used in part to support North Metro TV; and

NOW THEREFORE BE IT RESOLVED that the City of Circle Pines affirms the North Metro Telecommunications Commission as the Franchising Authority for the City.

Adopted this 14th Day of April 2026.

Matt Percy, Mayor

ATTEST:

Patrick Antonen, City Administrator

(SEAL)

4/10/26

Re: Resignation

To Circle Pines City Council,

I am writing to formally resign from my Park Board position, effective 4/14/26

Best,

Angela Christen