

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

**October 13, 2020
7:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call

*Dave Bartholomay, Mayor
Matt Percy, Council Member
Jennifer Rauner, Council Member
Dean Goldberg, Council Member
Steve McChesney, 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.
 - a. Taxpayer Comments
 - b. Council Member Comments
 - c. Mayor Comments
 - d. COVID-19 Update

5. COMMITTEE REPORTS

- a. Fire Steering Committee

6. COUNCIL BUSINESS

- a. Consent Agenda

<u>Item</u>	<u>Action</u>
1. Minutes - 09/22/20 Regular Council Meeting (Enclosed)	Approve
2. General Fund Disbursements (Enclosed)	Approve
3. Police Disbursements (Enclosed)	Approve
4. Fire Disbursements (Presented at Meeting)	Approve
5. Licenses (Presented at Meeting)	Approve
6. Proposed Revisions Assessment Policy No. 53 (Enclosed)	Approve

Council Action _____

- b. Delinquent Utilities Hearing (Memo)

Council Action _____

- c. Delinquent City Accounts Hearing (Memo)

Council Action _____

- d. Assessment Hearing 2020 Full Street Reconstruction Project – Resolution 2020-28 (Presentation)

Council Action _____

- e. Assessment Hearing 2020 Partial Street Reconstruction Project – Resolution 2020-29 (Presentation)

Council Action _____

- f. Pay Voucher No. 5 – 2020 Street and Utility Reconstruction Project (Enclosed)

Council Action _____

- g. Appointment of Accounting Clerk – AP (Memo)

Council Action _____

7. ADJOURNMENT

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

**Tuesday, September 22, 2020
7:00 p.m.**

1. CALL TO ORDER

Mayor Bartholomay called the meeting to order at 7:00 p.m. It was noted the meeting is live and is also being conducted for one council member via online video means pursuant to Minnesota Statutes Section 13D.021.

2. ROLL CALL

Present in Council chambers were Mayor Bartholomay, Council Members Rauner, Percy and McChesney and City Administrator Antonen. Council Member Goldberg was present via video conferencing.

3. SETTING OF AGENDA

It was noted that Cable Commission has been added as Item 5.b. under Committee Reports.

Mayor Bartholomay mentioned that upcoming Council meetings will be conducted via ZOOM due to use of the council chambers as office space for city business and absentee voting as well as the General Election on November 3. He explained city offices are being renovated during this time.

4. COMMENTS

a. Taxpayer Comments

There were no taxpayer comments.

b. Council Member Comments

Council Member Goldberg reported that the 2020 Census will be conducted for one more week, and as of today the city is at an 87.7 percent response rate. He also commented that he and Mayor Bartholomay met with two Girl Scout troops at Golden Lake last week for Girl Scout Sprit Week. He thanked the Girl Scouts for their community participation in cleaning up the park area, and also thanked the troop leaders.

Council Member Percy commented on the process and ease of early voting, noting his wife and son recently did so at city hall.

Council Member McChesney commented that absentee voting began September 18 and there is an average of about 30 early voters per day in Circle Pines. He added that voters who received a ballot by mail may return it by mail, but can also hand deliver the completed ballot to city hall where it will be picked up by Anoka County. He noted ballots may be delivered to city hall up to 3:00 p.m. on Election Day, and those that are mailed must be postmarked by November 3 and received at Anoka County by November 10.

c. Mayor Comments

Mayor Bartholomay commented on the following:

- Recycling/Cleanup Day
- Chipping Program October 9-20
- Leaf pickup October 24 and November 7

City Administrator Antonen reported there were over 300 cars on Recycling/Cleanup Day September 19, and the city of Lexington also participated in the event.

Antonen also reported the first lift of asphalt has been applied to the entire 2020 street reconstruction project, trees will soon be planted, sod will be placed on North Star Lane, and the final lift of asphalt will be done within the next couple weeks. He said punch list items will be reviewed and finalized through the spring of 2021.

Antonen mentioned that although they would like to participate, Centennial Lakes Police Department and Centennial Fire District will be unable to participate in Night to Unite events this year due to concerns about possible COVID-19 exposure to first responders. He added the events are not banned, it is simply that police and fire personnel will not attend. Antonen added that city staff will also not attend Night to Unite events this year.

Antonen gave an update on paving of the trail along Lake Drive. He said tree removal will begin October 5, and the base work for asphalt will begin October 12. He said the trail will be 8 feet wide, from Village Parkway to Golden Lake Road and will connect with concrete aprons already in place at those locations.

Antonen advised residents that the assessment hearing for the 2020 Street Reconstruction Project is coming up October 13, 2020. He said typically there is an informational open house prior to the hearing, and that hearing will be held virtually this year. He said he, Mayor Bartholomay and a city engineer will

record the virtual open house at North Metro TV and it will be replayed every night beginning October 6, at 7 p.m. on North Metro TV. Antonen said a letter will be sent to residents advising them of the details of the open house and how to submit comments or questions.

d. COVID-19 Update

There was no COVID-19 update.

5. COMMITTEE REPORTS

a. Utilities Commission

Mayor Bartholomay reported the commission met September 16 and business included approval of Pay Voucher No. 5 for the 2020 Street Reconstruction Project, approval of the HeatShare agreement for the 2020-21 season, and approval of a resolution certifying delinquent utilities accounts for assessment.

Bartholomay noted the YMCA asked him to participate in a “reimagining project,” along with other community leaders, to meet and discuss the future of the YMCA facility.

b. Cable Commission

Council Member McChesney reported the commission met September 16, and received a report that second quarter franchise fees were lower than last year as expected, and North Metro TV is now covering fall sports. McChesney added that North Metro TV is requesting that member cities assist with reimbursement of Covid-related expenses with Circle Pines’ portion estimated at \$2,800.

City Administrator Antonen responded the city today received an invoice from NMTV for that amount and will be issuing a check for reimbursements for those expenses. He noted NMTV personnel have also been very helpful recently at city hall in making sure connections are made for remote broadcasts.

6. COUNCIL BUSINESS

a. Consent Agenda

Items included:

1. Minutes – 09/08/20 Regular Council Meeting
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements

5. Licenses

It was noted there are no licenses for approval at this time.

MOTION: Percy moved, seconded by Goldberg, to approve the Consent Agenda with the exception of Licenses.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

b. Resolution No. 2020-25 Setting Proposed Levy for 2021

Mayor Bartholomay explained that every September, the city sets a proposed maximum levy that is finalized in December. He said budget discussions and work sessions have taken place for the entire budget that includes police department, fire department and city budgets.

Bartholomay noted the police department budget increased 2.8 percent, the fire department budget stayed flat, and the city budget increased 2.4 percent. He explained because of the growth in home values, a decrease is actually proposed for the city tax rate.

City Administrator Antonen explained this resolution sets the maximum proposed levy and the budget presentation will be in December when the amount can be decreased, but cannot increase. He said although the budget shows a slight increase, there is a decrease in the city tax rate by 2.65 percent.

Antonen noted there is no longer a levy for the police station as that has been paid, and street debt has decreased by \$40,000.

Council Member Goldberg commented on the importance of census results and how they affect funds not related to city resources. He said there are about 620 people in Circle Pines who are not counted and if the city falls short of the 5,000 mark, he wants to notify citizens the city stands to lose the \$150,000 a year it receives for State-aid roads. He also pointed out the city is not maximizing the amount of Local Government Aid it receives from Minnesota because of the people who are not being counted. He urged residents to respond to the census.

Goldberg mentioned he appreciates the reduction in the tax rate and asked if there is a risk in setting the rate low at this point, possibly leaving it the same as last year. Bartholomay responded the rate set today goes to the Truth in Taxation hearing and also the statement of proposed taxes for next year. He said if the rate were left the same as last year, there would be an increase in city property taxes reflected on the statement.

Council Member Percy expressed support for the budget and value of a long-term plan. He said the city provides excellent service, great streets and public safety, and takes pride in that.

Bartholomay spoke about the importance of being disciplined to focus on infrastructure and needs of the city. He said a strategic planning process for the council is planned for this fall and the council will continue to work with staff on the numbers. He said the city has good reserves and because of good financials, has been able to save money and receive a great bond rating.

Goldberg thanked the city administrator and staff for their efforts on the budget.

MOTION: Rauner moved, seconded by Goldberg, to approve **Resolution No. 2020-25**, a Resolution Setting Proposed Levy for 2021.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

c. Award Contract for City Hall Remodel

City Administrator Antonen explained the project that is being done due to Covid-19 to achieve proper social distancing. He said now the office space is not workable for staff to do their job safely, so separating workstations, updating the HVAC system and protecting employees is the goal. Therefore, he said plans were drawn and bids were received from four contractors. He said the recommendation is to award the job to the low bidder Welsh Construction.

