

**CITY OF CIRCLE PINES, MINNESOTA  
REGULAR UTILITIES COMMISSION MEETING**

**March 26, 2024**

**5:00 P.M.**

**AGENDA**

- 1. Call to Order
- 2. Roll Call

*Jan Kreminski, Chair  
Dwight Benoy, Commissioner  
Curtis Theis, Commissioner  
Eric Peterson, Commissioner  
Brian Olson, Commissioner  
Patrick Antonen, City Administrator*

- 3. Setting of Agenda

**Note:** Consent agenda items will be acted on with one motion unless a Utilities Commission Member requests their placement on the regular agenda.

**4. COMMENTS**

- a. Public Comments
- b. Commission Member Comments

**5. COMMISSION BUSINESS**

- a. Consent Agenda

<u>Item</u>	<u>Action</u>
1. February 21, 2024 Minutes (Enclosed)	Approve
2. Disbursement List (Enclosed)	Approve
3. Financial Statement (Enclosed)	Approve
4.	Approve

Commission Action\_\_\_\_\_

- b. Award 2024 Centennial Utilities Scholarships (Presented at Meeting)

Commission Action\_\_\_\_\_

- c. Sewer and Storm Sewer Repair Projects – (Enclosed)

Commission Action\_\_\_\_\_

**6. ADJOURNMENT**

**CITY OF CIRCLE PINES, MINNESOTA  
REGULAR UTILITIES COMMISSION MEETING**

**February 21, 2024**

**Minutes**

**1. CALL TO ORDER**

Chairman Jan Kreminski called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

Commission Members Brian Olson, Eric Peterson, Curtis Theis, and Dwight Benoy, were present. City Administrator Patrick Antonen was present representing staff.

**3. SETTING OF AGENDA**

There were no changes to the agenda.

**4. COMMENTS**

**a. Public Comments**

There were no public comments.

**b. Commission Member Comments**

Commission members commented on the following:

- Kreminski commented that the utility department is considering a new billing format that is set to be presented in March.
- Antonen commented that the meeting dates for the Utility Commission will change starting next month, March 26<sup>th</sup>, from the 2<sup>nd</sup> Wednesday each month to the 4<sup>th</sup> Tuesday of each month prior to the City Council meeting.

**5. COMMISSION BUSINESS**

**a. Consent Agenda**

<u>Item</u>	<u>Action</u>
1. January 17, 2024 Meeting Minutes	Approve
2. Disbursement List	Approve
3. Financial Statement	Approve

**Motion:** Benoy moved, seconded by Peterson, to approve the Consent Agenda as presented.

**Motion carried 5-0.**

**b. Employee Handbook Changes**

Antonen explained that there are three proposed changes regarding the Personnel Policy in the Employee Handbook, which include:

1. Page 25: Language was added to address the use of artificial intelligence technology (AI) to perform job duties. This language is bringing to light that the use must be used with only “public” information as AI is a public format.
2. Page 40: Annual Leave. As part of labor negotiations an additional day was added to each block of years of service, and the personnel policy changes reflects that change.
3. Page 41-42: Earned Sick and Safe Time (ESST): This is a reflection of changes the State Legislature made to give employees who work at least 80 hours in a year will receive 1 hour of ESST for every 30 hours worked. This doesn’t affect what full-time or part-time employees currently get. This would cover most likely summer and seasonal workers or other employees who meet the threshold.

Staff is recommending to the Utilities Commission approval of the above changes to the Personnel Policy.

**Motion:** Theis moved, seconded by Benoy, to approve the presented changes to the Employee Handbook. **Motion carried 5-0.**

**c. Donation Request Circle-Lex Lions**

Kreminski explained that this is a donation request by the Circle-Lex Lions for the annual Easter Egg Hunt held at Golden Lake Park on March 30, 2024, and noted that the commission has donated \$250 in the past.

**Motion:** Peterson moved, seconded by Olson, to approve a \$250 donation to the Circle-Lex Lions Annual Easter Egg Hunt. **Motion carried 5-0.**

**6. ADJOURNMENT**

**Motion:** Benoy moved, seconded by Theis, to adjourn at 5:09 p.m. **Motion carried 5-0.**

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Chair

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City Administrator

Name	Invoice	Description	Invoice Date	Total Cost
<b>ANOKA COUNTY (134)</b>				
ANOKA COUNTY	22224	Delinquent Utility Accts-1/2 Water Assessment	02/01/2024	67.00
ANOKA COUNTY	22224	Delinquent Utility Accts-1/2 Sewer Assessment	02/01/2024	67.00
Total ANOKA COUNTY (134):				134.00
<b>ANOKA COUNTY TREASURY DEPT (137)</b>				
ANOKA COUNTY TREA	B240214F	Feb Broadband	02/14/2024	46.50
ANOKA COUNTY TREA	B240214F	Feb Broadband	02/14/2024	15.00
ANOKA COUNTY TREA	B240214F	Feb Broadband	02/14/2024	13.50
Total ANOKA COUNTY TREASURY DEPT (137):				75.00
<b>BP Canada Energy Mktg Corp (171)</b>				
BP Canada Energy Mktg	21320794/21	Jan Natural Gas	02/02/2024	121,501.32
Total BP Canada Energy Mktg Corp (171):				121,501.32
<b>CINTAS (208)</b>				
Cintas	5198040226	Shop First Aid Supplies	02/16/2024	96.30
Cintas	5198040226	Shop First Aid Supplies	02/16/2024	27.55
Cintas	5198040226	Shop First Aid Supplies	02/16/2024	27.55
Cintas	5198040226	Sales Tax	02/16/2024	2.17-
Total CINTAS (208):				149.23
<b>CONNEXUS ENERGY (229)</b>				
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	209.91
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	40.27
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	118.82
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	641.01
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	64.42
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	36.05
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	261.49
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	30.23
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	30.23
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	584.85
CONNEXUS ENERGY	22224	Sales Tax	02/14/2024	67.82-
CONNEXUS ENERGY	22224	Jan Electric	02/14/2024	14.94
Total CONNEXUS ENERGY (229):				1,964.40
<b>HAWKINS, INC (322)</b>				
HAWKINS, INC	6688966	Chlorine Cylinder Rentals	02/15/2024	20.00
Total HAWKINS, INC (322):				20.00
<b>KNOWLAN'S SUPER MARKETS (390)</b>				
KNOWLAN'S SUPER M	02 16 24	Coffee/Filter Supplies	02/22/2024	14.12
KNOWLAN'S SUPER M	02 16 24	Coffee/Filter Supplies	02/22/2024	4.14
KNOWLAN'S SUPER M	02 16 24	Coffee/Filter Supplies	02/22/2024	4.14
Total KNOWLAN'S SUPER MARKETS (390):				22.40

Name	Invoice	Description	Invoice Date	Total Cost
<b>LANO EQUIPMENT, INC (396)</b>				
LANO EQUIPMENT, IN	02-1050628-	(City Exp) Reversal of Original Invoice 02-1050628	01/08/2024	143.81-
LANO EQUIPMENT, IN	02-1054680	(City Exp) Tiller Attachment for Toolcat	01/31/2024	6,946.65
LANO EQUIPMENT, IN	02-1056105	(City Exp) Installed Strobe & Harness, as well a Trailer	02/09/2024	805.20
Total LANO EQUIPMENT, INC (396):				7,608.04
<b>MC TOOL &amp; SAFETY SALES (422)</b>				
MC TOOL & SAFETY S	018743	Measuring Wheel for Sewer Dept	02/13/2024	146.90
Total MC TOOL & SAFETY SALES (422):				146.90
<b>Minnesota Community Energy (445)</b>				
Minnesota Community E	1114	Jan Natural Gas	02/08/2024	124,014.52
Total Minnesota Community Energy (445):				124,014.52
<b>MISC Utility Refunds 2024 (999904)</b>				
Shelly Williams	022124	Refund Accidental Overpayment on Acct#29.01	02/21/2024	1,989.00
Total MISC Utility Refunds 2024 (999904):				1,989.00
<b>MN Dept of Health (459)</b>				
MN Dept of Health	022224	1st Qtr State Water Fees	02/16/2024	4,497.00
Total MN Dept of Health (459):				4,497.00
<b>MN DEPT OF REVENUE (463)</b>				
MN DEPT OF REVENU	022224	January Sales Tax	02/19/2024	637.53
MN DEPT OF REVENU	022224	January Sales Tax	02/19/2024	1,914.19
MN DEPT OF REVENU	022224	January Sales Tax	02/19/2024	8,109.16
MN DEPT OF REVENU	022224	January Sales Tax	02/19/2024	913.53
MN DEPT OF REVENU	022224	January Sales Tax	02/19/2024	46.33
Total MN DEPT OF REVENUE (463):				11,620.74
<b>O'REILLY AUTOMOTIVE, INC (516)</b>				
O'REILLY AUTOMOTIV	3472-317910	Sales Tax	02/22/2024	1.37-
O'REILLY AUTOMOTIV	3472-317910	Blue Def Fluid	02/22/2024	33.98
O'REILLY AUTOMOTIV	3472-317910	Windshield Washer Fluid & Antiseize	02/22/2024	18.27
O'REILLY AUTOMOTIV	3472-317910	Windshield Washer Fluid	02/22/2024	1.44
O'REILLY AUTOMOTIV	3472-317910	Windshield Washer Fluid	02/22/2024	1.44
Total O'REILLY AUTOMOTIVE, INC (516):				53.76
<b>TASC (609)</b>				
TASC	IN3027910	COBRA Administration Fees 4/1-6/30/24	02/16/2024	21.66
TASC	IN3027910	COBRA Administration Fees 4/1-6/30/24	02/16/2024	13.64
TASC	IN3027910	COBRA Administration Fees 4/1-6/30/24	02/16/2024	4.01
TASC	IN3027910	COBRA Administration Fees 4/1-6/30/24	02/16/2024	3.21
TASC	IN3027910	COBRA Administration Fees 4/1-6/30/24	02/16/2024	3.21
TASC	IN3027910	COBRA Administration Fees 4/1-6/30/24	02/16/2024	3.21

Name	Invoice	Description	Invoice Date	Total Cost
Total TASC (609):				48.94
<b>US Bank Credit Card (646)</b>				
US Bank Credit Card	22224	Adobe Subscription	01/25/2024	9.73
US Bank Credit Card	22224	Adobe Subscription	01/25/2024	3.00
US Bank Credit Card	22224	Adobe Subscription	01/25/2024	2.99
US Bank Credit Card	22224	W2 Envelopes, 1099-NECs & MISCs	01/25/2024	9.23
US Bank Credit Card	22224	W2 Envelopes, 1099-NECs & MISCs	01/25/2024	3.07
US Bank Credit Card	22224	W2 Envelopes, 1099-NECs & MISCs	01/25/2024	3.07
US Bank Credit Card	22224	Washer Solvent	01/25/2024	3.54
US Bank Credit Card	22224	Washer Solvent	01/25/2024	1.04
US Bank Credit Card	22224	Washer Solvent	01/25/2024	1.04
US Bank Credit Card	22224	Uniform Jeans (2) JS	01/25/2024	50.04
US Bank Credit Card	22224	Uniform Jeans (2) JS	01/25/2024	10.77
US Bank Credit Card	22224	Uniform Jeans (2) JS	01/25/2024	7.70
US Bank Credit Card	22224	Uniform Jeans (2) JS	01/25/2024	.77
US Bank Credit Card	22224	MCMA Spring Conference Hotel PA	01/25/2024	123.83
US Bank Credit Card	22224	MCMA Spring Conference Hotel PA	01/25/2024	39.95
US Bank Credit Card	22224	MCMA Spring Conference Hotel PA	01/25/2024	35.95
US Bank Credit Card	22224	Sales Tax	01/25/2024	.73-
US Bank Credit Card	22224	Rounding Adjustment-US Bank CC	01/25/2024	.01-
Total US Bank Credit Card (646):				304.98
Grand Totals:				274,150.23

Report GL Period Summary

Vendor number hash:	0
Vendor number hash - split:	0
Total number of invoices:	0
Total number of transactions:	0

