

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

**January 28, 2025
7:00 P.M.**

AGENDA

1. Call to Order

2. Roll Call

Dave Bartholomay, Mayor
Matt Percy, Council Member
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. Fire Steering Committee
- b. Utilities Commission

6. COUNCIL BUSINESS

- a. Consent Agenda Items: For Approval
 - 1. Minutes - January 14, 2025 (Enclosed)
 - 2. General Disbursements (Enclosed)
 - 3. Police Disbursements (Enclosed)
 - 4. Fire Disbursements (Enclosed)
 - 5. 2024 Q4 General Fund Summary (Enclosed)
 - 6. Licenses (Enclosed)

Council Action _____

b. Centennial Fire District Update (Presentation)

Council Action _____

c. _____

Council Action _____

7. ADJOURNMENT

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

**Tuesday, January 14, 2025
Minutes**

1. CALL TO ORDER

Mayor Bartholomay 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. Member Percy was absent.

3. SETTING OF AGENDA

There were no changes to the agenda.

4. COMMENTS

a. Taxpayer Comments

There were no taxpayer comments.

b. Council Member Comments

There were no Council Member comments.

c. Mayor Comments

Mayor Bartholomay commented on the following:

- Attended the funeral of a neighbor.
- On January 8, 2025, attended the legislative breakfast with Administrator Antonen at the school district.
- The planning committee for the city's 75th Anniversary celebration met last night.
- Attended the board meeting for the County Master Gardener's advisory group last night.
- Received a letter from a resident and shared the letter and response with the council members.
- The League of Minnesota Cities conference is coming up for newly elected and existing officials. It will be held in Plymouth, MN on February 21st-22nd.

Member Dorner attended the meeting for the 75th Anniversary and commented that the planning committee has been working hard on the planning pieces and everything is coming together and looking good.

5. COMMITTEE REPORTS

There were no committee reports.

6. COUNCIL BUSINESS

a. Consent Agenda Items:

1. Minutes – December 23, 2024
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. Licenses

Motion: Bachmayer moved, seconded by Dorner, to approve the Consent Agenda as presented.

Motion carried 4-0.

b. Council Annual Appointments

Mayor Bartholomay explained these appointments are made in January of each year and went over the following appointments:

1. Official Newspaper

Motion: Dorner moved, seconded by McChesney, to approve the *Quad Community Press* as the official newspaper for the City of Circle Pines. **Motion carried 4-0.**

2. Official Depositories

Motion: McChesney moved, seconded by Bachmayer, to designate US Bank, Anoka Hennepin Federal Credit Union, Ehlers Financial, PFM Financial Network, Inc., RBC Capital Markets, and Wells Fargo Bank as the Official Depositories for the City of Circle Pines.

Council Member Percy is an employee of RBC and usually abstains from the vote if present.

Motion carried 4-0.

3. Official Signatories

The current official signatories will need to be modified replacing previous Council Member Dean Goldberg with a new council member.

Motion: Bachmayer moved, seconded by Dorner, to designate as official signatories for the City of Circle Pines the following persons: from Council, Mayor Dave Bartholomay, and Member Steve McChesney, replacing Member Dean Goldberg; and from Staff, Patrick Antonen and Kate Manson. **Motion carried 4-0.**

4. Electronic Funds Transfer Authorization

Mayor Bartholomay explained that each year based on the city's Electronic Funds Transfer Policy as required by MN Statute 471.37, the council needs to appoint authorizers so transfers can occur via bank wire or online banking.

Motion: McChesney moved, seconded by Dorner, to approve Mayor Dave Bartholomay, City Administrator Patrick Antonen, and Finance Director Kate Manson as Authorizers for Electronic Funds Transfers. **Motion carried 4-0.**

5. Civil Attorney

Mayor Bartholomay noted that Shelley Ryan from Hoff Barry, P.A., has been our civil attorney.

6. Prosecution Attorney

Joe Van Thomme from Eckberg Lammers, P.C., is the current prosecution attorney.

Mayor Bartholomay explained that both attorneys have been with the city for a long time and have done a great job.

Antonen commented that both attorneys have provided excellent services and have been great to work with for many years and recommended that they both retain their positions.

Motion: Bachmayer moved, seconded by Dorner, to designate Shelley Ryan from Hoff Barry, P.A., as Civil Attorney for the City of Circle Pines, and Joe Van Thomme from Eckberg Lammers, P.C., as Prosecution Attorney for the City of Circle Pines. **Motion carried 4-0.**

7. Engineer

Mayor Bartholomay explained that Eric Eckman and WSB and Associates have been the city's engineers for several years providing tremendous work when working with them on street projects.