Mayor Bartholomay noted this is \$78,634 from CARES Act funding. He said the city received a total of \$380,000 in CARES Act funding and there is another portion of the city hall remodel that includes cost of desks and cubicles, a portion will go to North Metro TV, some funds will go to police and fire departments for Covid-related time and materials, there are technology costs related to Covid, Centennial Utilities has had additional costs, and the school district also has Covid-related costs. He said this is a significant cost for the funds, but there are other pieces. He asked if the council would be signing off on the list.

Antonen explained the list is being compiled now and will also include HVAC and electrical expenses for city hall and public works, reimbursement of police and fire staff time, and there will be a resolution for all CARES Act expenses to be approved at a November council meeting. He said if there is funding not used, it will go back to the county and if it is not spent by the county, it will go back to the state.

MOTION: McChesney moved, seconded by Percy, to approve a contract with Welsh Construction, LLC in the amount of \$78,634 for renovation of Circle Pines city hall.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

d. Resolution No. 2020-24 Appointing Election Judges for the General Election on November 3, 2020

Council Member McChesney reminded the public that out of caution and safety for first responders, the precinct for the north side of the city, Precinct 1, has been moved from the fire department to Saint Mark Lutheran Church on North Road, the same location where the Primary was held in August.

Mayor Bartholomay reminded those who don't want to return their absentee ballot by mail to drop it off at city hall.

MOTION: Rauner moved, seconded by McChesney, to approve **Resolution No. 2020-24**, a Resolution Appointing Election Judges for the General Election on November 3, 2020.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

7. ADJOURNMENT

MOTION: Percy moved, seconded by McChesney, to adjourn the meeting at 8:10 p.m.

Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.

Mayor

Clerk

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
09/25/2020						
10495 AMERICAN EXPRESS CREDIT CARD						
9 25 20	1	Invoice	Amex Credit Card Services for Aug - City	09/25/2020	11.14	09/20
Total 9 25 20:					11.14	
Total 10495 AMERICAN EXPRESS CREDIT CARD:					11.14	
30360 CASEY'S BUSINESS MASTERCARD						
92520	1	Invoice	Fuel	09/25/2020	545.71	09/20
92520	2	Invoice	Diesel Streets	09/25/2020	72.92	09/20
92520	3	Invoice	Diesel Chipper	09/25/2020	74.74	09/20
Total 92520:					693.37	
Total 30360 CASEY'S BUSINESS MASTERCARD:					693.37	
30580 CHASE						
9 25 20	1	Invoice	Chase Credit Card Services for Aug - City	09/25/2020	176.94	09/20
Total 9 25 20:					176.94	
Total 30580 CHASE:					176.94	
40278 DEARBORN NATL LIFE INS CO						
092520	1	Invoice	ACH OCT LIFE/DISABILITY INS	09/25/2020	82.08	09/20
092520	2	Invoice	ACH OCT LIFE/DISABILITY INS	09/25/2020	79.22	09/20
092520	3	Invoice	ACH OCT LIFE/DISABILITY INS	09/25/2020	51.73	09/20
092520	4	Invoice	ACH OCT LIFE/DISABILITY INS	09/25/2020	130.94	09/20
092520	5	Invoice	ACH OCT LIFE/DISABILITY INS	09/25/2020	16.37	09/20
092520	6	Invoice	ACH OCT VOL LIFE	09/25/2020	227.91	09/20
Total 092520:					588.25	
Total 40278 DEARBORN NATL LIFE INS CO:					588.25	
40326 DELTA DENTAL OF MN						
092520	1	Invoice	ACH SEPT DENTAL	09/25/2020	617.50	09/20
Total 092520:					617.50	
Total 40326 DELTA DENTAL OF MN:					617.50	
80015 HEALTH PARTNERS						
99701332	1	Invoice	ACH OCT HEALTH INS	09/25/2020	1,623.93	09/20
99701332	2	Invoice	ACH OCT HEALTH INS	09/25/2020	1,240.69	09/20
Total 99701332:					2,864.62	
Total 80015 HEALTH PARTNERS:					2,864.62	
210222 US BANK CORPORATE PMT SYS						
092520	1	Invoice	VISA-JULY AMAZON UPROOTER TOOL	09/25/2020	431.81	09/20
092520	2	Invoice	VISA-JULY AMAZON ELECTION STEEL STA	09/25/2020	149.49	09/20

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
092520	3	Invoice	VISA-JULY AMAZON ELECTION NITRILE GL	09/25/2020	175.45	09/20
092520	4	Invoice	VISA-JULY ADOBE NEWSLETTER SUBSCRI	09/25/2020	29.99	09/20
092520	5	Invoice	VISA-JULY ZOOM SUBSCRIPTION	09/25/2020	16.06	09/20
092520	6	Invoice	VISA-JULY AMAZON LAMINATING POUCHE	09/25/2020	.19	09/20
092520	7	Invoice	VISA-JULY AMAZON LAMINATING POUCHE	09/25/2020	4.62	09/20
092520	8	Invoice	VISA-JULY FRAUD CHARGE CREDIT	09/25/2020	2,176.91-	09/20
092520	19	Invoice	VISA-AUG ADOBE SUBSCRIPTION	09/25/2020	29.99	09/20
092520	20	Invoice	VISA-AUG ZOOM SUBSCRIPTION	09/25/2020	16.06	09/20
092520	21	Invoice	VISA-AUG AMAZON STORAGE BOXES	09/25/2020	.76	09/20
092520	22	Invoice	VISA-AUG AMAZON STORAGE BOXES	09/25/2020	18.24	09/20
092520	23	Invoice	VISA-AUG PIZZA MAN SEASONAL LUNCH	09/25/2020	42.00	09/20
092520	24	Invoice	VISA-AUG ICMA DUES	09/25/2020	430.40	09/20
092520	25	Invoice	VISA-US BANK REBATE	09/25/2020	80.82-	09/20
Total 092520:					912.67-	
Total 210222 US BANK CORPORATE PMT SYS:					912.67-	
240500 XPRESS BILL PAY						
50946	1	Invoice	Xpress Bill Pay Services for Aug - City	09/25/2020	44.99	09/20
Total 50946:					44.99	
Total 240500 XPRESS BILL PAY:					44.99	
Total 09/25/2020:					4,084.14	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
10/06/2020						
30640 CINTAS						
4063080498	1	Invoice	CH Cleaning	10/13/2020	76.90	10/20
Total 4063080498:					76.90	
4063080543	1	Invoice	Shop Cleaning	10/13/2020	9.33	10/20
4063080543	2	Invoice	Shop Cleaning	10/13/2020	9.33	10/20
Total 4063080543:					18.66	
Total 30640 CINTAS:					95.56	
31008 COMCAST						
101320	1	Invoice	Oct. Internet	10/13/2020	33.48	10/20
Total 101320:					33.48	
Total 31008 COMCAST:					33.48	
31320 COVERALL NORTH AMERICA, INC.						
1590002228	1	Invoice	Oct. CH Cleaning	10/13/2020	293.40	10/20
Total 1590002228:					293.40	
Total 31320 COVERALL NORTH AMERICA, INC.:					293.40	
90157 I U O E LOCAL 49						
101320	1	Invoice	November Benefits	10/13/2020	862.50	10/20
101320	2	Invoice	November Benefits	10/13/2020	1,840.00	10/20
101320	3	Invoice	November Benefits	10/13/2020	230.00	10/20
101320	4	Invoice	November Benefits	10/13/2020	1,035.00	10/20
Total 101320:					3,967.50	
Total 90157 I U O E LOCAL 49:					3,967.50	
110204 KNOWLAN'S SUPER MARKETS						
101320	1	Invoice	Coffee	10/13/2020	2.94	10/20
101320	2	Invoice	Coffee	10/13/2020	2.93	10/20
Total 101320:					5.87	
Total 110204 KNOWLAN'S SUPER MARKETS:					5.87	
140890 NYSTROM PUBLISHING CO., INC.						
43519	1	Invoice	Oct. City Newsletter	10/13/2020	687.10	10/20
43519	2	Invoice	Postage	10/13/2020	369.48	10/20
Total 43519:					1,056.58	
Total 140890 NYSTROM PUBLISHING CO., INC.:					1,056.58	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
180550 CITY OF ROSEVILLE						
229476	1	Invoice	Oct. IT Support & Phones	10/13/2020	1,553.20	10/20
Total 229476:					1,553.20	
Total 180550 CITY OF ROSEVILLE:					1,553.20	
230105 WH SECURITY						
101320	1	Invoice	August Monitoring	10/13/2020	21.54	10/20
Total 101320:					21.54	
Total 230105 WH SECURITY:					21.54	
Total 10/06/2020:					7,027.13	
Grand Totals:					11,111.27	