Name	Invoice	Description	Invoice Date	Total Cost
<b>Amazon Capital Services (122)</b>				
Amazon Capital Service	1KLQ-DJ96-	12 Pack of 3 Ring Binders	02/26/2024	52.10
Amazon Capital Service	1KLQ-DJ96-	Sales Tax	02/26/2024	4.37-
Amazon Capital Service	1KLQ-DJ96-	Notebooks	02/26/2024	6.03
Amazon Capital Service	1KLQ-DJ96-	Notebooks	02/26/2024	1.80
Amazon Capital Service	1KLQ-DJ96-	Notebooks	02/26/2024	1.62
Total Amazon Capital Services (122):				57.18
<b>AMERICAN EXPRESS (124)</b>				
AMERICAN EXPRESS	03 07 24	Feb Amex Credit Card Processing Fees for Utility Pay	03/07/2024	427.48
AMERICAN EXPRESS	03 07 24	Feb Amex Credit Card Processing Fees for Utility Pay	03/07/2024	53.44
AMERICAN EXPRESS	03 07 24	Feb Amex Credit Card Processing Fees for Utility Pay	03/07/2024	53.44
Total AMERICAN EXPRESS (124):				534.36
<b>AMERICAN MESSAGING (125)</b>				
AMERICAN MESSAGIN	D2039644YC	Mar Paging	03/01/2024	31.30
Total AMERICAN MESSAGING (125):				31.30
<b>CASEY'S BUSINESS MASTERCARD (185)</b>				
CASEY'S BUSINESS M	30724	Feb Fuel	03/01/2024	294.03
CASEY'S BUSINESS M	30724	Feb Fuel	03/01/2024	102.20
CASEY'S BUSINESS M	30724	Feb Fuel	03/01/2024	267.97
Total CASEY'S BUSINESS MASTERCARD (185):				664.20
<b>CENTENNIAL UTILITIES (194)</b>				
CENTENNIAL UTILITIE	030724	Feb Utilities	03/01/2024	153.95
CENTENNIAL UTILITIE	030724	Feb Utilities	03/01/2024	17.96
CENTENNIAL UTILITIE	030724	Feb Utilities	03/01/2024	17.96
CENTENNIAL UTILITIE	030724	Feb Utilities	03/01/2024	1,304.83
CENTENNIAL UTILITIE	030724	Feb Utilities	03/01/2024	134.32
CENTENNIAL UTILITIE	030724	Feb Utilities	03/01/2024	1,199.83
CENTENNIAL UTILITIE	030724	Feb Utilities	03/01/2024	381.07
CENTENNIAL UTILITIE	030724	Sales Tax	03/01/2024	106.20-
Total CENTENNIAL UTILITIES (194):				3,103.72
<b>CENTURY LINK (200)</b>				
CENTURY LINK	03 07 24	Mar Filter Plant Phone	03/07/2024	66.27
Total CENTURY LINK (200):				66.27
<b>CHASE (205)</b>				
CHASE	03 07 24	Feb Chase Credit Card Processing Fees for Utility Pay	03/07/2024	1,591.76
CHASE	03 07 24	Feb Chase Credit Card Processing Fees for Utility Pay	03/07/2024	198.97
CHASE	03 07 24	Feb Chase Credit Card Processing Fees for Utility Pay	03/07/2024	198.97
Total CHASE (205):				1,989.70
<b>CINTAS (208)</b>				
CINTAS	4184715967	Shop Cleaning	02/27/2024	76.64

Name	Invoice	Description	Invoice Date	Total Cost
CINTAS	4184715967	Shop Cleaning	02/27/2024	21.27
CINTAS	4184715967	Shop Cleaning	02/27/2024	21.27
CINTAS	4184715967	Sales Tax	02/27/2024	5.76-
CINTAS	4184716013	CH Cleaning	02/27/2024	71.99
CINTAS	4184716013	CH Cleaning	02/27/2024	21.48
CINTAS	4184716013	CH Cleaning	02/27/2024	19.33
CINTAS	4184716013	Sales Tax	02/27/2024	5.41-
Total CINTAS (208):				220.81
<b>CIRCLE LEX LIONS (209)</b>				
CIRCLE LEX LIONS	030724	2024 Easter Egg Hunt Donation	03/07/2024	250.00
Total CIRCLE LEX LIONS (209):				250.00
<b>COMCAST (222)</b>				
COMCAST	30724	Mar Internet	02/27/2024	22.45
COMCAST	30724	Mar Internet	02/27/2024	6.69
COMCAST	30724	Mar Internet	02/27/2024	6.02
COMCAST	30724	Sales Tax	02/27/2024	1.69-
Total COMCAST (222):				33.47
<b>COVERALL NORTH AMERICA, INC. (237)</b>				
COVERALL NORTH AM	1590034860	Mar CH Cleaning	03/01/2024	163.91
COVERALL NORTH AM	1590034860	Mar CH Cleaning	03/01/2024	48.90
COVERALL NORTH AM	1590034860	Mar CH Cleaning	03/01/2024	44.01
COVERALL NORTH AM	1590034860	Sales Tax	03/01/2024	12.32-
Total COVERALL NORTH AMERICA, INC. (237):				244.50
<b>DEY DISTRIBUTING, INC (257)</b>				
DEY DISTRIBUTING, IN	6860987	40 Amp Circuit Breaker	03/01/2024	25.70
DEY DISTRIBUTING, IN	6861595	30 Amp, 2 Pole Circuit Breaker	03/01/2024	13.70
DEY DISTRIBUTING, IN	6861595	30 Amp, 2 Pole Circuit Breaker	03/01/2024	3.73
DEY DISTRIBUTING, IN	6861595	30 Amp, 2 Pole Circuit Breaker	03/01/2024	3.47
DEY DISTRIBUTING, IN	6861595	Sales Tax	03/01/2024	1.03-
DEY DISTRIBUTING, IN	720476	Returned 40 Amp Circuit Breaker	03/01/2024	12.75-
DEY DISTRIBUTING, IN	721309	Shipping Refund for Returned 40 Amp Circuit Breaker	03/06/2024	12.95-
Total DEY DISTRIBUTING, INC (257):				19.87
<b>Flow Control Automation, Inc. (738)</b>				
Flow Control Automation	IN1793	Water Meter for Pumphouse #3	02/26/2024	4,607.73
Total Flow Control Automation, Inc. (738):				4,607.73
<b>GOPHER STATE ONE CALL INC (306)</b>				
GOPHER STATE ONE	4020291	Feb Circle Pines Locates	02/29/2024	10.53
GOPHER STATE ONE	4020291	Feb Blaine & LL Locates	02/29/2024	39.15
GOPHER STATE ONE	4020291	Feb Circle Pines Locates	02/29/2024	4.86
GOPHER STATE ONE	4020291	Feb Circle Pines Locates	02/29/2024	.81



Name	Invoice	Description	Invoice Date	Total Cost
Total GOPHER STATE ONE CALL INC (306):				55.35
<b>HOME DEPOT CREDIT SERVICES (333)</b>				
HOME DEPOT CREDIT	30724	Switches	02/21/2024	7.90
HOME DEPOT CREDIT	30724	Switches	02/21/2024	2.15
HOME DEPOT CREDIT	30724	Switches	02/21/2024	2.01
HOME DEPOT CREDIT	30724	Sales Tax	02/21/2024	.59-
Total HOME DEPOT CREDIT SERVICES (333):				11.47
<b>I U O E LOCAL 49 (347)</b>				
I U O E LOCAL 49	30724	Apr Health Insurance	03/07/2024	5,049.60
I U O E LOCAL 49	30724	Apr Health Insurance	03/07/2024	1,104.60
I U O E LOCAL 49	30724	Apr Health Insurance	03/07/2024	789.00
I U O E LOCAL 49	30724	Apr Health Insurance	03/07/2024	78.90
Total I U O E LOCAL 49 (347):				7,022.10
<b>IMAGE PRINTING &amp; GRAPHICS, INC (353)</b>				
IMAGE PRINTING & G	166343	Mar Utility Newsletter	02/28/2024	473.21
IMAGE PRINTING & G	166343	Mar Utility Newsletter	02/28/2024	55.84
IMAGE PRINTING & G	166343	Sales Tax	02/28/2024	21.45-
IMAGE PRINTING & G	166359	Green Immediate Attention Required Door Hangers	02/29/2024	78.82
IMAGE PRINTING & G	166359	Green Immediate Attention Required Door Hangers	02/29/2024	20.19
IMAGE PRINTING & G	166359	Green Immediate Attention Required Door Hangers	02/29/2024	19.07
IMAGE PRINTING & G	166359	Sales Tax	02/29/2024	5.92-
Total IMAGE PRINTING & GRAPHICS, INC (353):				619.76
<b>Innovative Office Solutions, LLC (355)</b>				
Innovative Office Solutio	IN4470617	Copy Paper	02/23/2024	30.42
Innovative Office Solutio	IN4470617	Copy Paper	02/23/2024	9.38
Innovative Office Solutio	IN4470617	Copy Paper	02/23/2024	9.37
Innovative Office Solutio	IN4470617	Sales Tax	02/23/2024	2.29-
Total Innovative Office Solutions, LLC (355):				46.88
<b>Instrumental Research, Inc. (357)</b>				
Instrumental Research, I	5430	Water Testing-Feb	03/01/2024	72.00
Total Instrumental Research, Inc. (357):				72.00
<b>James W. Keinath (368)</b>				
James W. Keinath	2024-0001	1st Quarter Gas Consulting	02/27/2024	5,000.00
Total James W. Keinath (368):				5,000.00
<b>MAMA (416)</b>				
MAMA	1917	2/22 Lunch meeting	02/21/2024	7.75
MAMA	1917	2/22 Lunch meeting	02/21/2024	2.50
MAMA	1917	2/22 Lunch meeting	02/21/2024	2.25

Name	Invoice	Description	Invoice Date	Total Cost
Total MAMA (416):				12.50
<b>MENARDS - BLAINE (429)</b>				
MENARDS - BLAINE	64933	Tool Holder, Spade Terminals, Washers, Screw Eyes	02/22/2024	4.38
MENARDS - BLAINE	64933	Tool Holder, Spade Terminals, Washers, Screw Eyes	02/22/2024	1.18
MENARDS - BLAINE	64933	Tool Holder, Spade Terminals, Washers, Screw Eyes	02/22/2024	1.18
MENARDS - BLAINE	64933	Basket Strainer Washer	02/22/2024	1.30
MENARDS - BLAINE	64933	Basket Strainer Washer	02/22/2024	.35
MENARDS - BLAINE	64933	Basket Strainer Washer	02/22/2024	.33
MENARDS - BLAINE	64933	Sales Tax	02/22/2024	.43-
MENARDS - BLAINE	65452	Sponges, Bristle Brush, Hook & Strap Loops	03/05/2024	17.05
MENARDS - BLAINE	65452	Sponges, Bristle Brush, Hook & Strap Loops	03/05/2024	4.61
MENARDS - BLAINE	65452	Sponges, Bristle Brush, Hook & Strap Loops	03/05/2024	4.61
MENARDS - BLAINE	65452	Sales Tax	03/05/2024	1.28-
Total MENARDS - BLAINE (429):				33.28
<b>METRO COUNCIL-ENVIRONMENTAL (434)</b>				
METRO COUNCIL-ENV	1169387	Apr Sewer Contract	03/07/2024	31,434.12
Total METRO COUNCIL-ENVIRONMENTAL (434):				31,434.12
<b>Metro-INET (685)</b>				
Metro-INET	1778	Mar IT Support & Phones	03/01/2024	1,622.85
Metro-INET	1778	Mar IT Support & Phones	03/01/2024	523.50
Metro-INET	1778	Mar IT Support & Phones	03/01/2024	471.15
Total Metro-INET (685):				2,617.50
<b>MN Healthcare Consortium-Your Regional (727)</b>				
MN Healthcare Consorti	03 07 24	Mar Health Insurance	02/19/2024	774.04
MN Healthcare Consorti	03 07 24	Mar Health Insurance	02/19/2024	730.12
MN Healthcare Consorti	03 07 24	Mar Health Insurance	02/19/2024	3,097.19
Total MN Healthcare Consortium-Your Regional (727):				4,601.35
<b>O'REILLY AUTOMOTIVE, INC (516)</b>				
O'REILLY AUTOMOTIV	3472-318585	Oil filter for 2014 F150	02/26/2024	5.05
O'REILLY AUTOMOTIV	3472-318585	Oil filter for 2014 F150	02/26/2024	1.67
O'REILLY AUTOMOTIV	3472-318585	Oil filter for 2014 F150	02/26/2024	1.59
O'REILLY AUTOMOTIV	3472-318585	Sales Tax	02/26/2024	2.08-
O'REILLY AUTOMOTIV	3472-318585	Oil for 2014 F150	02/26/2024	22.63
O'REILLY AUTOMOTIV	3472-318585	Oil for 2014 F150	02/26/2024	7.45
O'REILLY AUTOMOTIV	3472-318585	Oil for 2014 F150	02/26/2024	7.10
O'REILLY AUTOMOTIV	3472-318638	Oil filter for 2013 Chev	02/26/2024	5.04
O'REILLY AUTOMOTIV	3472-318638	Oil filter for 2013 Chev	02/26/2024	1.67
O'REILLY AUTOMOTIV	3472-318638	Oil filter for 2013 Chev	02/26/2024	1.59
O'REILLY AUTOMOTIV	3472-318638	Sales Tax	02/26/2024	1.82-
O'REILLY AUTOMOTIV	3472-318638	Oil for 2013 Chev	02/26/2024	19.13
O'REILLY AUTOMOTIV	3472-318638	Oil for 2013 Chev	02/26/2024	6.30
O'REILLY AUTOMOTIV	3472-318638	Oil for 2013 Chev	02/26/2024	6.00

