

CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY

ECONOMIC DEVELOPMENT AUTHORITY MEETING MINUTES

SEPTEMBER 29, 2014

1. **Call to Order:** EDA Commission president Chris McClish called the EDA meeting to order at 4:30 pm.

2. **Roll Call:** Commission members present were Chris McClish, Brenda Pavelich-Beck and Richard Orpen. Jerry Tveit and Troy Shook excused. Also present were St. Francis Rec Committee members Paul Teicher, Lynda Skogquist, Tracy Hewitt, Mark Bothun, Steve Kane, City Attorney Scott Lepak and City Clerk Barb Held.

3. **Approve Minutes of December 16, 2013:** MOTION BY McCLISH SECOND PAVELICH-BECK TO APPROVE THE AUGUST 4, 2014 ECONOMIC DEVELOPMENT AUTHORITY MINUTES. Motion carried 3-0.

4. **Discussion with the St. Francis Recreation Committee:** Mark Bothun spokesperson for the St. Francis Rec Committee stated their goal is to create some type of recreational facility for community members for the next 50 years. We gathered information from youth and adult community members, churches, and all the different organizations within the area. After information was gathered we interviewed a couple architectural firms and choose HGA Inc. to conduct a space needs analysis. This firm has done a lot of different types of facilities. Bothun stated earlier this year he attended a city council meeting informing them of this new grassroots group that is starting up. Currently the St. Francis Rec Committee applied to be a 501(c)(3) organization but it is not official as of yet. However, we would like to proceed with the initial phase of a space needs analysis study. The approximately cost should be under \$35,000. HGA Inc has it at roughly \$29,350 and an estimated reimbursable expense of \$1,500. We will be asking for donations from the various organizations. The City Council previously stated they may help out potentially with liquor store funds to help this process along. Bothun asked if the EDA would partner with them by collecting the funds until they become a 501(c)(3). Pavelich-Beck asked if the EDA would need to follow the uniform contracting law. City Attorney Lepak stated no, because the architect is a professional service. Bothun stated we currently have 35 people that will meet with the architect for the space needs analysis. Orpen asked if they have land for this facility. Skogquist stated they were informed not to fit the building to the land but see what they want first then look for the land. McClish asked if they were looking for city water and sewer. Bothun yes and would like to have easy access for the whole community. Pavelich-Beck asked so all your ideas will be submitted to the architect. Bothun said there was a wants/needs list from all the different groups already put together and submitted to the architect. McClish stated, so you are looking for the EDA to sign all the agreements for the St. Francis Rec Committee for the time being. Pavelich-Beck asked if the Rec Committee is not approved to be a 501(c)(3) does the money stay with the EDA? So the question is Lepak stated; if the EDA spends \$35,000 and enters into a contract for service, is someone going to pay back the EDA? Kane stated the funding would come from the various organizations. If the council

approves a transfer only the shortfall would come from the liquor store fund. Lepak stated there would need to be an agreement drafted in regards to the donations and paying for the study plus a resolution stating the city council agrees to pay the difference. The Rec Committee stated they would also like to partner with the St. Francis Community Drug Awareness group who is currently a 501(c)(3). The first step is to see if the city council agrees with helping fund the study. This can be placed on the next City Council agenda, October 6, 2014. McClish thanked the St. Francis Rec Committee members for getting together to start this great idea.

5. Other Discussion: Orpen asked how the St. Francis Meadows Townhome project was going. Lepak stated he believes there is only one document left and that is on the October 6, 2014 City Council agenda for approval.

The question was should the EDA make a motion to enter into an agreement with the St. Francis Rec Committee. The consensus was to wait for council's action on the funding. The EDA set their next meeting for Wednesday, October 8 at city hall starting at 6:00 pm.

6. Adjourn: McClish adjourned the EDA meeting at 4:57 pm.

Barbara I. Held, City Clerk