Report GL Period Summary

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

Report Criteria:

Invoice Detail.GL Account = 10110100-506477506710,70210100-702499702730

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
10/13/2020						
30501 CITY OF CENTERVILLE						
101320	1	Invoice	2020 POLICE STATE AID	10/13/2020	48,621.06	10/20
Total 101320:					48,621.06	
Total 30501 CITY OF CENTERVILLE:					48,621.06	
30530 CENTURY FENCE, INC						
208731201	1	Invoice	SHOP FENCE WEST SIDE SOUTH END STR	10/13/2020	1,335.00	10/20
Total 208731201:					1,335.00	
Total 30530 CENTURY FENCE, INC:					1,335.00	
30540 CENTURY LINK						
101320	1	Invoice	GL PHONE OCT	10/13/2020	28.48	10/20
Total 101320:					28.48	
Total 30540 CENTURY LINK:					28.48	
80520 HOFF BARRY, P.A.						
16134	1	Invoice	SEPT LEGAL	10/13/2020	261.00	10/20
Total 16134:					261.00	
16135	1	Invoice	SEPT RCWD LEGAL	10/13/2020	7,313.00	10/20
Total 16135:					7,313.00	
Total 80520 HOFF BARRY, P.A.:					7,574.00	
80554 HOME DEPOT CREDIT SERVICES						
101320	1	Invoice	MISC MTC ITEMS	10/13/2020	46.84	10/20
101320	2	Invoice	GL FISHING PIER	10/13/2020	82.32	10/20
101320	3	Invoice	LEX AV FENCE STAIN	10/13/2020	956.50	10/20
101320	4	Invoice	MOVING STRAPS	10/13/2020	12.14	10/20
101320	5	Invoice	SHADE TREE SAFETY RED	10/13/2020	11.96	10/20
Total 101320:					1,109.76	
Total 80554 HOME DEPOT CREDIT SERVICES:					1,109.76	
100135 JIMMY'S JOHNNYS, INC						
171977	1	Invoice	BALDWIN PARK PORTABLE RESTROOM	10/13/2020	118.00	10/20
Total 171977:					118.00	
171978	1	Invoice	GL PORTABLE RESTROOM	10/13/2020	206.00	10/20
Total 171978:					206.00	

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
Total 100135 JIMMY'S JOHNNYS, INC:					324.00	
120400 CITY OF LEXINGTON						
101320	1	Invoice	2020 STATE POLICE AID	10/13/2020	39,172.60	10/20
Total 101320:					39,172.60	
Total 120400 CITY OF LEXINGTON:					39,172.60	
130409 MENARDS - BLAINE						
2434	1	Invoice	HOCKEY RINK BOARDS	10/13/2020	443.34	10/20
Total 2434:					443.34	
2766	1	Invoice	HOCKEY RINK BOARDS BALDWIN	10/13/2020	154.60	10/20
Total 2766:					154.60	
Total 130409 MENARDS - BLAINE:					597.94	
131125 MTI DISTRIBUTING, INC						
1278675-00	1	Invoice	TORO PARTS	10/13/2020	125.89	10/20
Total 1278675-00:					125.89	
1278679-00	1	Invoice	TORO MOWER REPAIR	10/13/2020	387.50	10/20
Total 1278679-00:					387.50	
Total 131125 MTI DISTRIBUTING, INC:					513.39	
140455 NORTH METRO TELEVISION						
2020-08	1	Invoice	COVID ELIGIBLE EXPENSES	10/13/2020	2,832.74	10/20
Total 2020-08:					2,832.74	
Total 140455 NORTH METRO TELEVISION:					2,832.74	
160520 PRESS PUBLICATIONS INC						
680152	1	Invoice	DELINQ CITY ACCT HEARING	10/13/2020	103.43	10/20
Total 680152:					103.43	
Total 160520 PRESS PUBLICATIONS INC:					103.43	
191200 SYNCHRONY BANK						
101320	1	Invoice	BLDG ANTI-FREEZE WINTERIZE	10/13/2020	43.08	10/20
Total 101320:					43.08	
Total 191200 SYNCHRONY BANK:					43.08	
230100 W S B & ASSOCIATES, INC						
R-013639-00	1	Invoice	AUG COMP PLAN ASSIST	10/13/2020	1,981.00	10/20

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Per
Total R-013639-000-6:					1,981.00	
R-013714-00	1	Invoice	AUG 2020 STREET PROJ ENG	10/13/2020	61,758.90	10/20
Total R-013714-000-19:					61,758.90	
R-014227-00	1	Invoice	AUGUST TRAIL IMP VLG TO GL RD	10/13/2020	3,433.50	10/20
Total R-014227-000-8:					3,433.50	
R-015235-00	1	Invoice	AUG GENL TRAFFIC STUDY	10/13/2020	652.00	10/20
Total R-015235-000-8:					652.00	
Total 230100 W S B & ASSOCIATES, INC:					67,825.40	
240550 XTREME CUSTOM APPAREL &						
181480	1	Invoice	FACE MASKS	10/13/2020	40.00	10/20
181480	2	Invoice	FACE MASKS	10/13/2020	40.00	10/20
181480	3	Invoice	FACE MASKS	10/13/2020	20.00	10/20
Total 181480:					100.00	
Total 240550 XTREME CUSTOM APPAREL &:					100.00	
Total 10/13/2020:					170,180.88	
Grand Totals:					170,180.88	

Report GL Period Summary

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

Report Criteria:

Invoice Detail.GL Account = 10110100-506477506710,70210100-702499702730

CITY OF CIRCLE PINES SPECIAL ASSESSMENT POLICY

SECTION 1: GENERAL POLICY STATEMENT

The purpose of this assessment policy is to set forth a guide of policies and procedures to be followed by the City of Circle Pines in making improvements for the general safety, health and welfare of the City, and charging special assessments to finance such improvements.

Minnesota State Statutes, Chapter 429, provides that a municipality shall have the power to make public improvements such as sanitary sewer systems, storm sewers, water supply, storage and distribution facilities, street improvements including grading, curb & gutter, surfacing, sidewalks and street lighting. The various procedures that a municipality must follow in regards to financing public improvements are well defined within the law.

The special assessment is a device used to finance these public improvements desired by a particular neighborhood or area. The beginnings of use of the special assessment dates back over three hundred years. It has now grown to be an essential and reliable source of municipal revenue.

CHARACTERISTICS AND APPLICATIONS

Special assessments are defined by three distinct characteristics:

1. They are compulsory charges used to finance particular public improvement projects.
2. The special assessments are charged only against those particular parcels of property deemed to receive some special benefit from the project.
3. The amount of the assessment bears some relationship to the value of the benefits received:
 - (a) the assessment must be confined to property specially benefited;
and
 - (b) the amount of the assessments must not exceed the special benefits.

In theory, special assessments are frequently regarded as more equitable than property taxes because a more direct benefit is received from the improvements undertaken. Also, special assessments are only imposed on real estate, and they are never levied upon personal and/or movable property.

Special Assessments have three important applications:

1. *Financing New Improvements.* The assessments are frequently used to finance the construction of new street/road improvements, sanitary sewer system improvements, water system improvements, storm water system improvements and other appropriate improvements in developing and/or developed areas of the City.
2. *Financing Redevelopment.* When commercial and residential neighborhoods are confronted with deterioration, special assessments can be utilized in a variety of ways to redevelop and revitalize an area.
3. *Financing Major Infrastructure Maintenance Programs.* Rehabilitation and reconstruction improvements on streets, sidewalks, sewer systems, water systems and similar facilities can and often should be financed with special assessments.

SECTION 2: INTENT

The policies contained in this document establish and delineate a procedure for undertaking public improvements and levying special assessments pursuant to Minnesota State Statutes. This policy should be viewed as a starting point for conducting assessments for public improvement projects. When an improvement conveys special benefit to properties in a definable area, the City intends to levy special assessments on those benefited properties to finance such improvements. It shall be the policy of the City of Circle Pines that the amount of the assessment for public improvements should not exceed the special benefit to the property. The City will use the assessment policy to insure that assessments have a reasonable relationship to benefits. Public improvements include the construction and reconstruction of streets, sidewalks, storm sewer, sanitary sewer, water works, street lighting, or any other public improvements allowed by State law.

When applying this assessment policy the City Council reserves the right to adjust the policy so as to achieve a more equitable distribution. This may occur in the event that the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments.

The City maintains the right to apply this policy differently for the purposes of fairness and equity. It should also be noted that any errors or omissions in this policy are not to be held against the City of Circle Pines.