Name	Invoice	Description	Invoice Date	Total Cost
Total O'REILLY AUTOMOTIVE, INC (516):				81.32
<b>TOSHIBA AMERICA BUSINESS SOLUTIONS (621)</b>				
TOSHIBA AMERICA BU	6232555	Mar Monthly BW Allowance and Quarterly colored copi	03/03/2024	87.02
TOSHIBA AMERICA BU	6232555	Mar Monthly BW Allowance and Quarterly colored copi	03/03/2024	25.96
TOSHIBA AMERICA BU	6232555	Mar Monthly BW Allowance and Quarterly colored copi	03/03/2024	23.36
TOSHIBA AMERICA BU	6232555	Mar Monthly BW Allowance and Quarterly colored copi	03/03/2024	6.54-
Total TOSHIBA AMERICA BUSINESS SOLUTIONS (621):				129.80
<b>TWIN CITY GARAGE DOOR CO., INC (632)</b>				
TWIN CITY GARAGE D	Z267464	Garage Door Repair-CH Lower Level	02/23/2024	197.79
TWIN CITY GARAGE D	Z267464	Garage Door Repair-CH Lower Level	02/23/2024	24.73
TWIN CITY GARAGE D	Z267464	Garage Door Repair-CH Lower Level	02/23/2024	24.73
Total TWIN CITY GARAGE DOOR CO., INC (632):				247.25
<b>US Bank Credit Card (646)</b>				
US Bank Credit Card	30724	Adobe Subscription	02/26/2024	9.73
US Bank Credit Card	30724	Adobe Subscription	02/26/2024	3.00
US Bank Credit Card	30724	Adobe Subscription	02/26/2024	2.99
US Bank Credit Card	30724	Replacement Foam for Fusion Fusion Boxes	02/26/2024	54.70
US Bank Credit Card	30724	SHRIMP/DIMP Online Access	02/26/2024	395.00
US Bank Credit Card	30724	Netting	02/26/2024	5.93
US Bank Credit Card	30724	Netting	02/26/2024	1.74
US Bank Credit Card	30724	Netting	02/26/2024	1.74
US Bank Credit Card	30724	Zinc Screws	02/26/2024	7.16
US Bank Credit Card	30724	Zinc Screws	02/26/2024	2.10
US Bank Credit Card	30724	Zinc Screws	02/26/2024	2.10
US Bank Credit Card	30724	3.5 Ton Jack	02/26/2024	134.77
US Bank Credit Card	30724	3.5 Ton Jack	02/26/2024	36.48
US Bank Credit Card	30724	3.5 Ton Jack	02/26/2024	36.48
US Bank Credit Card	30724	Sales Tax	02/26/2024	11.72-
US Bank Credit Card	30724	Rounding Adjustment-US Bank CC	02/26/2024	.03-
Total US Bank Credit Card (646):				682.17
<b>Utility Logic, LLC (737)</b>				
Utility Logic, LLC	14488	EZ T Probe (Upgraded Ground Stake for Locator)	02/27/2024	187.39
Utility Logic, LLC	14488	EZ T Probe (Upgraded Ground Stake for Locator)	02/27/2024	61.68
Utility Logic, LLC	14488	EZ T Probe (Upgraded Ground Stake for Locator)	02/27/2024	58.75
Utility Logic, LLC	14488	Sales Tax	02/27/2024	14.08-
Utility Logic, LLC	14500	Locator Tool for Public Works	02/29/2024	7,530.85
Utility Logic, LLC	14500	Locator Tool for Public Works	02/29/2024	2,479.05
Utility Logic, LLC	14500	Locator Tool for Public Works	02/29/2024	2,361.00
Utility Logic, LLC	14500	Sales Tax	02/29/2024	565.90-
Total Utility Logic, LLC (737):				12,098.74
<b>Viking Electric Supply, LLC (653)</b>				
Viking Electric Supply, L	S007818388.	Tie Straps for Water Meters	02/23/2024	50.85

Name	Invoice	Description	Invoice Date	Total Cost
Total Viking Electric Supply, LLC (653):				50.85
<b>WH SECURITY (667)</b>				
WH SECURITY	30724	Mar Monitoring	02/29/2024	19.95
WH SECURITY	30724	SALES TAX	02/29/2024	1.50-
Total WH SECURITY (667):				18.45
<b>XPRESS BILL PAY (672)</b>				
XPRESS BILL PAY	INV-XPR010	Feb Xpress Bill Pay Processing Fees for Utility Payme	03/07/2024	1,012.72
XPRESS BILL PAY	INV-XPR010	Feb Xpress Bill Pay Processing Fees for Utility Payme	03/07/2024	126.59
XPRESS BILL PAY	INV-XPR010	Feb Xpress Bill Pay Processing Fees for Utility Payme	03/07/2024	126.59
Total XPRESS BILL PAY (672):				1,265.90
Grand Totals:				77,923.90

Report GL Period Summary

Vendor number hash:	0
Vendor number hash - split:	0
Total number of invoices:	0
Total number of transactions:	0

Name	Invoice	Description	Invoice Date	Total Cost
<b>ANOKA COUNTY TREASURY DEPT (137)</b>				
ANOKA COUNTY TREA	EC030724F	2024 Economic Development Cost Share	03/11/2024	112.00
ANOKA COUNTY TREA	EC030724F	2024 Economic Development Cost Share	03/11/2024	14.00
ANOKA COUNTY TREA	EC030724F	2024 Economic Development Cost Share	03/11/2024	14.00
Total ANOKA COUNTY TREASURY DEPT (137):				140.00
<b>ASCOM HASLER MAILING SYS.,INC. (140)</b>				
ASCOM HASLER MAILI	03 08 24	Refill Postage 03/08/24	03/08/2024	2,000.00
Total ASCOM HASLER MAILING SYS.,INC. (140):				2,000.00
<b>BATTERIES PLUS BULBS (157)</b>				
BATTERIES PLUS BUL	P71118612	12V Battery for '19 F350 Sewer Truck	03/14/2024	162.32
Total BATTERIES PLUS BULBS (157):				162.32
<b>BP Canada Energy Mktg Corp (171)</b>				
BP Canada Energy Mktg	21327379/21	Feb Natural Gas	03/15/2024	91,082.25
Total BP Canada Energy Mktg Corp (171):				91,082.25
<b>CINTAS (208)</b>				
CINTAS	4186156560	Shop Cleaning	03/12/2024	76.64
CINTAS	4186156560	Shop Cleaning	03/12/2024	21.27
CINTAS	4186156560	Shop Cleaning	03/12/2024	21.27
CINTAS	4186156560	Sales Tax	03/12/2024	5.76-
CINTAS	4186156588	CH Cleaning	03/12/2024	71.99
CINTAS	4186156588	CH Cleaning	03/12/2024	21.48
CINTAS	4186156588	CH Cleaning	03/12/2024	19.33
CINTAS	4186156588	Sales Tax	03/12/2024	5.41-
Total CINTAS (208):				220.81
<b>CONNEXUS ENERGY (229)</b>				
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	105.54
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	39.07
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	101.52
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	585.29
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	56.47
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	36.05
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	242.49
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	28.03
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	28.03
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	501.23
CONNEXUS ENERGY	32124	Sales Tax	03/14/2024	62.20-
CONNEXUS ENERGY	32124	Feb Electric	03/14/2024	14.94
Total CONNEXUS ENERGY (229):				1,676.46
<b>DEARBORN NATL LIFE INS CO (251)</b>				
DEARBORN NATL LIFE	30824	April Life/Disability	03/08/2024	50.89
DEARBORN NATL LIFE	30824	April Life/Disability	03/08/2024	65.77
DEARBORN NATL LIFE	30824	April Life/Disability	03/08/2024	47.82

Name	Invoice	Description	Invoice Date	Total Cost
DEARBORN NATL LIFE	30824	April Life/Disability	03/08/2024	46.98
DEARBORN NATL LIFE	30824	April Life/Disability	03/08/2024	205.79
DEARBORN NATL LIFE	30824	April Life/Disability	03/08/2024	300.58
DEARBORN NATL LIFE	30824	April Life/Disability	03/08/2024	4.70
Total DEARBORN NATL LIFE INS CO (251):				722.53
<b>DELL MARKETING L.P. (254)</b>				
DELL MARKETING L.P.	1073699865	OptiPlex Micro Service Tags 11FWC14, J0FWC14, 31	03/14/2024	262.34
DELL MARKETING L.P.	1073699865	OptiPlex Micro Service Tags 11FWC14, J0FWC14, 31	03/14/2024	80.89
DELL MARKETING L.P.	1073699865	OptiPlex Micro Service Tags 11FWC14, J0FWC14, 31	03/14/2024	80.89
DELL MARKETING L.P.	1073699865	Sales Tax	03/14/2024	100.55-
DELL MARKETING L.P.	1073699865	OptiPlex Micro Service Tags 11FWC14, J0FWC14, 31	03/14/2024	1,075.72
DELL MARKETING L.P.	1073699865	OptiPlex Micro Service Tags 11FWC14, J0FWC14, 31	03/14/2024	291.19
DELL MARKETING L.P.	1073699865	OptiPlex Micro Service Tags 11FWC14, J0FWC14, 31	03/14/2024	291.19
Total DELL MARKETING L.P. (254):				1,981.67
<b>ELK RIVER WINLECTRIC CO (273)</b>				
ELK RIVER WINLECTR	390475 02	2 Replacement Shop Lights	03/15/2024	248.15
ELK RIVER WINLECTR	390475 02	2 Replacement Shop Lights	03/15/2024	67.50
ELK RIVER WINLECTR	390475 02	2 Replacement Shop Lights	03/15/2024	63.00
ELK RIVER WINLECTR	390475 02	Sales Tax	03/15/2024	18.65-
Total ELK RIVER WINLECTRIC CO (273):				360.00
<b>EMERGENCY AUTO TECHNOLOGIES INC (275)</b>				
EMERGENCY AUTO TE	SERV24104	Console, Lights & Installation 2023 Ram	03/13/2024	4,071.82
Total EMERGENCY AUTO TECHNOLOGIES INC (275):				4,071.82
<b>FRATTALLONE'S HARDWARE &amp; GARDEN (291)</b>				
FRATTALLONE'S HARD	H66657	Spray Paint and Primer for Gas meter sets	03/18/2024	27.96
Total FRATTALLONE'S HARDWARE & GARDEN (291):				27.96
<b>GRAINGER, INC. (308)</b>				
GRAINGER, INC.	9052406940	Serrated Jaw Blades for Shop Vice	03/14/2024	38.35
GRAINGER, INC.	9052406940	Serrated Jaw Blades for Shop Vice	03/14/2024	10.39
GRAINGER, INC.	9052406940	Serrated Jaw Blades for Shop Vice	03/14/2024	10.39
GRAINGER, INC.	9052406940	Sales Tax	03/14/2024	2.88-
Total GRAINGER, INC. (308):				56.25
<b>GROEBNER &amp; ASSOCIATES, INC. (315)</b>				
GROEBNER & ASSOCI	135317-00	Supplies for Kerotest Valve Replacement Project	03/14/2024	1,724.41
GROEBNER & ASSOCI	135317-00	Sales Tax	03/14/2024	129.58-
GROEBNER & ASSOCI	135317-02	Supplies for Kerotest Valve Project	03/14/2024	1,032.63
GROEBNER & ASSOCI	135317-02	Sales Tax	03/14/2024	77.60-
GROEBNER & ASSOCI	135317-03	Supplies for Kerotest Valve Project	03/14/2024	82.22
GROEBNER & ASSOCI	135317-03	Sales Tax	03/14/2024	6.18-
Total GROEBNER & ASSOCIATES, INC. (315):				2,625.90