Motion: Dorner moved, seconded by McChesney, to designate Eric Eckman and WSB and Associates as our city engineer and engineering group. **Motion carried 4-0.**

8. Mayor Pro Tem

Mayor Bartholomay explained that the Mayor Pro Tem acts on behalf of the mayor when the mayor is unable to attend meetings. Currently, Council Member Percy is Mayor Pro Tem and has been for the last several years. The council recommended Matt Percy to continue as Mayor Pro Tem for Circle Pines.

Motion: McChesney moved, seconded by Bachmayer, to designate Council Member Percy as Mayor Pro Tem for the City of Circle Pines. **Motion carried 4-0.**

COUNCIL COMMITTEE APPOINTMENTS

9. Police Governing Board

Mayor Bartholomay explained that the police governing board requires a mayor and one council member, in addition to one alternate member.

Motion: McChesney moved, seconded by Bachmayer, to appoint for a one-year term Mayor Bartholomay and Council Member Dorner as representatives and Council Member Bachmayer as an alternate to the Police Governing Board. **Motion carried 4-0.**

10. Fire Steering Committee

Mayor Bartholomay explained that the fire steering committee consists of two Council Members and one alternate. The current representatives are Council Members Percy and McChesney, but an alternate is needed.

Council Member Dorner will be the alternate.

Motion: Bachmayer moved, seconded by McChesney, to appoint for a one-year term Council Members Percy and McChesney as representatives and Council Member Dorner as alternate to the Fire Steering Committee. **Motion carried 4-0.**

11. Anoka County Fire Protection Council

Mayor Bartholomay explained that the Fire Protection Council consists of one elected official and one alternate; this council is usually filled with members from the fire steering committee. Currently, Council Member Percy is the representative, and Council Member McChesney is the alternate.

Motion: Dorner moved, seconded by Bachmayer, to appoint for a one-year term Council Member Percy as the representative and Council Member McChesney as the alternate on the Anoka County Fire Protection Council. **Motion carried 4-0.**

12. Cable Commission

Mayor Bartholomay explained that Council Member Dorner serves as the current representative and Council Member Percy is the alternate for the city.

Council Member Meagan Bachmayer will be the new representative of the city on the cable commission, and Member Percy as the alternate.

Motion: McChesney moved, seconded by Dorner, to appoint for a one-year term Council Member Bachmayer as the representative and Council Member Percy as the alternate on the Cable Commission. **Motion carried 4-0.**

13. Anoka County Airport Advisory Board

Mayor Bartholomay explained that this appointment differs from the other, as this is a two-year appointment and requires two representatives. The current representatives are Council Members Percy and McChesney, whose 2-year term will expire in 2026.

No Motion is required.

c. Contract for Criminal Prosecution Legal Services

Antonen explained that Circle Pines has contracted its criminal prosecution legal services to Eckberg Lammers since 2011, and the contract rates have remained unchanged since then. According to the CLPD, Eckberg Lammers has provided good criminal prosecution services and kept the city staff apprised of anything pressing. A 3% increase has been requested in the updated 2025 contract.

Staff recommended approving this contract for criminal prosecution legal services with Eckberg Lammers P.C.

Motion: McChesney moved, seconded by Dorner, to approve the 2025 contract with Eckberg Lammers P.C. for criminal prosecution legal services with a 3% rate increase for an annual total of \$43,878.

Motion carried 4-0.

d. Resolution No. 2025-01 Authorizing Application for Grant Navigation Support for the City of Circle Pines

Antonen explained that the Minnesota Pollution Control Agency (MPCA) has a planning grant available for Local Climate Action (LCA) plans. Currently, the city does not have an LCA plan, but there is a good possibility that one will be required in the 2030–2050 comprehensive plan as part of the process. In 2023, the state Legislature directed funding to the (MPCA) to provide local climate action grants to support efforts in local jurisdictions to address climate change by developing and implementing local plans of action that enable adaptation to extreme weather events and a changing climate and/or reduction of local contributions to the causes of climate change.

Antonen explained that this resolution supports a request for a grant navigation application to the League of Minnesota Cities (LMC) for up to \$5,000 for support services to write this grant application. If the city is successful and receives the MPCA LCA planning grant, the awarded amount could be up to \$50,000 in planning funds with only a 5% (\$2,500 max) local match.

Staff recommended approving Resolution No. 2025-01, a resolution authorizing the application for grant navigation support for the City of Circle Pines.

Mayor Bartholomay commented that writing a grant can be very technical, and city staff will need assistance to complete some aspects of the grant application. So, the partnerships working together with the League of Minnesota Cities and WSB engineers will help get this grant written.

Motion: Bachmayer moved, seconded by Dorner, to approve RES No. 2025-01, authorizing the application for grant navigation support of League of Minnesota Cities for the City of Circle Pines.