SECTION 3: GENERAL ASSESSMENT POLICY

TYPES OF IMPROVEMENTS

This policy shall relate only to those public improvements allowable under Minnesota State Statutes, Chapter 429. Those public improvements include, but are not limited to, the following:

- Street improvements; including curb, gutter, grading, graveling, and surfacing
- Sanitary sewer system improvements
- Water utility system improvements
- Storm sewer and drainage systems
- Appropriate, related landscaping such as planting, trimming, care and removal of trees
- Sidewalks and Trails
- Street lighting systems

INITIATION OF IMPROVEMENTS

The initiation of public improvement projects may occur in one of three ways:

Petition of not less than 35% of property owners. An improvement project can begin with a signed petition by the owners of not less than 35% of the frontage of the real property abutting the proposed improvements. This improvement can only be ordered after a public hearing.

Petition of 100% of property owners. An improvement project can begin with a signed petition by the owners of 100% of the frontage of the real property abutting the proposed improvements. This improvement does not require a public hearing, and may be ordered by the City Council by a simple majority vote if the petitioning property owners agree to pay 100% of the costs of the improvements.

City Council Initiation. No petition is needed. This improvement can only be ordered after a public hearing. The resolution ordering the improvement must be adopted by four-fifths (4/5) vote of the City Council.

GENERAL DEFINITIONS

Project Cost. The project costs of an improvement shall be deemed to include the costs of all necessary construction work required to accomplish the improvement, including expenses incurred or to be incurred in making the improvement that includes engineering, consulting, legal, administration, financing, easements, right-of-way acquisition, and other contingent costs.

City Cost. Where the project cost of an improvement is not attributable to the need for service to the areas served by said improvement, or whereas unusual conditions beyond the control of the property owners in the area served by the improvement would result in inequitable distribution of special assessments, the City, through the use of other funds, may negotiate such city costs which, in the opinion of the City Council, represents those costs not directly attributable to the area served.

Assessable Cost. The assessable cost of an improvement shall be defined as those costs which, in the opinion of the City Council, are attributable to the need for service in the areas served by the improvement and are not in excess of the special benefit conveyed to the property by the improvements.

Use of Other Funds. If financial assistance is received from the federal government, from the State of Minnesota, or from any other source to defray a portion of the cost of a given improvement, such aid will first be used to reduce the city cost of the improvement.

Improvement. An improvement shall be considered a new project or an upgrade of existing systems that the Council determines is necessary for the Community and meets the statutory guidelines for special assessment.

Residential Property. Shall be defined as buildable parcels occupied or unoccupied and zoned for residential use by Circle Pines zoning regulations, except apartment buildings.

Multiple Dwelling Units. Are defined for the purposes of this policy as those that consist of two or more dwelling units per building or having any common walls, with the exception of apartment buildings.

Townhomes. Are defined as multiple dwelling units.

Non-Residential Property. Shall be defined as a buildable parcels occupied or unoccupied and zoned for non-residential use by Circle Pines zoning regulations. Including commercial, industrial, apartment buildings and tax-exempt properties.

City Property. City-owned property, including municipal building sites, parks, nature areas, but not including public streets and alleys (Public Rights of Way), shall be regarded as being assessable on the same basis as if such property was privately owned.

Application of Policy. In the event the literal application of the provisions outlined herein would result in an inequitable distribution of special assessments in the opinion of the City Council, the Council reserves the right to adjust the policy so as to achieve a more equitable distribution.

SECTION 4: METHOD OF ASSESSMENT

METHODS OF ASSESSMENT

Different methods of assessing property are available to the Council when considering special assessments. However, in general, the Council will use the per unit method for residential properties unless it is demonstrated that an alternative method (area method, front foot method or some other method that is deemed appropriate and equitable by the City Council) which allows for a fair distribution of the cost. A front-foot method will be used for non-residential properties as defined herein.

SECTION 5: STREET/ROAD IMPROVEMENTS

NEW STREET/ROAD CONSTRUCTION

Street/road construction is defined as the initial installation of a permanent street/road into an area, consisting of the necessary grading, base, hard surfacing (bituminous or concrete), and curb and gutter.

Policy. It is the intention of the City to install all utilities and utility service lines concurrently with construction of new streets/roads. However, each road needs to be examined on a case by case basis. No street/road construction shall be approved for less than both sides of a street/road except as necessary to complete the improvement of a block that has previous partial completion.

Method of Assessment. The assessable costs for street/road construction shall be distributed among benefited properties on a per unit basis or on a front-foot basis
Assessable Cost. The assessable cost equals 100 percent (100%) of the entire project cost for the street/road construction including intersections, alley openings, and street/road openings.

STREET RECONSTRUCTION AND RESURFACING

Street/road reconstruction and resurfacing projects shall include, but are not limited to the following:

Full-reconstruction of an existing street: Reconstruction of an existing street/road including but not limited to grading, necessary drainage, curb and gutter and hard surfacing.

Cold in place recycling and repaving (CIR/Repaving): Recycling of existing deteriorated pavements by pulverizing, mixing with new asphaltic oils and compacting in place. New paving materials are then placed over the cold recycled pavement similar to a standard overlay.

Partial Reconstruction of an existing street: Complete pavement removal, subgrade correction as needed, partial repair/replacement of concrete curb and gutter and hard surfacing.

Bituminous Mill and Overlay: Milling and placement of an additional bituminous layer, generally one to two inches thick, over an existing bituminous surfaced urban street.

Concrete Pavement Restoration: Replacement of existing concrete panels which have deteriorated, mud jacking panel to improve rideability, and the filling of joints and cracks with a petroleum-based material to eliminate flow of water to the base below the surface.

Method of Assessment- Single-Family Residential/Townhomes/Multiple Dwelling Units individually owned. The assessable costs for street/road construction shall be distributed among benefited properties on a per unit basis. Corner lots shall be considered one unit and assessed for the street it fronts on.

Method of Assessment- Commercial/Industrial/Apartment Buildings/Tax Exempt. The assessable costs for street/road construction shall be distributed among benefited properties on a front-foot basis. Corner lots shall be assessed for all frontages where there is driveway access to the street(s) it fronts on.

Assessable Cost- Single-Family Residential/Townhomes/Multiple Dwelling Units. The assessable cost equals Forty-~~Eight~~~~Six~~ Hundred and Eighty Dollars (\$4,~~880~~~~600~~) for full reconstruction of an existing street, Twenty-Nine Hundred and Ninety-Five Dollars (\$2,995) for a partial reconstruction of an urban street and Fifteen Hundred Dollars (\$1,500) for milling and overlaying an urban street. Street/road improvements shall be assessed consistent with the street/road improvement method. Such amounts shall be reviewed and adjusted regularly to reflect current construction costs.

Assessable Cost- Commercial/Industrial/Apartment Buildings/Tax-Exempt. Will be assessed on a front-foot basis. The front-foot rate is determined by dividing the single-family residential rate by 80 (the average residential lot width) and multiplying by 1.25 (for increased usage on roadways). The resulting rates are as follows:

Street Reconstruction: ~~\$76.2571.87~~ per foot

Partial Reconstruction: ~~\$46.8049.06~~ per foot

Mill and Overlay: ~~\$23.4424.64~~ per foot

Street/road improvements shall be assessed consistent with the street/road improvement method. Such amounts shall be reviewed and adjusted regularly to reflect current construction costs.

APPURTENANCES

Appurtenances are items such as sidewalks, street lighting, or trees that are often encountered during street improvement projects.

Policy. Appurtenances to new street construction, street/road reconstruction or resurfacing projects shall be included in the cost of the street/road improvement project and assessed according to those methods and policies. Appurtenances constructed or provided separate from new street/road construction; street/road reconstruction or resurfacing projects shall be assessed consistent with the above assessment procedures. Special requests shall be assessed 100% of the cost of the improvement.

SECTION 6: SUPPLEMENTAL ASSESSMENT GUIDELINES

A. SUPPLEMENTAL ASSESSMENT AND REASSESSMENT

The City Council may, subject to legal notice and hearing requirements, make supplemental assessments to correct omissions, errors, or mistakes in the relating to the total cost of the improvement or any other particular item. If an assessment is set aside by a court for any reason or if the Council finds that the assessment or any part of it is excessive or determines on the advice of the City Attorney that it is or may be invalid for any reason, the Council may upon notice and hearing as required for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

B. TAX-EXEMPT PROPERTY

Other than land under city ownership, there are three categories of tax exempt property. Said properties are to be assessed as follows:

1. Tax-exempt property shall be assessed in the same manner as if it were privately owned, subject to the limitations set forth in Minnesota State Statutes, Section 435.19, subd.1, as long as the assessments do not exceed the special benefits conferred.
2. State land is subject to assessment based upon procedures set forth in Minnesota State Statutes, Section 435.19, subd.2.
3. County land and land owned by all other local taxing jurisdictions is subject to assessment and shall be assessed in the same manner as if it were privately owned, subject to the limitations set forth in Minnesota State Statutes, Section 435.19, subd.1, as long as the assessments do not exceed the special benefits conferred.