Name	Invoice	Description	Invoice Date	Total Cost
<b>HAWKINS, INC (322)</b>				
HAWKINS, INC	6708543	Chlorine Cylinder Rentals	03/14/2024	50.00
Total HAWKINS, INC (322):				50.00
<b>Innovative Office Solutions, LLC (355)</b>				
Innovative Office Solutio	IN4493838	6x9 Envelopes, Post its, Hanging File Folders, & Index	03/21/2024	34.17
Innovative Office Solutio	IN4493838	6x9 Envelopes, Post its, Hanging File Folders, & Index	03/21/2024	10.53
Innovative Office Solutio	IN4493838	6x9 Envelopes, Post its, Hanging File Folders, & Index	03/21/2024	10.53
Innovative Office Solutio	IN4493838	Sales Tax	03/21/2024	2.57-
Total Innovative Office Solutions, LLC (355):				52.66
<b>JNR ADJUSTMENT CO INC (376)</b>				
JNR ADJUSTMENT CO	031324	Collection Expense-Skip Request	03/13/2024	35.00
Total JNR ADJUSTMENT CO INC (376):				35.00
<b>MACQUEEN EQUIPMENT (411)</b>				
MACQUEEN EQUIPME	P56260	Gaskets for Vactor Jetter Truck	03/11/2024	43.35
Total MACQUEEN EQUIPMENT (411):				43.35
<b>Minnesota Community Energy (445)</b>				
Minnesota Community E	1121	Feb Natural Gas	03/07/2024	113,755.85
Total Minnesota Community Energy (445):				113,755.85
<b>MMKR INC (453)</b>				
MMKR INC	Inv. 55674	2024 Audit Billing	03/11/2024	1,545.70
MMKR INC	Inv. 55674	2024 Audit Billing	03/11/2024	594.50
MMKR INC	Inv. 55674	2024 Audit Billing	03/11/2024	535.05
MMKR INC	Inv. 55674	2024 Audit Billing	03/11/2024	297.25
Total MMKR INC (453):				2,972.50
<b>MN DEPT OF REVENUE (463)</b>				
MN DEPT OF REVENU	032124	February Sales Tax	03/18/2024	9,034.95
MN DEPT OF REVENU	032124	February Sales Tax	03/18/2024	.81
MN DEPT OF REVENU	032124	February Sales Tax	03/18/2024	42.97
Total MN DEPT OF REVENUE (463):				9,078.73
<b>MN Pollution Control Agency (470)</b>				
MN Pollution Control Ag	031424	Wastewater Certificate JS	03/04/2024	45.00
Total MN Pollution Control Agency (470):				45.00
<b>NORTHWESTERN POWER EQUIP INC (505)</b>				
NORTHWESTERN PO	240125DJ	Replacement Part for Filter Plant	03/18/2024	156.34
Total NORTHWESTERN POWER EQUIP INC (505):				156.34

Name	Invoice	Description	Invoice Date	Total Cost
<b>Paradigm Liaison Services LLC (518)</b>				
Paradigm Liaison Servic	41277	2024 MN CAER Program Fees	03/11/2024	615.04
Total Paradigm Liaison Services LLC (518):				615.04
<b>RICH LAVELL (561)</b>				
RICH LAVELL	032124	Reimbursement For Meals and Parking	03/07/2024	10.04
RICH LAVELL	032124	Reimbursement For Meals and Parking	03/07/2024	10.03
Total RICH LAVELL (561):				20.07
<b>Roseville Area Optimist Club (567)</b>				
Roseville Area Optimist	031424	2024 Annual Membership Renewal	03/08/2024	38.75
Roseville Area Optimist	031424	2024 Annual Membership Renewal	03/08/2024	12.50
Roseville Area Optimist	031424	2024 Annual Membership Renewal	03/08/2024	11.25
Total Roseville Area Optimist Club (567):				62.50
<b>SUBURBAN RATE AUTHORITY (598)</b>				
SUBURBAN RATE AUT	03 21 24	2024 1st Half Dues	02/22/2024	195.20
SUBURBAN RATE AUT	03 21 24	2024 1st Half Dues	02/22/2024	24.40
SUBURBAN RATE AUT	03 21 24	2024 1st Half Dues	02/22/2024	24.40
Total SUBURBAN RATE AUTHORITY (598):				244.00
<b>TOLL GAS &amp; WELDING SUPPLY (619)</b>				
TOLL GAS & WELDING	10555562	Compressed Gas & Protective Headgear/Visor	03/05/2024	50.00
TOLL GAS & WELDING	10555562	Compressed Gas & Protective Headgear/Visor	03/05/2024	13.53
TOLL GAS & WELDING	10555562	Compressed Gas & Protective Headgear/Visor	03/05/2024	13.53
TOLL GAS & WELDING	10555562	Sales Tax	03/05/2024	3.76-
TOLL GAS & WELDING	40190208	AGA Spec Cylinder Rental	02/29/2024	7.49
TOLL GAS & WELDING	40190208	AGA Spec Cylinder Rental	02/29/2024	2.19
TOLL GAS & WELDING	40190208	AGA Spec Cylinder Rental	02/29/2024	2.19
Total TOLL GAS & WELDING SUPPLY (619):				85.17
<b>VERIZON WIRELESS (652)</b>				
VERIZON WIRELESS	9958055465	Feb Phones & Data	03/01/2024	255.53
VERIZON WIRELESS	9958055465	Feb Phones & Data	03/01/2024	51.89
VERIZON WIRELESS	9958055465	Feb Phones & Data	03/01/2024	38.39
VERIZON WIRELESS	9958055465	Feb Phones & Data	03/01/2024	18.87-
Total VERIZON WIRELESS (652):				326.94
<b>W S B &amp; ASSOCIATES, INC (658)</b>				
W S B & ASSOCIATES,	R-013404-00	MS4 Services-Jan Billings	02/27/2024	389.75
W S B & ASSOCIATES,	R-023817-00	Utility Services-GIS Mapping-Jan 2024	02/29/2024	5,234.25
W S B & ASSOCIATES,	R-023817-00	Utility Services-GIS Mapping-Jan 2024	02/29/2024	1,121.63
W S B & ASSOCIATES,	R-023817-00	Utility Services-GIS Mapping-Jan 2024	02/29/2024	1,121.63
W S B & ASSOCIATES,	R-023817-00	Sewer Crack-School Rd, Canterbury Sewer Lining Coo	02/29/2024	2,882.00
W S B & ASSOCIATES,	R-023817-00	Lead Service Inventory	02/29/2024	2,536.00
Total W S B & ASSOCIATES, INC (658):				13,285.26



Name	Invoice	Description	Invoice Date	Total Cost
<b>WEX BANK (666)</b>				
WEX BANK	95717872	Feb Fuel	03/07/2024	111.64
WEX BANK	95717872	Feb Fuel	03/07/2024	39.74
WEX BANK	95717872	Feb Fuel	03/07/2024	37.84
Total WEX BANK (666):				189.22
<b>Xcel Energy (671)</b>				
Xcel Energy	864097488	Jan IH Lift Station Power & Pumping #51-6447264-0	02/07/2024	2.08-
Xcel Energy	868227284	Feb IH Lift Station Power & Pumping #51-6447264-0	03/14/2024	49.04
Total Xcel Energy (671):				46.96
Grand Totals:				246,192.56

Report GL Period Summary

Vendor number hash:	0
Vendor number hash - split:	0
Total number of invoices:	0
Total number of transactions:	0



200 Civic Heights Circle  
Circle Pines, MN 55014  
(763) 784-6751

[www.centennialutilities.com](http://www.centennialutilities.com)

**Consent Agenda Item**

# Memo

Agenda Item 5a3

To: Utility Commission  
From: Kate Manson  
Date: March 21, 2024  
Re: February Utility Funds Financials

Operating income has surged by 62% compared to the previous month, with a significant portion of earnings stemming from gas services. However, gross profits have experienced a decline due to decreased gas sales volume in February, attributable to unusually warm weather. Despite this, the overall financial performance remains aligned with budgetary projections.

February's natural gas sales were notably low at 119,000 MMBtu, compared to a historical range of 128,000-156,000 MMBtu over the last four years. Despite the decrease in sales, fixed costs have provided revenue stability. Although gross profits have dipped, they remain steady, and customers continue to benefit from reduced bills, aided by low commodity costs.

The water fund has outpaced expenses by \$10,445. Sales during the winter months are typically consistent, and this year is no exception, with 14.4 million gallons sold, comparable to prior years' figures of 14.7, 14.2, and 14.6 million gallons in 2023, 2022, and 2021 respectively. A 10% increase in the fixed rate has generated additional revenue to offset higher operating expenses for 2024.

Adjusting for the Metropolitan Council's \$31,000 pre-bill disposal expense, the sewer fund's net loss of \$28,305 transforms into a gain of approximately \$2,000. This performance aligns with expectations, as the plan included a 10% increase in fixed costs and a reduction in reserves.

Stormwater underwent a 12.5% rate increase effective January 1, and like the sewer fund, is expected to utilize reserves.

As a reminder, the reserves for the gas fund were in need of replenishing, so there is much anticipation that 2024 will continue to show strong income.

KM

Enclosures:

(1) February Financial Summary

## February Financial Summary

Percent of Sales

	GAS				WATER				SEWER				STORM WATER				ALL FUNDS			
	2024 YTD		2023 YTD		2024 YTD		2023 YTD		2024 YTD		2023 YTD		2024 YTD		2023 YTD		2024 YTD		2023 YTD	
<b><u>UTILITY SALES</u></b>																				
Residential	696,260	62.3%	929,790	58.0%	73,060	61.2%	70,702	61.1%	129,468	81.0%	125,609	80.9%	33,680	83.6%	29,921	83.5%	932,468	64.8%	1,156,022	60.5%
Commercial	321,285	28.7%	466,557	29.1%	1,968	1.6%	1,902	1.6%	24,077	15.1%	23,326	15.0%	6,424	15.9%	5,711	15.9%	353,755	24.6%	497,496	26.0%
Interruptible	61,616	5.5%	141,027	8.8%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	61,616	4.3%	141,027	7.4%
Penalties	3,965	0.4%	8,205	0.5%	397	0.3%	451	0.4%	719	0.4%	801	0.5%	183	0.5%	212	0.6%	5,264	0.4%	9,668	0.5%
Service Lines	-	0.0%	7,005	0.4%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	7,005	0.4%
Other / Grant	396	0.0%	3,198	0.2%	43,406	36.4%	41,737	36.1%	5,600	3.5%	5,600	3.6%	-	0.0%	-	0.0%	49,402	3.4%	50,535	2.6%
Franchise Fees	34,893	3.1%	48,237	3.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	34,893	2.4%	48,237	2.5%
Investment Earnings	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Bad Debt Recovery	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Gain/Loss on Asset Disposal	-	0.0%	-	0.0%	571	0.5%	950	0.8%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	571	0.0%	950	0.0%
<b>TOTAL UTILITY SALES</b>	<b>1,118,415</b>	<b>100.0%</b>	<b>1,604,018</b>	<b>100.0%</b>	<b>119,403</b>	<b>100.0%</b>	<b>115,741</b>	<b>100.0%</b>	<b>159,865</b>	<b>100.0%</b>	<b>155,337</b>	<b>100.0%</b>	<b>40,286</b>	<b>100.0%</b>	<b>35,844</b>	<b>100.0%</b>	<b>1,437,969</b>	<b>100.0%</b>	<b>1,910,939</b>	<b>100.0%</b>
<b><u>COST OF SALES</u></b>																				
Gas Purchase	509,856	45.6%	958,569	59.8%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	509,856	35.5%	958,569	50.2%
Water & Sewer Pumping	-	0.0%	-	0.0%	1,425	1.2%	2,124	1.8%	119	0.1%	204	0.1%	-	0.0%	-	0.0%	1,544	0.1%	2,328	0.1%
MCES Sewer Contract	-	0.0%	-	0.0%	-	0.0%	-	0.0%	94,302	59.0%	76,698	49.4%	-	0.0%	-	0.0%	94,302	6.6%	76,698	4.0%
Franchise Fees	34,893	3.1%	48,237	3.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	34,893	2.4%	48,237	2.5%
<b>TOTAL COST OF SALES</b>	<b>544,749</b>	<b>48.7%</b>	<b>1,006,806</b>	<b>62.8%</b>	<b>1,425</b>	<b>1.2%</b>	<b>2,124</b>	<b>1.8%</b>	<b>94,421</b>	<b>59.1%</b>	<b>76,902</b>	<b>49.5%</b>	<b>-</b>	<b>0.0%</b>	<b>-</b>	<b>0.0%</b>	<b>640,595</b>	<b>44.5%</b>	<b>1,085,832</b>	<b>56.8%</b>
<b>GROSS PROFIT</b>	<b>573,665</b>	<b>51.3%</b>	<b>597,212</b>	<b>37.2%</b>	<b>117,978</b>	<b>98.8%</b>	<b>113,617</b>	<b>98.2%</b>	<b>65,444</b>	<b>40.9%</b>	<b>78,435</b>	<b>50.5%</b>	<b>40,286</b>	<b>100.0%</b>	<b>35,844</b>	<b>100.0%</b>	<b>797,373</b>	<b>55.5%</b>	<b>825,107</b>	<b>43.2%</b>
<b><u>OPERATING EXPENSES</u></b>																				
OPERATIONS																				
Personal Services	77,444	6.9%	76,075	4.7%	18,140	15.2%	17,359	15.0%	13,005	8.1%	12,753	8.2%	1,310	3.3%	-	0.0%	109,898	7.6%	106,187	5.6%
Supplies	1,593	0.1%	2,230	0.1%	526	0.4%	471	0.4%	721	0.5%	549	0.4%	-	0.0%	-	0.0%	2,840	0.2%	3,251	0.2%
Contracted Services	3,165	0.3%	7,222	0.5%	445	0.4%	448	0.4%	381	0.2%	149	0.1%	127	0.3%	243	0.7%	4,118	0.3%	8,062	0.4%
Bldg/Equip Rental/Repair	714	0.1%	2,743	0.2%	2,911	2.4%	1,641	1.4%	885	0.6%	169	0.1%	6,680	16.6%	5,950	16.6%	11,190	0.8%	10,503	0.5%
<b>TOTAL OPERATIONS</b>	<b>82,916</b>	<b>7.4%</b>	<b>88,270</b>	<b>5.5%</b>	<b>22,022</b>	<b>18.4%</b>	<b>19,920</b>	<b>17.2%</b>	<b>14,991</b>	<b>9.4%</b>	<b>13,620</b>	<b>8.8%</b>	<b>8,117</b>	<b>20.1%</b>	<b>6,193</b>	<b>17.3%</b>	<b>128,046</b>	<b>8.9%</b>	<b>128,003</b>	<b>6.7%</b>
FILTRATION EXPENSES	-	0.0%	-	0.0%	14,152	11.9%	10,809	9.3%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	14,152	1.0%	10,809	0.6%
APPLIANCE SERVICE	-	0.0%	52,298	3.3%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	52,298	2.7%
IESF	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	36	0.1%	36	0.1%	36	0.0%	36	0.0%
ADMINISTRATION																				
Personal Services	73,924	6.6%	53,337	3.3%	17,937	15.0%	15,912	13.7%	16,771	10.5%	15,912	10.2%	-	0.0%	-	0.0%	108,632	7.6%	85,162	4.5%
Supplies	50	0.0%	401	0.0%	16	0.0%	91	0.1%	15	0.0%	52	0.0%	1	0.0%	-	0.0%	82	0.0%	543	0.0%
Contracted Services	22,516	2.0%	22,203	1.4%	3,808	3.2%	3,843	3.3%	3,741	2.3%	3,692	2.4%	-	0.0%	-	0.0%	30,065	2.1%	29,738	1.6%
Bldg/Equip Rental/Repair	21,835	2.0%	19,178	1.2%	5,579	4.7%	4,296	3.7%	4,958	3.1%	3,284	2.1%	-	0.0%	-	0.0%	32,371	2.3%	26,757	1.4%
Interest on Bonds	-	0.0%	-	0.0%	8,648	7.2%	10,439	9.0%	9,987	6.2%	12,142	7.8%	6,606	16.4%	8,268	23.1%	25,241	1.8%	30,849	1.6%
Contingency	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
<b>TOTAL ADMINISTRATION</b>	<b>118,324</b>	<b>10.6%</b>	<b>95,118</b>	<b>5.9%</b>	<b>35,987</b>	<b>30.1%</b>	<b>34,581</b>	<b>29.9%</b>	<b>35,472</b>	<b>22.2%</b>	<b>35,082</b>	<b>22.6%</b>	<b>6,607</b>	<b>16.4%</b>	<b>8,268</b>	<b>23.1%</b>	<b>196,391</b>	<b>13.7%</b>	<b>173,049</b>	<b>9.1%</b>
DEPRECIATION EXPENSE	50,930	4.6%	50,814	3.2%	35,372	29.6%	33,565	29.0%	43,285	27.1%	41,099	26.5%	31,137	77.3%	31,350	87.5%	160,724	11.2%	156,828	8.2%
<b>TOTAL OPERATING EXPENSES</b>	<b>252,170</b>	<b>22.5%</b>	<b>286,501</b>	<b>17.9%</b>	<b>107,533</b>	<b>90.1%</b>	<b>98,875</b>	<b>85.4%</b>	<b>93,749</b>	<b>58.6%</b>	<b>89,800</b>	<b>57.81%</b>	<b>45,897</b>	<b>113.9%</b>	<b>45,848</b>	<b>127.9%</b>	<b>499,349</b>	<b>35%</b>	<b>521,024</b>	<b>27.3%</b>
TRANSFER IN	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
<b>OPERATING INCOME (LOSS)</b>	<b>321,496</b>	<b>28.7%</b>	<b>310,711</b>	<b>19.4%</b>	<b>10,445</b>	<b>8.7%</b>	<b>14,741</b>	<b>12.7%</b>	<b>(28,305)</b>	<b>-17.7%</b>	<b>(11,365)</b>	<b>-7.3%</b>	<b>(5,610)</b>	<b>-13.9%</b>	<b>(10,004)</b>	<b>-27.9%</b>	<b>298,025</b>	<b>20.7%</b>	<b>304,083</b>	<b>15.9%</b>

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**  
**GAS UTILITY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
609-36-6235-000 MISCELLANEOUS REVENUE	128.00	127.82	.00	( 127.82)	.00
TOTAL MISCELLANEOUS	128.00	127.82	.00	( 127.82)	.00
<u>SALES REVENUE</u>					
609-37-7510-000 RESIDENTIAL GAS SALES-CP	196,706.87	434,980.80	1,576,160.00	1,141,179.20	27.60
609-37-7515-000 RESIDENTIAL GAS SALES-LL	106,010.65	233,073.08	848,900.00	615,826.92	27.46
609-37-7517-000 RESIDENTIAL GAS SALES-BL	12,549.77	28,206.51	111,850.00	83,643.49	25.22
609-37-7530-000 COMMERCIAL GAS SALES-CP	34,126.75	77,562.36	257,520.00	179,957.64	30.12
609-37-7535-000 COMMERCIAL GAS SALES-LL	101,665.13	224,020.57	728,440.00	504,419.43	30.75
609-37-7537-000 COMMERCIAL GAS SALES-BL	8,178.24	19,701.77	129,500.00	109,798.23	15.21
609-37-7545-000 INTERRUPTIBLE GAS SALES-LL	31,580.36	61,615.95	356,200.00	294,584.05	17.30
609-37-7560-000 PENALTIES-CP	1,415.85	2,194.92	9,690.00	7,495.08	22.65
609-37-7565-000 PENALTIES-LL	1,098.36	1,662.18	9,690.00	8,027.82	17.15
609-37-7567-000 PENALTIES-BL	93.49	107.85	153.00	45.15	70.49
609-37-7570-000 MISC GAS SALES	110.00	268.00	8,670.00	8,402.00	3.09
609-37-7580-000 FRANCHISE FEES-CP	6,921.88	15,370.31	55,010.00	39,639.69	27.94
609-37-7585-000 FRANCHISE FEES-LL	8,945.32	19,522.61	70,218.00	50,695.39	27.80
609-37-7590-000 REFUNDS & REIMBURSEMENTS	.00	.00	1,020.00	1,020.00	.00
TOTAL SALES REVENUE	509,402.67	1,118,286.91	4,163,021.00	3,044,734.09	26.86
TOTAL FUND REVENUE	509,530.67	1,118,414.73	4,163,021.00	3,044,606.27	26.87

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**GAS UTILITY FUND**

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<b><u>GAS SOURCE OF SUPPLY</u></b>						
609-49-9600-000	GAS-SOURCE OF SUPPLY	227,133.80	509,856.39	2,020,900.00	1,511,043.61	25.23
609-49-9600-050	FRANCHISE FEE	15,867.20	34,892.98	125,228.00	90,335.02	27.86
	<b>OTHER</b>	243,001.00	544,749.37	2,146,128.00	1,601,378.63	25.38
	<b>TOTAL GAS SOURCE OF SUPPLY</b>	243,001.00	544,749.37	2,146,128.00	1,601,378.63	25.38
<b><u>GAS OPERATIONS</u></b>						
609-49-9610-101	GAS-SALARIES FT	31,775.00	57,380.80	453,016.00	395,635.20	12.67
609-49-9610-102	GAS-SALARIES OT	1,335.12	2,641.62	20,031.00	17,389.38	13.19
609-49-9610-103	GAS-SALARIES PT	.00	.00	10,296.00	10,296.00	.00
609-49-9610-120	GAS-PAYROLL TAXES	4,903.20	6,573.73	73,219.00	66,645.27	8.98
609-49-9610-130	GAS-INSURANCE	5,371.83	10,847.61	83,886.00	73,038.39	12.93
	<b>PERSONNEL</b>	43,385.15	77,443.76	640,448.00	563,004.24	12.09
609-49-9610-212	GAS-MOTOR FUEL LUBS	411.18	491.43	10,234.00	9,742.57	4.80
609-49-9610-214	GAS-TOOLS	.00	22.22	8,482.00	8,459.78	.26
609-49-9610-215	GAS-SUPPLIES SHOP	660.75	1,028.90	4,220.00	3,191.10	24.38
609-49-9610-218	GAS-UNIFORMS	50.04	50.04	3,120.00	3,069.96	1.60
609-49-9610-219	GAS-SUPPLIES MISC	.00	.00	2,500.00	2,500.00	.00
	<b>SUPPLIES</b>	1,121.97	1,592.59	28,556.00	26,963.41	5.58
609-49-9610-306	GAS-MEDICAL TESTING & PHYS	187.00	187.00	1,414.00	1,227.00	13.22
609-49-9610-307	GAS-CONSULTING	.00	.00	18,061.00	18,061.00	.00
609-49-9610-314	GAS-CONTRACT SERVICES	76.64	306.56	1,584.00	1,277.44	19.35
609-49-9610-321	GAS-TELEPHONE	286.83	318.13	3,414.00	3,095.87	9.32
609-49-9610-331	GAS-TRAVEL	.00	.00	5,025.00	5,025.00	.00
609-49-9610-380	GAS-UTILITIES	2,353.29	2,353.29	18,415.00	16,061.71	12.78
	<b>CONTRACTED SERVICES</b>	2,903.76	3,164.98	47,913.00	44,748.02	6.61
609-49-9610-401	GAS-BUILDING MAINTENANCE	.00	2.19	5,635.00	5,632.81	.04
609-49-9610-402	GAS-GAS MAIN REPAIR	.00	.00	8,000.00	8,000.00	.00
609-49-9610-403	GAS-REPAIR CUST SERVICES	.00	.00	6,000.00	6,000.00	.00
609-49-9610-404	GAS-REPAIR MTC EQUIPMENT	43.25	626.65	10,891.00	10,264.35	5.75
609-49-9610-405	GAS-CATHODIC PROTECTION REP	.00	.00	3,000.00	3,000.00	.00
609-49-9610-406	GAS-REPAIR MTC METERS-REGS	.00	.00	18,300.00	18,300.00	.00
609-49-9610-433	GAS-DUES SUBSCRIPTIONS	.00	.00	300.00	300.00	.00
609-49-9610-495	GAS-MISCELLANEOUS	85.43	85.43	2,240.00	2,154.57	3.81
	<b>MAINTENANCE</b>	128.68	714.27	54,366.00	53,651.73	1.31