Motion carried 4-0.

e. Pay Equity Report

Antonen explained that every three years the city is required to submit to the State of Minnesota the pay equity report, which was provided in the packet. The report is a direct reflection of the payroll information as of December 31, 2024.

The city anticipated being found in compliance as having been found in compliance on all previous submissions.

The only action required of the council is to authorize the submission of the report.

Motion: McChesney moved, seconded by Bachmayer, to authorize the submission of the **2025 Pay Equity Report.**

Motion carried 4-0.

f. Award Bid – 2025 Fire Station 1 Roof Replacement Project

Antonen explained that on January 07, 2025, bids were received for the 2025 Centennial Fire Station #1 Reroofing Project at the scheduled bid opening meeting. Commercial Roofing submitted the lowest bid of \$190,925.00 out of the 13 bids that were submitted.

Staff recommended the approval of Commercial Roofing’s bid as outlined above.

Motion: Dorner moved, seconded by Bachmayer, to approve the bid of **\$190,925** and award Commercial Roofing as the contractor for the **2025 Roof Replacement Project for Fire State 1.**

Motion carried 4-0.

7. ADJOURNMENT

Motion: Bachmayer moved, seconded by McChesney, to adjourn the meeting at 8:37 p.m.

Motion carried 4-0.

Mayor

City Administrator



200 Civic Heights Circle
Circle Pines, MN 55014
(763) 784-5898

CIRCLE PINES

www.ci.circle-pines.mn.us

Memo

Agenda Item 6.a.5.

To: City Council
From: Kate Manson
Date: January 23, 2025
Re: Quarterly General Fund Financials

2024's budget had us spending \$193,795 in reserves from Public Safety aid received in 2023, but due to strong interest earnings, we'll end the year with only utilizing about \$55,000 in reserves. Not all year-end adjustments have been made, nor the audit conducted, but this financial summary should be fairly accurate.

Other than the additional \$100,000 in interest earnings, the City outperformed budgeted expectations in regards to other revenue as well. Intergovernmental revenue saw about a \$7,800 increase to Police State Aid projections, and \$3,400 from the state for election expenses. Golden Lake concessions sales continue to bring in more revenue than anticipated in the tune of \$3,131, as well as pavilion rental of an additional \$1,131.

Building, mechanical and plumbing permits combined brought in almost \$26,000 in excess of budget, but expenditures were also higher by more than \$36,000, so the net impact is less favorable. Most of the net impact to the annual financials is related to a timing difference on when inspections occur to when the permits are paid for. Permits are traditionally irregular financial activity ranging in the last ten years from \$58,234 to \$146,255 in revenue and \$27,128 to \$71,936 in expenses.

Further contributing to the favorable financials, are significant reduction to expenditures in four departments. The police department had \$7,349 less in legal prosecution expenses than budgeted. Golden Lake Park spent \$3,522 less on Golden Lake concessions staff and supplies, \$6,091 less on building and grounds maintenance than planned, and finally over \$7,000 saved on contracted services including goose control, employment physicals, engineering, and employment publishing. The unallocated line item produced worker's compensation insurance savings due to the absence of any claims. Streets was the department with the largest reductions in cost. Over \$22,000 less was spent on salaries and benefits due to a retirement, an open position, and lack of snow fall. Deicing materials were not needing replenishment as inventory was restocked late in 2023 causing a decrease of \$17,000. Lastly, another year with light maintenance on streets, streetlights and equipment reduced spending by over \$17,000.

Unexpected higher costs worth noting other than building inspections are \$53,000 to purchase a fire engine and \$14,000 spent on additional contracted tree and stump removal.



200 Civic Heights Circle
Circle Pines, MN 55014
(763) 784-5898

CIRCLE PINES

www.ci.circle-pines.mn.us

There was a lot of movement in the 2024 financials within several departments, but overall spending was \$2,406 under budget, and revenue came in higher due to the favorable interest earnings, which will continue to place the City in strong financial standing.

KM

Enclosures:

(1) General Fund 2024 Quarter 4 Summary



GENERAL FUND 2024
Quarter 4 Summary

100% OF THE FISCAL YEAR HAS ELAPSED

	SPENDING AVAILABLE (UNAVAILABLE)	2024 BUDGET	2024 ACTUAL	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
				JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	APRIL ACTUAL	MAY ACTUAL	JUNE ACTUAL	JULY ACTUAL	AUGUST ACTUAL	SEPTEMBER ACTUAL	OCTOBER ACTUAL	NOVEMBER ACTUAL	DECEMBER ACTUAL
REVENUE															
Taxes	100%	2,649,945	2,642,949	-	-	-	-	-	-	1,366,708	-	-	-	-	1,276,241
Licenses & Permits	142%	68,882	98,078	10,877	4,083	5,333	5,611	10,033	7,257	9,649	8,948	12,344	10,203	10,564	3,177
Intergovernmental	102%	525,186	536,853	2,633	-	-	-	3,447	-	232,452	-	255,889	(188,095)	-	230,527
Charges for Services	112%	39,619	44,492	4,737	3,171	1,305	4,539	2,498	5,745	8,974	4,072	1,435	2,749	4,421	845
Fines	100%	11,000	11,055	1,475	570	117	613	1,792	373	407	1,427	1,360	1,010	1,207	705
Other Revenue	209%	89,463	186,901	51,579	37,203	42,229	34,099	28,715	35,747	43,979	40,646	41,345	35,872	45,851	(250,363)
TOTAL REVENUES	104%	3,384,095	3,520,328	71,300	45,027	48,984	44,863	46,485	49,121	1,662,168	55,093	312,373	(138,261)	62,043	1,261,132
EXPENDITURES															
MAYOR & COUNCIL	92%	5,251	66,837	6,817	1,685	8,527	2,940	1,917	7,253	5,080	3,863	10,777	1,660	1,862	9,206
CITY ADMINISTRATION	103%	(7,030)	226,696	22,026	16,775	24,411	16,771	17,922	17,845	16,753	25,227	17,301	19,244	16,800	22,649
ELECTIONS	86%	3,824	26,884	-	1,080	5,006	-	-	717	30	7,067	21	258	8,872	10
CABLE TV	96%	350	9,310	8,960	-	-	-	-	-	-	-	-	-	-	-
FINANCE	104%	(7,482)	177,131	14,041	12,006	16,828	17,278	33,227	16,725	12,299	17,407	10,256	10,471	9,558	14,517
CITY ATTORNEY	84%	4,663	30,000	-	429	60	675	705	1,127	1,620	1,902	7,988	7,794	1,134	1,904
PLANNING & ZONING	2%	3,341	3,400	-	-	-	-	41	-	-	-	-	-	-	17
ENGINEERING	91%	437	5,000	-	-	208	387	643	1,667	260	326	-	787	286	-
GENERAL GOVT BUILDINGS	106%	(3,539)	57,565	6,862	7,903	3,920	4,001	4,388	4,817	5,917	4,057	3,589	4,288	6,321	5,041
POLICE	99%	8,650	1,328,024	106,477	109,433	109,439	109,430	109,429	110,030	109,430	109,430	109,431	114,427	109,434	112,984
FIRE	112%	(53,000)	430,620	156,630	-	-	91,330	-	-	144,330	-	-	91,330	-	-
BUILDING INSPECTIONS	205%	(36,886)	35,050	65	-	-	260	22,214	-	5,513	4,237	-	-	18,618	21,029
STREETS	84%	64,717	395,875	174,939	12,129	18,766	17,231	12,240	12,430	11,933	18,172	12,992	13,389	10,774	16,162
COMMUNITY VEGETABLE GA	59%	262	634	-	40	300	32	-	-	-	-	-	-	-	-
PARKS	100%	1,874	580,551	136,131	28,186	39,781	35,198	39,535	43,463	47,876	62,929	39,247	34,855	31,696	39,781
GOLDEN LAKE	73%	19,222	71,669	3,408	624	1,347	769	4,172	9,210	12,904	14,858	1,846	1,092	1,283	933
SHADE TREE PROGRAM	122%	(17,483)	79,826	10,820	18,417	10,823	4,245	12,026	3,465	3,814	7,315	4,325	7,950	5,086	9,021
UNALLOCATED	71%	15,235	52,818	-	-	-	17,830	-	19,753	-	-	-	-	-	-
TOTAL EXPENDITURES	100%	2,406	3,577,890	647,175	208,706	239,416	318,378	258,459	248,503	377,759	276,791	217,772	307,545	221,725	253,256
REVENUES OVER (UNDER) EXPENDITURES		(193,795)	(55,156)	(575,875)	(163,679)	(190,432)	(273,515)	(211,975)	(199,382)	1,284,409	(221,698)	94,601	(445,806)	(159,682)	1,007,876

2025 License for Approval

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

Date for Council Approval: 01/28/2025

	<u>Company</u>	<u>License type</u>
1	Home Care Heating and Air LLC	HVAC
2	U&Mi LLC dba Northern Asian Massage	MASSAGE4
3	Rainbow Tree Company dba Rainbow Treecare	TREE SVC
4	Rainbow Tree Company dba Rainbow Treecare	FLL
5	Dockter-Lutz Chiropractic - Massage Establishment/Parlor	MASSAGE5
6	Dean's Home Services (Dean's Professional Plumbing LLC)	HVAC
7	Erickson Plumbing Heating & Cooling Inc. dba Erickson Plumbing Heating Air Electrical	HVAC
8		
9		
10		
11		