The method of assessment and assessable cost applied to tax exempt property to determine the special assessment amount shall be calculated at the time of the special assessment and as outlined in Section 5.

C. COMMERCIAL PROPERTY

All aspects of this policy apply to commercial property. The method of assessment and assessable cost applied to commercial property to determine the special assessment amount shall be calculated at the time of the special assessment and as outlined in Section 5.

D. MULTIPLE DWELLING UNITS

Multiple dwelling units are defined for the purposes of this policy as those that consist of two or more dwelling units per building or having any common walls, with the exception of apartment buildings. All aspects of this policy apply to multiple dwelling units. Each unit in a multiple dwelling unit shall be considered one residential unit.

E. TOWNHOUSES

All aspects of this policy apply to townhouses. Each townhouse unit shall be considered one residential unit.

F. TAX FORFEITURE ASSESSMENTS

When a parcel of tax forfeited land is returned to private ownership, and the parcel is benefited by an improvement for which special assessments were canceled because of the forfeiture, the City may, upon notice and hearing as provided for the original

assessment, make a reassessment or a new assessment as to the parcel in an amount equal to the remaining unpaid on the original assessment.

G. ASSESSMENT OF NON-CITY ROADS

It is the policy of the City that, in general, non-city street/road projects will not be special assessed. However, the City reserves the right to assess its share of non-city street/road projects.

SECTION 7: CONDITIONS OF PAYMENT OF ASSESSMENTS

Minnesota State Statutes, Chapter 429, provide the City with considerable discretion in establishing the terms and conditions of payment of special assessment by property owners. Chapter 429 does establish two precise requirements regarding payment. First, the property owner has thirty (30) days from the date of adoption of the assessment roll to pay the assessment in full without interest charge (429.061, subd. 3). Second, all assessments shall be payable in equal annual installments extending over a period not exceeding thirty (30) years from the date of adoption of the assessment roll (429.061, subd. 2). The conditions of payment established in this section follow the requirements of Chapter 429 and seek to balance the burden of payment of the property owner with the financing requirements imposed by debt issuance.

A. TERMS OF ASSESSMENT

The City shall collect payment of special assessments in equal annual installments of principal for the period of years indicated, and as recommended by the City Engineer, from the year of adoption of the assessment roll by the following types of improvements:

Street System Improvements (street, curb and gutter)	10-25 years
Appurtenances	10-25 years
Other	5-10 years

In some cases, improvements that are undertaken could warrant longer or shorter terms. In any event, the assessment term should never exceed the potential life of the improvement.

B. INTEREST RATE

The City most often finds itself required to issue debt in order to finance improvements. Such debt requires that the City pay an interest cost to the holders of the debt with such interest cost varying on the timing, bond rating, size and type of bond issue. In addition,

the City experiences problems with delinquencies in the payment of assessment by property owners or the inability to invest prepayments of assessments at an interest rate sufficient to meet the interest cost of the debt. These situations create immediate cash flow problems in the timing and ability to make scheduled bond payments.

Therefore, for all projects financed by debt issuance, the interest rate charged on assessments shall be 2% greater than the new interest on the bonds issued, or 2% greater than the current investment rate if the project is funded internally.

PREPAYMENT AND ASSESSMENT CERTIFICATION

Partial Prepayment. After the adoption by the City Council of the assessment roll in any local improvement proceeding, the owner of any property specially assessed in the proceeding may, prior, to the certification of the assessment of the first installment to the County Auditor, pay to the City any portion of the assessment. The remaining unpaid balance shall be spread over the period of time established by the Council for installment payment of the assessment. No partial payments of the unpaid balance will be accepted in any of the following years.

Certification of Assessments. After the adoption of any special assessment by the City Council, the City Clerk shall transmit a certified duplicate of the assessment roll with each installment, including interest, set forth separately to the County Auditor on an annual basis to be extended on the proper tax lists to the County.

SECTION 8: HARDSHIP DEFERRALS

Minnesota State Statutes Chapter 435.193, allows the City, at its own discretion, to defer the payment of any assessment for any homestead property owned by a person 65 years of age or older or retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments, or is a member of the Minnesota National Guard on active duty for whom it would be a hardship to make the payments.

Section 8.1 PURPOSE OF DEFERMENT. The City Council hereby finds that there is a need to establish a procedure permitting deferment of special assessments pursuant to Minnesota Statutes Section 435.193-435.195 in cases where immediate payment thereof would create a hardship for qualifying homeowners who are elderly, disabled or members of the military.

Section 8.2 ELIGIBILITY FOR DEFERMENT. To be eligible for a deferment, a person must be the owner of homestead property and:

- A. Is 65 years of age or older for whom it would be a hardship to make payments; or
- B. Is retired by virtue of a permanent and total disability for whom it would be a hardship to make the payments; or
- C. Is a member of the Minnesota National Guard or other military reserves who, as stated in the person's military orders, is ordered into active military service, as defined in Minnesota Statutes, section 190.05, subdivision 5b or 5c for whom it would be a hardship to make the payments.

Section 8.3 APPLICATION. Application for deferred assessment shall be made to the City Administrator upon forms prescribed by Anoka County and the City, and shall contain true statements of such information as requested thereon. Application for deferment of assessments beginning in any year shall be made by October 15th of the preceding year.

Section 8.4 APPROVAL OF DEFERMENT. The City Administrator shall recommend approval or disapproval of each application on the basis of whether payment of the assessment would constitute a hardship. No person shall be deemed to have a hardship unless;

- A. The annual assessment installment exceeds one and one-half percent (1.5%) of the previous year's total adjusted gross incomes, for Federal Income Tax purposes, for all owners of the property. In no event shall total adjusted gross income include Social Security benefits, Railroad Retirement Benefits, retirement benefits attributable to employee contributions, disability benefits, personal injury awards or workers' compensation payments.
- B. Nothing herein shall be construed to prohibit the determination of hardship on the basis of exceptional and unusual circumstances not covered by the standards and guidelines where the determination is made in a nondiscriminatory manner and does not give the applicant an unreasonable preference or advantage over other applicants.

Section 8.5 INTEREST. Interest at the rate determined by the City Council at the time the assessment is established shall continue to accrue on any principal amount of special assessment which may be deferred until the same is paid.

Section 8.6 TERMINATION OF RIGHT TO DEFERRED PAYMENT. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus accrued interest shall become due upon the occurrence of any of the following events:

- A. The death of the owner provided that the spouse is otherwise not eligible for the benefits hereunder;
- B. The sale, transfer or subdivision of the property or any part thereof;
- C. The property should for any reason lose its homestead status;
- D. If for any reason the City Council shall determine that there would be no hardship to require immediate or partial payment; or
- E. At the request of the property owner.
- F. For active military deferments, they will terminate for assessments payable the year after they are off active duty status.

SECTION 9: CONSOLIDATING PROJECT FINANCING

If several public improvements are being carried out at the same time, the City Council reserves the right to consolidate all necessary financings into one improvement project for the purpose of issuing improvement bonds. This election will be made at the time of the public hearing on the improvements.



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Agenda Item 6b

Memo

To: City Council Members
From: Patrick Antonen
Date: October 7, 2020
Re: 2020 Delinquent Utility Hearing

Please find enclosed the delinquent account list as approved by the Centennial Utilities Commission, less any payments received since the commission meeting reducing some amounts. Additional payments received will reduce amounts and we will report those on Tuesday.

The Mayor would open the public hearing; the council would take any public comments on the proposed listing and make adjustments to the proposed roll as appropriate.

You will find enclosed Resolution No. 2020-26, which will certify the approved list to the county for collection with taxes over a one-year period.

Again, the requested action is adoption of Resolution No. 2020-26.

PA

Enclosures: (2) Resolution No. 2020-26, Delinquent Utilities Account List -

RESOLUTION NO. 2020-26

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

RESOLUTION ADOPTING A CERTIFICATION OF DELINQUENT UTILITIES

WHEREAS, the City Council has adopted Ordinance No. 103 (Second Series) which provides for the certification to the County Auditor of unpaid storm sewer, sanitary sewer, water, garbage, refuse and recycling charges for collection as other taxes; and

WHEREAS, it is in the interest of all the customers of Centennial Utilities to collect unpaid funds in this fashion;

WHEREAS, the Utilities Commission has adopted Resolution No. 2020-02 certifying the attached amounts;

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed certification of delinquent storm sewer, sanitary sewer, water, garbage, refuse and recycling accounts.