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**GAS UTILITY FUND**

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<b>TOTAL GAS OPERATIONS</b>		47,539.56	82,915.60	771,283.00	688,367.40	10.75
<b>GAS ADMINISTRATION</b>						
609-49-9620-101	GAS-SALARIES FT	25,753.28	49,794.75	328,064.00	278,269.25	15.18
609-49-9620-102	GAS-SALARIES	.00	.00	765.00	765.00	.00
609-49-9620-103	GAS-SALARIES PT	.00	.00	8,450.00	8,450.00	.00
609-49-9620-120	GAS-PAYROLL TAXES	3,789.47	6,254.41	50,774.00	44,519.59	12.32
609-49-9620-130	GAS-INSURANCE	3,316.62	17,874.37	50,360.00	32,485.63	35.49
<b>PERSONNEL</b>		32,859.37	73,923.53	438,413.00	364,489.47	16.86
609-49-9620-201	GAS-OFFICE SUPPLIES	36.54	36.54	7,833.00	7,796.46	.47
609-49-9620-218	GAS-UNIFORMS	.00	.00	620.00	620.00	.00
609-49-9620-219	GAS-MISC SUPPLIES	.00	13.87	496.00	482.13	2.80
<b>SUPPLIES</b>		36.54	50.41	8,949.00	8,898.59	.56
609-49-9620-301	GAS-AUDITING	.00	.00	11,422.00	11,422.00	.00
609-49-9620-303	GAS-ENGINEERING	.00	.00	250.00	250.00	.00
609-49-9620-304	GAS-LEGAL	.00	.00	4,100.00	4,100.00	.00
609-49-9620-307	GAS-CONSULTING	.00	3,521.25	27,744.00	24,222.75	12.69
609-49-9620-314	GAS-CONTRACT SERVICE	235.90	615.78	4,729.00	4,113.22	13.02
609-49-9620-321	GAS-TELEPHONE	626.95	695.88	2,217.00	1,521.12	31.39
609-49-9620-322	GAS-POSTAGE	2,418.04	4,524.74	10,710.00	6,185.26	42.25
609-49-9620-331	GAS-TRAVEL	258.83	1,195.02	5,386.00	4,190.98	22.19
609-49-9620-350	GAS-PUBLISH PRINT	1,388.75	1,674.15	7,345.00	5,670.85	22.79
609-49-9620-360	GAS-INSURANCE	4,891.00	9,782.00	58,686.00	48,904.00	16.67
609-49-9620-380	GAS-UTILITIES	487.15	507.10	5,402.00	4,894.90	9.39
<b>CONTRACTED SERVICES</b>		10,306.62	22,515.92	137,991.00	115,475.08	16.32
609-49-9620-401	GAS-BUILDING MAINT	.00	.00	2,632.00	2,632.00	.00
609-49-9620-404	GAS-REPAIR MTC EQUIPMENT	.00	.00	733.00	733.00	.00
609-49-9620-405	GAS-MAINTENANCE CONTRACTS	2,062.85	9,494.64	35,827.00	26,332.36	26.50
609-49-9620-420	GAS-DEPRECIATION	25,464.83	50,929.66	305,578.00	254,648.34	16.67
609-49-9620-432	GAS-UNCOLLECTABLE ACCOUNTS	( 1.15)	( 2.72)	3,950.00	3,952.72	( .07)
609-49-9620-433	GAS-DUES SUBSCRIPTION	302.85	5,343.21	6,834.00	1,490.79	78.19
609-49-9620-435	GAS-BOOK PAMPHLETS	.00	.00	400.00	400.00	.00
609-49-9620-440	GAS-BANK CHARGES	4,360.51	6,999.46	38,000.00	31,000.54	18.42
609-49-9620-495	GAS-MISCELLANEOUS	.00	.00	6,200.00	6,200.00	.00
<b>MAINTENANCE</b>		32,189.89	72,764.25	400,154.00	327,389.75	18.18
609-49-9620-730	GAS-INTERFUND LOANS	.00	.00	254,802.00	254,802.00	.00
<b>TRANSFERS</b>		.00	.00	254,802.00	254,802.00	.00

CITY OF CIRCLE PINES  
 EXPENSES COMPARED TO BUDGET BY EXPENSE CODES  
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

**GAS UTILITY FUND**

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
609-49-9620-605 INTEREST ON INTERFUND LOAN	.00	.00	1,000.00	1,000.00	.00
609-49-9620-650 GAS-AMORT UTILITY RIGHTS	.00	.00	4,300.00	4,300.00	.00
<b>OTHER</b>	.00	.00	5,300.00	5,300.00	.00
<b>TOTAL GAS ADMINISTRATION</b>	75,392.42	169,254.11	1,245,609.00	1,076,354.89	13.59
<b>TOTAL GAS UTILITY FUND</b>	365,932.98	796,919.08	4,163,020.00	3,366,100.92	19.14
NET REVENUE OVER EXPENDITURES	143,597.69	321,495.65	1.00	( 321,494.65)	

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**  
**WATER UTILITY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
601-36-6210-000 INTEREST-INVESTMENTS	.00	.00	32,669.00	32,669.00	.00
TOTAL MISCELLANEOUS	.00	.00	32,669.00	32,669.00	.00
<u>SALES REVENUE</u>					
601-37-7110-000 RESIDENTIAL WATER SALES	32,797.55	68,092.16	497,158.00	429,065.84	13.70
601-37-7111-000 RESIDENTIAL WATER SALES - IRRI	.24	.30	19,286.00	19,285.70	.00
601-37-7112-000 RESIDENTIAL WATER SALES - MULT	2,306.98	4,967.38	32,760.00	27,792.62	15.16
601-37-7120-000 COMMERCIAL WATER SALES	997.45	1,968.37	22,923.00	20,954.63	8.59
601-37-7170-000 MISC WATER SALES	.00	.00	1,500.00	1,500.00	.00
601-37-7181-000 INTEREST-INTERFUND LOAN	.00	.00	1,000.00	1,000.00	.00
601-37-7250-000 WATER TOWER LEASE	.00	43,406.33	65,000.00	21,593.67	66.78
601-37-7560-000 PENALTIES	208.95	397.11	4,000.00	3,602.89	9.93
601-37-7590-000 WELLHEAD PROTECTION GRANT	.00	.00	3,500.00	3,500.00	.00
TOTAL SALES REVENUE	36,311.17	118,831.65	647,127.00	528,295.35	18.36
<u>OTHER FINANCING SOURCES</u>					
601-39-9200-000 GAIN/LOSS OF ASSET DISPOSAL	571.20	571.20	.00	( 571.20)	.00
601-39-9205-000 TRANSFER FROM WATER FILTRATION	.00	.00	80,052.00	80,052.00	.00
TOTAL OTHER FINANCING SOURCES	571.20	571.20	80,052.00	79,480.80	.71
TOTAL FUND REVENUE	36,882.37	119,402.85	759,848.00	640,445.15	15.71



**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**WATER UTILITY FUND**

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<b>POWER &amp; PUMPING</b>						
601-49-9410-000	WATER-POWER & PUMPING	1,424.91	1,424.91	17,500.00	16,075.09	8.14
	<b>OTHER</b>	1,424.91	1,424.91	17,500.00	16,075.09	8.14
	<b>TOTAL POWER &amp; PUMPING</b>	1,424.91	1,424.91	17,500.00	16,075.09	8.14
<b>WATER OPERATIONS</b>						
601-49-9430-101	WATER-SALARIES-FT	7,007.14	13,221.29	95,882.00	82,660.71	13.79
601-49-9430-102	WATER SALARIES-OT	302.40	785.76	5,496.00	4,710.24	14.30
601-49-9430-103	WATER SALARIES-PT	.00	.00	1,287.00	1,287.00	.00
601-49-9430-120	WATER-PAYROLL TAXES	1,082.60	1,759.92	15,624.00	13,864.08	11.26
601-49-9430-130	WATER-INSURANCE	1,174.38	2,372.53	18,343.00	15,970.47	12.93
	<b>PERSONNEL</b>	9,566.52	18,139.50	136,632.00	118,492.50	13.28
601-49-9430-212	WATER-MOTOR FUEL & LUBS	146.36	171.32	4,416.00	4,244.68	3.88
601-49-9430-214	WATER-TOOLS	.00	6.02	408.00	401.98	1.48
601-49-9430-215	WATER-SHOP SUPPLIES	234.94	337.95	1,100.00	762.05	30.72
601-49-9430-218	WATER-UNIFORMS	10.77	10.77	672.00	661.23	1.60
601-49-9430-219	WATER-MISC SUPPLIES	.00	.00	250.00	250.00	.00
	<b>SUPPLIES</b>	392.07	526.06	6,846.00	6,319.94	7.68
601-49-9430-306	WATER-MEDICAL TESTING/PHYSICAL	.00	.00	50.00	50.00	.00
601-49-9430-307	WATER-CONSULTING (FILTRATION)	.00	.00	600.00	600.00	.00
601-49-9430-314	WATER-CONTRACT SERVICES	93.27	157.08	1,195.00	1,037.92	13.14
601-49-9430-321	WATER-TELEPHONE	51.89	51.89	760.00	708.11	6.83
601-49-9430-331	WATER-TRAVEL	.00	.00	1,400.00	1,400.00	.00
601-49-9430-380	WATER-UTILITIES	236.51	236.51	1,945.00	1,708.49	12.16
	<b>CONTRACTED SERVICES</b>	381.67	445.48	5,950.00	5,504.52	7.49
601-49-9430-401	WATER-BUILDING MAINTENANCE	.00	.60	3,575.00	3,574.40	.02
601-49-9430-402	WATER-MAIN WELL & SERV REPAIR	.00	.00	14,200.00	14,200.00	.00
601-49-9430-404	WATER-REP & MTC EQUIPMENT	14.24	69.97	4,145.00	4,075.03	1.69
601-49-9430-495	WATER-MISCELLANEOUS	6.66	2,840.40	2,180.00	( 660.40)	130.29
	<b>MAINTENANCE</b>	20.90	2,910.97	24,100.00	21,189.03	12.08
	<b>TOTAL WATER OPERATIONS</b>	10,361.16	22,022.01	173,528.00	151,505.99	12.69
<b>WATER FILTRATION</b>						

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**WATER UTILITY FUND**

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
601-49-9435-216	WATER-FILTRATION CHEMICALS	117.50	137.50	10,000.00	9,862.50	1.38
601-49-9435-219	WATER-FILTRATION SUPPLIES	.00	.00	200.00	200.00	.00
	<b>SUPPLIES</b>	117.50	137.50	10,200.00	10,062.50	1.35
601-49-9435-321	WATER-FILTRATION TELEPHONE	66.78	133.56	792.00	658.44	16.86
601-49-9435-380	WATER-FILTRATION UTILITIES	1,019.92	1,019.92	9,750.00	8,730.08	10.46
	<b>CONTRACTED SERVICES</b>	1,086.70	1,153.48	10,542.00	9,388.52	10.94
601-49-9435-402	WATER-FILTRATION REPAIR & MTC	.00	.00	3,000.00	3,000.00	.00
601-49-9435-404	WATER-FILTRATION EQUIP MAINT	.00	3,320.23	5,000.00	1,679.77	66.40
601-49-9435-420	WATER-FILTRATION DEPRECIATION	4,720.58	9,441.16	56,647.00	47,205.84	16.67
601-49-9435-433	WATER FILTRATION-DUES & FEES	100.00	100.00	600.00	500.00	16.67
	<b>MAINTENANCE</b>	4,820.58	12,861.39	65,247.00	52,385.61	19.71
	<b>TOTAL WATER FILTRATION</b>	6,024.78	14,152.37	85,989.00	71,836.63	16.46
 <b>WATER ADMINISTRATION</b>						
601-49-9440-101	WATER-SALARIES-FT	6,254.18	12,078.38	79,584.00	67,505.62	15.18
601-49-9440-102	WATER-SALARIES-OT	.00	.00	100.00	100.00	.00
601-49-9440-103	WATER-SALARIES-PT	.00	.00	2,340.00	2,340.00	.00
601-49-9440-120	WATER-PAYROLL TAXES	919.51	1,447.39	12,323.00	10,875.61	11.75
601-49-9440-130	WATER-INSURNACE	828.14	4,411.34	12,311.00	7,899.66	35.83
	<b>PERSONNEL</b>	8,001.83	17,937.11	106,658.00	88,720.89	16.82
601-49-9440-201	WATER-OFFICE SUPPLIES	11.49	11.49	2,032.00	2,020.51	.57
601-49-9440-218	WATER-UNIFORMS	.00	.00	200.00	200.00	.00
601-49-9440-219	WATER-MISC SUPPLIES	.00	4.14	160.00	155.86	2.59
	<b>SUPPLIES</b>	11.49	15.63	2,392.00	2,376.37	.65