NOW THEREFORE BE IT RESOLVED, by the City of Circle Pines, Minnesota:

Such proposed delinquent utility roll, a copy of which is attached hereto, is hereby accepted.

Such amount shall be payable in an annual installment extending over a period of one year, at 6% per annum from the date of the adoption of this resolution. To the first installment shall be added interest on the amount for one year.

The owner of any property so certified may prior to certification to the County Auditor, pay in part or pay the whole amount as provided by ordinance.

The Clerk shall forthwith transmit a certified duplicate of this delinquent utility roll to the County Auditor to be extended on the property tax lists of the County, and such amounts shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Circle Pines City Council this 13th Day of October 2020.

ATTEST:

Dave Bartholomay, Mayor
(SEAL)

Patrick Antonen, City Administrator

2020 Water Certification List

Customer Number	Property Address	Balance
9.03	9 WEST RD	924.83
68.01	68 WEST RD	676.50
318.11	237 AURORA LN	307.45
427.01	251 GALAXY DR	839.48
429.00	253 GALAXY DR	269.48
442.05	266 GALAXY DR	255.40
624.08	263 NORTH STAR LN	886.09
722.03	232 STARDUST BLVD	1,124.48
907.02	108 TWINKLE TER	385.07
1054.03	57 CENTER RD	254.01
2009.00	9 CIRCLE DR	1,089.72
2045.01	45 CIRCLE DR	693.45
4022.00	22 EAST RD	842.81
4078.00	78 EAST RD	333.21
6001.02	1 INNER DR	1,651.13
6039.03	39 INNER DR	1,047.70
9010.02	10 PARK DR, EAST	1,199.99
10009.00	9 PARK DR, WEST	167.83
11001.02	1 PINE DR	907.63
12014.00	14 POINTCROSS DR	517.87
15113.04	113 KEITH RD	300.14
15201.13	201 KEITH RD	793.21
16981.04	98 SOUTH DR, UNIT A	795.64
17126.03	104 SOUTH DR, UNIT A	247.04
17139.11	106 SOUTH DR, UNIT E	215.88
17214.01	127 SOUTH DR, UNIT E	1,295.00
20034.04	3 GOLDEN OAK DR, UNIT D	848.13
23074.03	7 SHADY WAY, UNIT D	448.66
24008.10	8 HILLCREST LN	344.15
25009.00	9 PLEASANT VIEW LN	802.32
28124.01	124 E GOLDEN LK LN	838.23
31002.05	2 W GOLDEN LK RD	1,577.96
37709.03	709 VILLAGE PKWY	1,032.33
37711.04	711 VILLAGE PKWY	194.83
39235.02	235 PINE HOLLOW DR	1,131.63
44358.01	358 FLOWERFIELD RD	439.56
47202.03	202 MARIAN CRT	610.61
11017.00	17 PINE DR	594.73
11018.04	18 PINE DR	197.04
14315.01	315 BALDWIN DR	214.12
16931.01	93 SOUTH DR, UNIT A	172.07
17150.06	108 SOUTH DR, UNIT F	959.49

2020 Water Certification List

Customer Number	Property Address	Balance
17151.06	108 SOUTH DR, UNIT G	178.59
2003.06	3 CIRCLE DR	214.81
2038.01	38 CIRCLE DR	1,458.36
25017.09	17 PLEASANT VIEW LN	464.63
3009.02	9 CROSSWAY DR	184.03
35326.09	326 HERITAGE TRAIL	1,447.72
35353.05	353 HERITAGE TRAIL	575.31
37704.11	704 VILLAGE PKWY	377.62
37801.02	801 VILLAGE PKWY	286.31
37807.04	807 VILLAGE PKWY	325.30
37810.02	810 VILLAGE PKWY	299.43
39211.02	211 PINE HOLLOW DR	1,023.51
4009.00	9 EAST RD	625.24
4024.00	24 EAST RD	1,087.24
41401.00	401 ARTHUR CRT	778.38
612.03	249 NORTH STAR LN	488.40
8019.00	19 PARK DR	469.37
59		38,711.15



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Agenda Item 6c

Memo

To: City Council Members
From: Patrick Antonen
Date: October 7, 2020
Re: 2020 Delinquent City Account Hearing

Please find enclosed the list of delinquent accounts that city staff is recommending for assessment. Appropriate notices have been sent to each address.

After taking any public comment at the hearing, the action is to approve the assessment roll, as it accomplishes the spreading of these assessments to the properties for a one-year period, at a 6 percent interest rate. A resolution is enclosed for your consideration.

PA

Enclosure: (2) Resolution No. 2020-27, Delinquent Account List -

RESOLUTION NO. 2020-27

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

RESOLUTION ADOPTING A SPECIAL ASSESSMENT.

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment of delinquent accounts.

NOW THEREFORE BE IT RESOLVED, by the City of Circle Pines, Minnesota:

Such proposed assessment, a copy of which is attached hereto, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

Such assessment shall be payable in an annual installment extending over a period of one year, at 6% per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment for one year.

The owner of any property so assessed may at any time prior to certification of the assessment to the county auditor, pay in part or pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he may, at any time thereafter, pay to the City Treasurer, the entire amount of the assessment remaining unpaid, with interest accrued to December 31, of the year in which such is made. Such payment must be made before November 15, 2020 or interest will be charged through December 31 of the next succeeding year.

The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Circle Pines City Council this 13th Day of October 2020.

Dave Bartholomay, Mayor

ATTEST:

(SEAL)

Patrick Antonen, City Administrator

2020
UNPAID CITY ACCOUNTS

PIN	Street Address	Amount
36-31-23-24-0011	353 Forest Drive	\$637.30
25-31-23-23-0017	51 West Road	\$225.00
25-31-23-42-0158 & 25-31-23-42-0159		\$300.00
25-31-23-14-0036	2 Shepherd Court	\$800.00
25-31-23-44-0002	57 East Golden Lake Road	\$750.00
25-31-23-14-0044	11 Shepherd Court	\$900.00
	TOTAL	\$3,612.30

RESOLUTION NO. 2020-28

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

**RESOLUTION ADOPTING ASSESSMENT
2020 FULL STREET RECONSTRUCTION PROJECT**

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for improving Moonlite Drive, Aurora Lane, North Star Lane, Center Road from Crossway Drive to North Road and Stardust Boulevard from 200 feet West of Aurora Lane to 150 feet East of Center Road in their entirety for the construction of new streets, the reconstruction and the installation of water mains, sanitary sewer and storm sewer.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CIRCLE PINES, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. The assessments shall be payable in equal annual installments including principal and interest extending over a period of 10 years, with interest at the rate of 3.51% per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be levied with general taxes for the year 2020, collectible and payable with such taxes during the year 2021. Interest shall accrue from and after November 30, 2020.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Circle Pines City Council this 13th day of October, 2020.

Dave Bartholomay, Mayor

(Seal)

Patrick Antonen, City Administrator

RESOLUTION NO. 2020-29

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

**RESOLUTION ADOPTING ASSESSMENT
2020 PARTIAL STREET RECONSTRUCTION PROJECT**

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the Residential Improvements on Shepherd Court and has REMOVED all Commercial Improvements on Civic Heights Drive West of Shady Way to Pine Drive, Pine Drive from Lake Drive to South Drive, Shepherd Court and Civic Heights Circle;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CIRCLE PINES, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. The assessments shall be payable in equal annual installments including principal and interest extending over a period of 10 years, with interest at the rate of 3.51% per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be levied with general taxes for the year 2020, collectible and payable with such taxes during the year 2021. Interest shall accrue from and after November 30, 2020.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Circle Pines City Council this 13th day of October, 2020.

Dave Bartholomay, Mayor

(Seal)

Patrick Antonen, City Administrator

Client: City of Circle Pines 200 Civic Heights Circle Circle Pines, MN 55014-1788	Contractor: Kuechle Underground 10998 State Highway 55 Kimball, MN 55353
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WSB Project No.: R-013714-000
Client Project No.:
State Project No.: S.A.P. 244-103-002 & 244-104-002
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$4,034,753.76	Original	\$4,034,753.76
Contract Changes	\$27,170.00	Additional	N/A
Revised Contract	\$4,061,923.76	Total	\$4,034,753.76

Work Certified To Date	
Base Bid Items	\$3,799,525.68
Contract Changes	\$27,170.00
Material On Hand	\$0.00
Total	\$3,826,695.68

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$230,228.60	\$3,826,695.68	\$191,334.78	\$3,416,643.74	\$218,717.16	\$3,635,360.90
Percent: Retained: 5%			Percent Complete: 94.21%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Kuechle Underground


Eric Eckman, PE, Project Manager


Contractor

October 5, 2020

10/2/2020
Date

Approved By City of Circle Pines

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	05/06/20	\$497,678.68	\$24,883.93	\$472,794.75
2	05/31/20	\$694,037.28	\$34,701.87	\$659,335.41
3	06/26/20	\$1,110,335.72	\$55,516.78	\$1,054,818.94
4	07/31/20	\$910,556.32	\$45,527.82	\$865,028.50
5	08/28/20	\$383,859.09	\$19,192.95	\$364,666.14
6	09/30/20	\$230,228.60	\$11,511.43	\$218,717.17

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
1 - Civic Heights Drive	\$193,329.19	\$9,666.46	\$183,662.73	\$0.00	\$183,662.73
2 - Pine Drive South	\$56,355.26	\$2,817.76	\$53,537.50	\$0.00	\$53,537.50
3 - Non-Participating	\$3,577,011.23	\$178,850.56	\$3,179,443.50	\$218,717.17	\$3,398,160.67

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1 - SAP 244-103-002	MSA/Local Roadway	\$0.00			\$183,662.73
2 - SAP 244-104-002	MSA/Local Roadway	\$0.00			\$53,537.50
3 - LOCAL	Local Roadway	\$218,717.17			\$3,398,160.67

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$47,000.00	1	0	\$0.00	1	\$47,000.00
2	2101.524	CLEARING	TREE	\$320.00	47	0	\$0.00	121	\$38,720.00
3	2101.524	GRUBBING	TREE	\$180.00	47	0	\$0.00	107	\$19,260.00
4	2104.502	REMOVE MISCELLANEOUS STRUCTURES	EACH	\$500.00	1	0	\$0.00	2	\$1,000.00
5	2104.502	REMOVE MANHOLE	EACH	\$520.00	33	0	\$0.00	30	\$15,600.00
6	2104.502	REMOVE GATE VALVE & BOX	EACH	\$26.00	13	0	\$0.00	5	\$130.00
7	2104.502	REMOVE CURB STOP & BOX	EACH	\$26.00	126	0	\$0.00	129	\$3,354.00
8	2104.502	REMOVE HYDRANT	EACH	\$260.00	10	0	\$0.00	10	\$2,600.00
9	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$520.00	26	0	\$0.00	25	\$13,000.00
10	2104.502	REMOVE SIGN	EACH	\$45.00	22	0	\$0.00	0	\$0.00
11	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$3.00	1610	0	\$0.00	1406	\$4,218.00
12	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	2380	0	\$0.00	1239	\$3,717.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
13	2104.503	REMOVE PERFORATED PIPE	L F	\$1.00	840	0	\$0.00	380	\$380.00
14	2104.503	REMOVE WATER MAIN	L F	\$1.30	6690	0	\$0.00	6602.5	\$8,583.25
15	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$12.00	1494	0	\$0.00	1407	\$16,884.00
16	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$0.01	6043	0	\$0.00	6111	\$61.11
17	2104.503	REMOVE CURB & GUTTER	L F	\$3.00	13615	0	\$0.00	16949	\$50,847.00
18	2104.503	REMOVE SANITARY SERVICE PIPE	L F	\$0.01	4366	0	\$0.00	4147.5	\$41.48
19	2104.503	REMOVE WATER SERVICE PIPE	L F	\$0.01	4366	0	\$0.00	4092.5	\$40.93
20	2104.503	ABATE ASBESTOS-CONTAINING PIPES	L F	\$8.00	2000	0	\$0.00	6343	\$50,744.00
21	2104.503	SALVAGE FENCE	L F	\$12.00	109	0	\$0.00	109	\$1,308.00
22	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$4.00	1210	0	\$0.00	1256.7	\$5,026.80
23	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$3.00	2265	0	\$0.00	1855.6	\$5,566.80
24	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$9.00	21853	0	\$0.00	22053	\$198,477.00
25	2104.518	REMOVE CONCRETE WALK	S F	\$2.00	1857	823	\$1,646.00	2999	\$5,998.00
26	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	\$35,000.00	1	0.1	\$3,500.00	0.616	\$21,560.00
27	2104.618	SALVAGE BRICK PAVERS	S F	\$5.00	200	0	\$0.00	0	\$0.00
28	2105.601	DEWATERING	LS	\$105,000.00	1	0	\$0.00	1	\$105,000.00
29	2106.507	EXCAVATION - COMMON (P)	C Y	\$13.00	6230	0	\$0.00	6867	\$89,271.00
30	2106.507	EXCAVATION - SUBGRADE	C Y	\$12.00	728	0	\$0.00	54	\$648.00
31	2106.507	GRANULAR EMBANKMENT (CV)	C Y	\$20.00	728	0	\$0.00	54	\$1,080.00
32	2112.519	SUBGRADE PREPARATION	RDST	\$200.00	92.9	0	\$0.00	92.9	\$18,580.00
33	2123.510	COMMON LABORERS	HOURL	\$50.00	50	0	\$0.00	0	\$0.00
34	2123.610	SKID LOADER	HOURL	\$100.00	50	0	\$0.00	13.4	\$1,340.00
35	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	110	8	\$1,200.00	37	\$5,550.00
36	2130.523	WATER	MGAL	\$2.00	180	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
37	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$0.01	4821	0	\$0.00	5800	\$58.00
38	2215.504	FULL DEPTH RECLAMATION	S Y	\$6.00	10840	0	\$0.00	14101	\$84,606.00
39	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$23.00	160	0	\$0.00	0	\$0.00
40	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.00	1531	0	\$0.00	950	\$2,850.00
41	2360.503	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$24.00	1610	845.1	\$20,282.40	2197	\$52,728.00
42	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	\$72.00	4517	0	\$0.00	2177.05	\$156,747.60
43	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3;C)	TON	\$70.00	2593	502.31	\$35,161.70	2769.35	\$193,854.50
44	2501.502	36" RC PIPE APRON	EACH	\$2,600.00	1	0	\$0.00	1	\$2,600.00
45	2501.602	TRASH GUARD FOR 36" PIPE APRON	EACH	\$2,500.00	1	0	\$0.00	1	\$2,500.00
46	2502.503	6" PVC PIPE DRAIN	L F	\$18.00	840	0	\$0.00	380	\$6,840.00
47	2502.601	IRRIGATION SYSTEM PROVISION	LS	\$10,000.00	1	0.06	\$600.00	0.94	\$9,400.00
48	2502.602	CONNECT TO EXISTING PIPE DRAIN	EACH	\$1,300.00	2	0	\$0.00	1	\$1,300.00
49	2501.503	18" RC PIPE CULVERT DES 3006 CL V	L F	\$53.00	1343	0	\$0.00	1343	\$71,179.00
50	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$49.00	1627	0	\$0.00	1682	\$82,418.00
51	2503.503	21" RC PIPE SEWER DES 3006 CL III	L F	\$58.00	955	0	\$0.00	955	\$55,390.00
52	2503.503	24" RC PIPE SEWER DES 3006 CL III	L F	\$61.00	585	0	\$0.00	562	\$34,282.00
53	2503.503	30" RC PIPE SEWER DES 3006 CL III	L F	\$84.00	208	0	\$0.00	208	\$17,472.00
54	2503.503	36" RC PIPE SEWER DES 3006 CL III	L F	\$141.00	19	0	\$0.00	13	\$1,833.00
55	2503.601	SANITARY SEWER BYPASS PUMPING	L S	\$5,000.00	1	0	\$0.00	1	\$5,000.00
56	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$1,500.00	3	0	\$0.00	3	\$4,500.00
57	2503.602	CONNECT TO EXISTING MANHOLES (SAN)	EACH	\$1,500.00	1	0	\$0.00	1	\$1,500.00
58	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,300.00	2	0	\$0.00	2	\$2,600.00
59	2503.602	CONNECT TO EXISTING FORCE MAIN	EACH	\$1,700.00	1	0	\$0.00	1	\$1,700.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
60	2503.602	RECONNECT TO EXISTING SANITARY SEWER SER	EACH	\$280.00	126	0	\$0.00	126	\$35,280.00
61	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$3,000.00	2	0	\$0.00	2	\$6,000.00
62	2503.602	8"X6" PVC WYE	EACH	\$550.00	121	0	\$0.00	121	\$66,550.00
63	2503.602	12"X6" PVC WYE	EACH	\$700.00	5	0	\$0.00	4	\$2,800.00
64	2503.603	8" PVC PIPE SEWER - SDR 26	L F	\$49.00	949	0	\$0.00	949	\$46,501.00
65	2503.603	8" PVC PIPE SEWER - SDR 35	L F	\$48.00	4347	0	\$0.00	4352	\$208,896.00
66	2503.603	TELEWISE SANITARY SEWER	L F	\$1.25	6035	1107	\$1,383.75	6284	\$7,855.00
67	2503.503	6" PVC PIPE SEWER	L F	\$19.00	4366	0	\$0.00	4147.5	\$78,802.50
68	2503.603	6" PVC FORCE MAIN	L F	\$38.00	90	0	\$0.00	75.2	\$2,857.60
69	2503.603	12" PVC PIPE SEWER SDR 35	L F	\$53.00	739	0	\$0.00	752.64	\$39,889.92
70	2504.601	TEMPORARY WATER SERVICE	LS	\$65,000.00	1	0	\$0.00	1	\$65,000.00
71	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$2,300.00	7	0	\$0.00	7	\$16,100.00
72	2504.602	CONNECT TO EXISTING WATER SERVICE	EACH	\$290.00	126	0	\$0.00	128	\$37,120.00
73	2504.602	HYDRANT	EACH	\$6,600.00	16	0	\$0.00	16	\$105,600.00
74	2504.602	ADJUST GATE VALVE & BOX	EACH	\$680.00	5	0	\$0.00	7	\$4,760.00
75	2504.602	1" CORPORATION STOP	EACH	\$500.00	126	0	\$0.00	128	\$64,000.00
76	2504.602	8" GATE VALVE & BOX	EACH	\$2,800.00	19	0	\$0.00	17	\$47,600.00
77	2504.602	12" GATE VALVE & BOX	EACH	\$4,300.00	3	0	\$0.00	3	\$12,900.00
78	2504.602	1" CURB STOP & BOX	EACH	\$500.00	126	0	\$0.00	128	\$64,000.00
79	2504.603	1" TYPE PE PIPE	L F	\$17.00	4366	0	\$0.00	4092.5	\$69,572.50
80	2504.603	6" PVC WATERMAIN	L F	\$24.00	209	0	\$0.00	217.1	\$5,210.40
81	2504.603	8" PVC WATERMAIN	L F	\$28.00	5183	0	\$0.00	5151	\$144,228.00
82	2504.603	12" PVC WATERMAIN	L F	\$37.00	1408	0	\$0.00	1321	\$48,877.00
83	2504.604	4" POLYSTYRENE INSULATION	S Y	\$19.00	150	0	\$0.00	85.4	\$1,622.60