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**WATER UTILITY FUND**

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
601-49-9440-301 WATER-AUDITING	.00	.00	4,393.00	4,393.00	.00
601-49-9440-303 WATER-ENGINEERING	.00	.00	8,000.00	8,000.00	.00
601-49-9440-304 WATER-LEGAL	.00	.00	500.00	500.00	.00
601-49-9440-307 WATER-CONSULTING	.00	.00	1,582.00	1,582.00	.00
601-49-9440-314 WATER-CONTRACT SERVICES	137.38	250.72	1,526.00	1,275.28	16.43
601-49-9440-321 WATER-TELEPHONE	201.69	223.39	698.00	474.61	32.00
601-49-9440-322 WATER-POSTAGE	.00	.00	3,230.00	3,230.00	.00
601-49-9440-331 WATER-TRAVEL	63.95	152.85	1,330.00	1,177.15	11.49
601-49-9440-350 WATER-PRINTING & PUBLISHING	96.44	192.88	1,340.00	1,147.12	14.39
601-49-9440-360 WATER-INSURANCE	1,467.00	2,934.00	17,606.00	14,672.00	16.66
601-49-9440-380 WATER-UTILITIES	54.18	54.18	648.00	593.82	8.36
<b>CONTRACTED SERVICES</b>	<b>2,020.64</b>	<b>3,808.02</b>	<b>40,853.00</b>	<b>37,044.98</b>	<b>9.32</b>
601-49-9440-401 WATER-BUILDING MAINT	.00	.00	329.00	329.00	.00
601-49-9440-404 WATER-REP & MTC EQUIPMENT	.00	.00	124.00	124.00	.00
601-49-9440-405 WATER-MAINTENANCE CONTRACTS	662.94	3,956.37	18,818.00	14,861.63	21.02
601-49-9440-420 WATER-DEPRECIATION	17,685.83	35,371.66	212,230.00	176,858.34	16.67
601-49-9440-432 WATER-UNCOLLECTABLE ACCOUNTS	.00	.00	500.00	500.00	.00
601-49-9440-433 WATER-DUES & SUBSCRIPTIONS	376.00	708.80	923.00	214.20	76.79
601-49-9440-440 WATER-BANK CHARGES	545.08	874.95	4,750.00	3,875.05	18.42
601-49-9440-492 WATER - WATER EFFICIENCY GRANT	38.64	38.64	1,000.00	961.36	3.86
601-49-9440-495 WATER-MISCELLANEOUS	.00	.00	500.00	500.00	.00
<b>MAINTENANCE</b>	<b>19,308.49</b>	<b>40,950.42</b>	<b>239,174.00</b>	<b>198,223.58</b>	<b>17.12</b>
601-49-9440-611 WATER-BOND INTEREST	.00	8,156.75	93,260.00	85,103.25	8.75
601-49-9440-620 WATER-BOND SERVICE FEES	.00	491.00	494.00	3.00	99.39
<b>OTHER</b>	<b>.00</b>	<b>8,647.75</b>	<b>93,754.00</b>	<b>85,106.25</b>	<b>9.22</b>
<b>TOTAL WATER ADMINISTRATION</b>	<b>29,342.45</b>	<b>71,358.93</b>	<b>482,831.00</b>	<b>411,472.07</b>	<b>14.78</b>
<b>TOTAL WATER UTILITY FUND</b>	<b>47,153.30</b>	<b>108,958.22</b>	<b>759,848.00</b>	<b>650,889.78</b>	<b>14.34</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 10,270.93)</b>	<b>10,444.63</b>	<b>.00</b>	<b>( 10,444.63)</b>	

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**  
**SEWER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
602-36-6210-000 INTEREST-INVESTMENTS	.00	.00	10,000.00	10,000.00	.00
602-36-6220-000 EQUIPMENT RENTAL FROM SEWER	.00	5,600.00	5,600.00	.00	100.00
<b>TOTAL MISCELLANEOUS</b>	<b>.00</b>	<b>5,600.00</b>	<b>15,600.00</b>	<b>10,000.00</b>	<b>35.90</b>
<u>SALES REVENUE</u>					
602-37-7210-000 RESIDENTIAL SEWER SALES	61,787.13	129,468.08	785,009.00	655,540.92	16.49
602-37-7220-000 COMMERCIAL SEWER SALES	11,763.86	24,077.48	154,863.00	130,785.52	15.55
602-37-7560-000 PENALTIES	382.54	719.35	5,000.00	4,280.65	14.39
<b>TOTAL SALES REVENUE</b>	<b>73,933.53</b>	<b>154,264.91</b>	<b>944,872.00</b>	<b>790,607.09</b>	<b>16.33</b>
<u>OTHER FINANCING SOURCES</u>					
602-39-9205-000 TRANSFER IN	.00	.00	83,222.00	83,222.00	.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>.00</b>	<b>83,222.00</b>	<b>83,222.00</b>	<b>.00</b>
<b>TOTAL FUND REVENUE</b>	<b>73,933.53</b>	<b>159,864.91</b>	<b>1,043,694.00</b>	<b>883,829.09</b>	<b>15.32</b>

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**SEWER FUND**

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<b><u>POWER &amp; PUMPING</u></b>						
602-49-9410-000	SEWER-POWER & PUMPING	118.82	118.82	2,500.00	2,381.18	4.75
	<b>OTHER</b>	118.82	118.82	2,500.00	2,381.18	4.75
	<b>TOTAL POWER &amp; PUMPING</b>	118.82	118.82	2,500.00	2,381.18	4.75
<b><u>SEWER OPERATIONS</u></b>						
602-49-9460-101	SEWER-SALARIES-FT	5,021.19	9,388.92	68,487.00	59,098.08	13.71
602-49-9460-102	SEWER-SALARIES-OT	285.60	688.08	5,274.00	4,585.92	13.05
602-49-9460-120	SEWER-PAYROLL TAXES	786.13	1,231.35	11,294.00	10,062.65	10.90
602-49-9460-130	SEWER-INSURANCE	839.19	1,696.16	13,106.00	11,409.84	12.94
	<b>PERSONNEL</b>	6,932.11	13,004.51	98,161.00	85,156.49	13.25
602-49-9460-212	SEWER-MOTOR FUEL & LUBS	254.25	277.98	4,261.00	3,983.02	6.52
602-49-9460-214	SEWER-TOOLS	146.90	152.92	1,058.00	905.08	14.45
602-49-9460-215	SEWER-SHOP SUPPLIES	182.29	282.32	1,080.00	797.68	26.14
602-49-9460-218	SEWER-UNIFORMS	7.70	7.70	480.00	472.30	1.60
	<b>SUPPLIES</b>	591.14	720.92	6,879.00	6,158.08	10.48
602-49-9460-307	SEWER-CONSULTING	.00	.00	600.00	600.00	.00
602-49-9460-314	SEWER-CONTRACT SERVICES	21.27	85.08	7,475.00	7,389.92	1.14
602-49-9460-321	SEWER-TELEPHONE	38.39	38.39	575.00	536.61	6.68
602-49-9460-331	SEWER-TRAVEL	.00	205.00	1,700.00	1,495.00	12.06
602-49-9460-350	SEWER-PRINTING & PUBLISHING	52.50	52.50	.00	( 52.50)	.00
	<b>CONTRACTED SERVICES</b>	112.16	380.97	10,350.00	9,969.03	3.68
602-49-9460-401	SEWER-BUILDING MAINTENANCE	.00	.56	1,470.00	1,469.44	.04
602-49-9460-402	SEWER-MAIN & LIFT STAT REPAIR	696.30	696.30	13,200.00	12,503.70	5.28
602-49-9460-404	SEWER-MTC & REP EQUIPMENT	13.56	186.89	5,081.00	4,894.11	3.68
602-49-9460-495	SEWER-MISCELLANEOUS	1.11	1.11	130.00	128.89	.85
	<b>MAINTENANCE</b>	710.97	884.86	19,881.00	18,996.14	4.45
	<b>TOTAL SEWER OPERATIONS</b>	8,346.38	14,991.26	135,271.00	120,279.74	11.08
<b><u>SEWAGE TREATMENT-MWCC</u></b>						

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**SEWER FUND**

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
602-49-9480-314 SEWAGE TREATMENT-MWCC CONTRACT	31,434.12	94,302.36	388,025.00	293,722.64	24.30
<b>CONTRACTED SERVICES</b>	31,434.12	94,302.36	388,025.00	293,722.64	24.30
<b>TOTAL SEWAGE TREATMENT-MWCC</b>	31,434.12	94,302.36	388,025.00	293,722.64	24.30
<b>SEWER ADMINISTRATION</b>					
602-49-9490-101 SEWER-SALARIES-FT	5,859.78	11,294.29	74,552.00	63,257.71	15.15
602-49-9490-102 SEWER-SALARIES-OT	.00	.00	100.00	100.00	.00
602-49-9490-103 SEWER-SALARIES-PT	.00	.00	2,210.00	2,210.00	.00
602-49-9490-120 SEWER-PAYROLL TAXES	861.39	1,331.83	11,545.00	10,213.17	11.54
602-49-9490-130 SEWER-INSURANCE	781.15	4,145.17	11,553.00	7,407.83	35.88
<b>PERSONNEL</b>	7,502.32	16,771.29	99,960.00	83,188.71	16.78
602-49-9490-201 SEWER-OFFICE SUPPLIES	11.48	11.48	1,961.00	1,949.52	.59
602-49-9490-218 SEWER-UNIFORMS	.00	.00	180.00	180.00	.00
602-49-9490-219 SEWER-MISC SUPPLIES	.00	3.73	144.00	140.27	2.59
<b>SUPPLIES</b>	11.48	15.21	2,285.00	2,269.79	.67
602-49-9490-301 SEWER-AUDITING	.00	.00	3,954.00	3,954.00	.00
602-49-9490-303 SEWER-ENGINEERING	.00	.00	500.00	500.00	.00
602-49-9490-304 SEWER-LEGAL	.00	.00	500.00	500.00	.00
602-49-9490-307 SEWER-CONSULTING	.00	.00	1,676.00	1,676.00	.00
602-49-9490-314 SEWER-CONTRACT SERVICES	130.34	232.34	1,373.00	1,140.66	16.92
602-49-9490-321 SEWER-TELEPHONE	181.52	201.05	640.00	438.95	31.41
602-49-9490-322 SEWER-POSTAGE	.00	.00	3,060.00	3,060.00	.00
602-49-9490-331 SEWER-TRAVEL	56.95	136.36	1,249.00	1,112.64	10.92
602-49-9490-350 SEWER-PRINTING & PUBLISHING	91.37	182.74	1,080.00	897.26	16.92
602-49-9490-360 SEWER-INSURANCE	1,467.00	2,934.00	17,606.00	14,672.00	16.66
602-49-9490-380 SEWER-UTILITIES	54.18	54.18	648.00	593.82	8.36
<b>CONTRACTED SERVICES</b>	1,981.36	3,740.67	32,286.00	28,545.33	11.59
602-49-9490-401 SEWER-BUILDING MAINT	.00	.00	329.00	329.00	.00
602-49-9490-404 SEWER-REP & MTC EQUIPMENT	.00	.00	124.00	124.00	.00
602-49-9490-405 SEWER-MTC CONTRACTS	596.65	3,766.31	8,969.00	5,202.69	41.99
602-49-9490-420 SEWER-DEPRECIATION	21,642.50	43,285.00	259,710.00	216,425.00	16.67
602-49-9490-432 SEWER-UNCOLLECTABLE ACCOUNTS	.00	.00	500.00	500.00	.00
602-49-9490-433 SEWER-DUES & SUBSCRIPTIONS	.00	316.80	545.00	228.20	58.13
602-49-9490-440 SEWER-BANK CHARGES	545.08	874.95	4,750.00	3,875.05	18.42
<b>MAINTENANCE</b>	22,784.23	48,243.06	274,927.00	226,683.94	17.55

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**SEWER FUND**

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
602-49-9490-611 SEWER-BOND INTEREST	.00	9,431.15	107,889.00	98,457.85	8.74
602-49-9490-620 SEWER-BOND SERVICE FEES	.00	556.00	551.00	( 5.00)	100.91
<b>OTHER</b>	.00	9,987.15	108,440.00	98,452.85	9.21
<b>TOTAL SEWER ADMINISTRATION</b>	32,279.39	78,757.38	517,898.00	439,140.62	15.21
<b>TOTAL SEWER FUND</b>	72,178.71	188,169.82	1,043,694.00	855,524.18	18.03
<b>NET REVENUE OVER EXPENDITURES</b>	1,754.82	( 28,304.91)	.00	28,304.91	

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**  
**STORM WATER FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
603-36-6210-000 INTEREST-INVESTMENTS	.00	.00	5,000.00	5,000.00	.00
TOTAL SOURCE 36	.00	.00	5,000.00	5,000.00	.00
<u>SALES REVENUE</u>					
603-37-7110-000 RESIDENTIAL STORM WATER SALES	16,838.69	33,679.82	201,960.00	168,280.18	16.68
603-37-7120-000 COMMERCIAL STORM WATER SALES	3,212.30	6,424.10	38,547.00	32,122.90	16.67
603-37-7560-000 PENALTIES	98.92	182.50	1,500.00	1,317.50	12.17
TOTAL SALES REVENUE	20,149.91	40,286.42	242,007.00	201,720.58	16.65
<u>OTHER FINANCING SOURCES</u>					
603-39-9205-000 TRANSFER FROM PIR	.00	.00	65,246.00	65,246.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	65,246.00	65,246.00	.00
TOTAL FUND REVENUE	20,149.91	40,286.42	312,253.00	271,966.58	12.90



**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024**

**STORM WATER FUND**

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<b>STORM WATER OPS &amp; ADMIN</b>						
603-49-9530-101	STORM WATER-SALARIES FT	496.64	995.87	6,849.00	5,853.13	14.54
603-49-9530-120	STORM WATER-PAYROLL TAXES	73.49	145.34	1,050.00	904.66	13.84
603-49-9530-130	STORM WATER-INSURANCE	83.60	168.90	1,307.00	1,138.10	12.92
	<b>PERSONNEL</b>	<b>653.73</b>	<b>1,310.11</b>	<b>9,206.00</b>	<b>7,895.89</b>	<b>14.23</b>
603-49-9530-218	STORM WATER-UNIFORMS	.77	.77	48.00	47.23	1.60
	<b>SUPPLIES</b>	<b>.77</b>	<b>.77</b>	<b>48.00</b>	<b>47.23</b>	<b>1.60</b>
603-49-9530-301	STORM WATER-AUDITING	.00	.00	2,197.00	2,197.00	.00
603-49-9530-303	STORM WATER-ENGINEERING	.00	.00	10,500.00	10,500.00	.00
603-49-9530-307	STORM WATER-CONSULTING	.00	.00	416.00	416.00	.00
603-49-9530-314	STORM WATER-CONTRACT SERVICES	.00	.00	1,000.00	1,000.00	.00
603-49-9530-331	STORM WATER-TRAVEL	.00	.00	500.00	500.00	.00
603-49-9530-350	STORM WATER-PRINTING & PUB	55.84	111.68	660.00	548.32	16.92
603-49-9530-380	STORM WATER-UTILITIES	14.94	14.94	200.00	185.06	7.47
	<b>CONTRACTED SERVICES</b>	<b>70.78</b>	<b>126.62</b>	<b>15,473.00</b>	<b>15,346.38</b>	<b>.82</b>
603-49-9530-402	STORM WATER-POND REPAIR & MTC	.00	.00	7,000.00	7,000.00	.00
603-49-9530-403	STORM WATER-CATCH BASIN REPAIR	.00	.00	10,000.00	10,000.00	.00
603-49-9530-415	STORM WATER-EQUIPMENT RENTAL	.00	5,600.00	5,600.00	.00	100.00
603-49-9530-420	STORM WATER-DEPRECIATION	15,568.67	31,137.34	186,824.00	155,686.66	16.67
603-49-9530-433	STORM WATER-DUES & MEMBERSHIPS	.00	1,080.00	1,500.00	420.00	72.00
603-49-9530-495	STORM WATER-MISCELLANEOUS	.00	.00	500.00	500.00	.00
	<b>MAINTENANCE</b>	<b>15,568.67</b>	<b>37,817.34</b>	<b>211,424.00</b>	<b>173,606.66</b>	<b>17.89</b>
603-49-9530-611	STORM WATER-BOND INTEREST	.00	6,319.00	72,714.00	66,395.00	8.69
603-49-9530-620	STORM WATER-BOND SERVICE FEES	.00	287.00	289.00	2.00	99.31
	<b>OTHER</b>	<b>.00</b>	<b>6,606.00</b>	<b>73,003.00</b>	<b>66,397.00</b>	<b>9.05</b>
	<b>TOTAL STORM WATER OPS &amp; ADMIN</b>	<b>16,293.95</b>	<b>45,860.84</b>	<b>309,154.00</b>	<b>263,293.16</b>	<b>14.83</b>
<b>IESF</b>						
603-49-9531-303	STORM WATER-IESF ENGINEERING	.00	.00	500.00	500.00	.00
603-49-9531-314	STORM WATER-IESF CONTRACT SERV	.00	.00	500.00	500.00	.00
603-49-9531-380	STORM WATER-IESF UTILITIES	36.05	36.05	1,100.00	1,063.95	3.28
	<b>CONTRACTED SERVICES</b>	<b>36.05</b>	<b>36.05</b>	<b>2,100.00</b>	<b>2,063.95</b>	<b>1.72</b>

CITY OF CIRCLE PINES  
 EXPENSES COMPARED TO BUDGET BY EXPENSE CODES  
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

**STORM WATER FUND**

	PERIOD ACTUAL	BUDGET	UNEXPENDED	PCNT
603-49-9531-402 STORM WATER-IESF REPAIR & MTC	.00	.00	1,000.00	.00
<b>MAINTENANCE</b>	.00	.00	1,000.00	.00
<b>TOTAL IESF</b>	36.05	36.05	3,100.00	1.16
<b>TOTAL STORM WATER FUND</b>	16,330.00	45,896.89	312,254.00	14.70
NET REVENUE OVER EXPENDITURES	3,819.91	( 5,610.47)	( 1.00)	5,609.47

Agenda Item 5c

# Memo

To: Utilities Commission  
From: Patrick Antonen  
Date: March 19, 2024  
Re: Sanitary and Storm Sewer Repairs.

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Through our annual inspections of our sanitary sewer, we have found an area of the sewer that needs repair. This is right over by Golden Lake Elementary School. The Sanitary Sewer is cracked and therefore needs to be lined before the condition deteriorates any more. To line the sewer the structure needs to be repaired, which we have an estimate of \$7,411.31 from Olson's Sewer Service. We are trying to get a second quote from another contractor but have not heard back yet. WSB will be managing the project for the city.

Also, we are aware of a storm sewer outfall between 51 and 49 East Golden Lake Road that has also failed. The homeowner at 49 EGL contacted us with a concern about an exposed broken pipe. Upon inspection the pipe has failed, and the entire structure needs to be repaired. We had Olson's give us a bid for the repair which came out to \$17,578.22.

Since neither of these projects are budgeted for, we will need to use reserves to cover the costs. Recommendation action is to approve the repair of the sanitary sewer at the intersection of School Road and Canterbury as well as the storm sewer between 51 and 49 East Golden Lake Road.



# Olson's Sewer Service, Inc. Olson's Excavating Service

17638 Lyons Street NE  
 Forest Lake, MN 55025  
 (651) 464-2082 Fax: (651) 464-9029

PROPOSAL SUBMITTED TO <b>City of Circle Pines</b>		PHONE <b>612-723-9623</b>	DATE <b>1/17/2024</b>
STREET <b>200 Civic Heights Circle</b>		JOB NAME <b>Sanitary Manhole Extension</b>	
CITY, STATE AND ZIP CODE <b>Circle Pines, MN 55014</b>		JOB LOCATION <b>146 Canterbury Rd.</b>	
CONSTRUCTION INSPECTOR <b>Jim Klein</b>	E_MAIL <b>jklein@wsbeng.com</b>	E-MAIL <b>rlavell@ci.circle-pines.mn.us</b>	

We hereby submit specifications and estimates for:

We will excavate down 65" to the top of the existing cone to remove the existing casting and adjustment rings. We will install a 3.5' 27" riser and a 1' 27" riser on top of the existing cone. We will use mastic to seal the riser joints and 2 galvanized tie straps per joint to secure the risers together and to the existing cone. The joints will be wrapped with gator wrap. We will install up to 3, 2" adjustment rings to bring the existing casting to grade. The rings and existing casting will be cemented together and wrapped with gator wrap.  
 The estimated cost for this work is \$7,411.31.

This estimate is based on dry frost free conditions. The tree in the excavation area will need to be removed.

Unless otherwise noted, the above proposal does not include the following: permits, private underground utility locates, private underground utility repairs, irrigation repairs, or lawn/landscape restoration. Where applicable, the proposal does not include: hazardous waste assessment or abatement, dewatering or hydro-vac services, tree removal or impact on tree health; blacktop or concrete restoration.

Winter Notice: When conditions dictate, the above proposal does not include frost ripping or winter condition management.

The above proposal is based on information known at this time; changes in the scope of work will be communicated prior to initiating and will be billed on a time and materials basis.

**Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied the labor or material for the improvement and who gave you timely notice. We reserve the right to file a lien if payment in full is not received within 30 days of the invoice date. Any additional costs will be added to the bill for interest, legal expenses, attorney fees, and /or collection costs.**

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

**AS NOTED ABOVE.**

Payment to be made as follows:  
**TO BE PAID IN FULL UPON RECEIPT OF INVOICE**

**A SIGNED CONTRACT IS NECESSARY TO PERFORM THE WORK DESCRIBED ABOVE.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature  
**Dylan Anderst**

Note: We may withdraw this proposal if not accepted within 7 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature  
 \_\_\_x\_\_\_\_\_

Date of Acceptance \_\_\_x\_\_\_\_\_

Signature  
 \_\_\_x\_\_\_\_\_



# Olson's Sewer Service Inc. Olson's Excavating Service

17638 Lyons Street NE  
Forest Lake, MN 55025  
(651) 464-2082 Fax (651) 464-9029

PROPOSAL SUBMITTED TO City of Circle Pines Attn: Jim Klein		PHONE (612) 518-8327	DATE 3/7/2024
STREET 200 Civic Heights Circle		JOB NAME Storm Sewer Repair	
CITY, STATE AND ZIP CODE Circle Pines, MN `55014		JOB LOCATION 49 East Golden Lake Road, Circle Pines	
ARCHITECT/DESIGNER		EMAIL jklein@wsbeng.com	

We hereby submit specifications and estimates for:

Item	Description of Work to be Done	Cost
Storm Sewer Repair	We will install 6.5' x 13.5' mats the long way for a length of 81' to access the excavation area. We will install a 48" manhole catch basin with a 3' pipe off set. The catch basin will include a cast iron frame and grate. We will utilize the existing 15" reinforced concrete pipes using tie bolts to hold them together. We will install an additional 8' of 15" RCP to get to the discharge point. We will haul in and install up to 4 tons of rip rap at discharge point. The excavation area will be backfilled with up to 32 tons of select granular fill, and graded to include installing up to 15 cubic yards of pulverized topsoil. We will install seed, fertilizer, and erosion control blankets. No private utility locates or restoration included. No asphalt or concrete restoration included. No permits included.	\$17,578.22

Unless otherwise noted, the above proposal does not include the following: permits, private underground utility locates, private underground utility repairs, irrigation repairs, or lawn/landscape restoration. Where applicable, the proposal does not include: hazardous waste assessment or abatement, dewatering or hydro-vac services, tree removal or impact on tree health; blacktop or concrete restoration.

Winter Notice: When conditions dictate, the above proposal does not include frost ripping or winter condition management.

The above proposal is based on information known at this time; changes in the scope of work will be communicated prior to initiating and will be billed on a time and materials basis.

**Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied the labor or material for the improvement and who gave you timely notice. We reserve the right to file a lien if payment in full is not received within 30 days of the invoice date. Any additional costs will be added to the bill for interest, legal expenses, attorney fees, and /or collection costs.**

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

SEVENTEEN THOUSAND FIVE HUNDRED SEVENTY-EIGHT DOLLARS AND 22/100	\$17,578.22
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Payment to be made as follows:

**TO BE PAID IN FULL UPON RECEIPT OF INVOICE.**

**A SIGNED CONTRACT IS NECESSARY TO PERFORM THE WORK DESCRIBED ABOVE.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_X\_\_\_\_\_

Authorized Signature

**Jon M. Olson**

Note: We may withdraw this proposal if not accepted within 30 days.

Signature

\_\_X\_\_\_\_\_

Signature

\_\_X\_\_\_\_\_