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
84	2504.608	DUCTILE IRON FITTINGS	LB	\$12.00	3649	0	\$0.00	3735	\$44,820.00
85	2506.502	CASTING ASSEMBLY	EACH	\$960.00	57	15	\$14,400.00	59	\$56,640.00
86	2506.502	ADJUST FRAME & RING CASTING	EACH	\$660.00	10	0	\$0.00	17	\$11,220.00
87	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$660.00	149.5	0	\$0.00	147.78	\$97,534.80
88	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$810.00	6.3	0	\$0.00	12.52	\$10,141.20
89	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$840.00	14.3	0	\$0.00	18.33	\$15,397.20
90	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$2,300.00	20	0	\$0.00	21	\$48,300.00
91	2506.602	CASTING ASSEMBLY (SANITARY)	EACH	\$1,100.00	32	0	\$0.00	11	\$12,100.00
92	2506.602	CHIMNEY SEALS	EACH	\$220.00	110	0	\$0.00	26	\$5,720.00
93	2506.603	CONSTRUCT 48" DIA SAN MANHOLE	L F	\$400.00	401	0	\$0.00	389.86	\$155,944.00
94	2511.507	RANDOM RIPRAP CLASS III	C Y	\$118.00	23	0	\$0.00	15	\$1,770.00
95	2521.518	4" CONCRETE WALK	S F	\$7.00	1466	766	\$5,362.00	1525	\$10,675.00
96	2521.518	6" CONCRETE WALK	S F	\$12.00	665	108	\$1,296.00	1731	\$20,772.00
97	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$12.00	13088	2844	\$34,128.00	16914	\$202,968.00
98	2531.503	CONCRETE CURB & GUTTER DESIGN D412	L F	\$25.00	332	0	\$0.00	202	\$5,050.00
99	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$46.00	2285	0	\$0.00	1671.5	\$76,889.00
100	2531.603	CONCRETE CURB & GUTTER DES SURMOUNTABLE	L F	\$25.00	195	0	\$0.00	0	\$0.00
101	2531.618	TRUNCATED DOMES	S F	\$100.00	128	48	\$4,800.00	100	\$10,000.00
102	2540.602	MAIL BOX	EACH	\$30.00	126	51	\$1,530.00	101	\$3,030.00
103	2540.602	MAIL BOX SUPPORT	EACH	\$180.00	126	25	\$4,500.00	48	\$8,640.00
104	2540.602	TEMPORARY MAIL BOX	EACH	\$85.00	126	0	\$0.00	128	\$10,880.00
105	2540.618	INSTALL BRICK PAVERS	S F	\$25.00	200	0	\$0.00	100	\$2,500.00
106	2557.602	REPAIR DOG FENCE	EACH	\$230.00	25	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
107	2557.603	INSTALL FENCE	L F	\$12.00	109	0	\$0.00	327	\$3,924.00
108	2563.601	TRAFFIC CONTROL	LS	\$7,100.00	1	0	\$0.00	0.75	\$5,325.00
109	2564.518	SIGN PANELS TYPE C	S F	\$40.00	113	31.5	\$1,260.00	61	\$2,440.00
110	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$530.00	6	3	\$1,590.00	4	\$2,120.00
111	2565.602	RIGID PVC LOOP DETECTOR 6'X6'	EACH	\$1,100.00	8	0	\$0.00	3	\$3,300.00
112	2571.524	CONIFEROUS TREE 8' HT B&B	TREE	\$450.00	13	0	\$0.00	0	\$0.00
113	2571.524	DECIDUOUS TREE 2" CAL B&B	TREE	\$420.00	14	27	\$11,340.00	27	\$11,340.00
114	2572.503	CLEAN ROOT CUTTING	L F	\$5.00	1175	0	\$0.00	0	\$0.00
115	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$7,500.00	1	0	\$0.00	1	\$7,500.00
116	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$420.00	80	9	\$3,780.00	64	\$26,880.00
117	2573.503	SILT FENCE; TYPE MS	L F	\$2.00	1309	0	\$0.00	0	\$0.00
118	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	\$25.00	50	0	\$0.00	55	\$1,375.00
119	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.00	6544	0	\$0.00	700	\$2,100.00
120	2574.507	COMMON TOPSOIL BORROW	C Y	\$24.00	2360	738	\$17,712.00	2650	\$63,600.00
121	2575.504	SODDING TYPE MINERAL	S Y	\$4.75	21235	7913	\$37,586.75	17475	\$83,006.25
122	2575.504	EROSION CONTROL BLANKETS CATEGORY 3N	S Y	\$5.00	100	0	\$0.00	0	\$0.00
123	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$400.00	26	0	\$0.00	0	\$0.00
124	2582.503	4" SOLID LINE MULTI COMP	L F	\$1.00	186	0	\$0.00	174	\$174.00
125	2582.503	24" SOLID LINE MULTI COMP	L F	\$10.00	34	0	\$0.00	0	\$0.00
126	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$2.00	301	0	\$0.00	180	\$360.00
127	2582.518	PAVT MSSG MULTI COMP	S F	\$4.00	104	0	\$0.00	104	\$416.00
128	2582.518	CROSSWALK MULTI COMP	S F	\$6.00	414	0	\$0.00	0	\$0.00
129	2021.501	MOBILIZATION	LS	\$3,600.00	1	0	\$0.00	1	\$3,600.00
130	2104.502	REMOVE CASTING	EACH	\$260.00	4	0	\$0.00	2	\$520.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
131	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$5.00	72	0	\$0.00	0	\$0.00
132	2104.503	REMOVE CURB & GUTTER	L F	\$3.00	428	0	\$0.00	140	\$420.00
133	2104.518	REMOVE CONCRETE WALK	S F	\$2.00	100	0	\$0.00	0	\$0.00
134	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	5	0	\$0.00	0	\$0.00
135	2215.504	FULL DEPTH RECLAMATION	S Y	\$5.00	2086	0	\$0.00	2215	\$11,075.00
136	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$23.00	32	0	\$0.00	0	\$0.00
137	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.00	104	0	\$0.00	175	\$525.00
138	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	\$87.00	177	0	\$0.00	197.14	\$17,151.18
139	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3;C)	TON	\$78.00	236	0	\$0.00	253.77	\$19,794.06
140	2506.502	CASTING ASSEMBLY	EACH	\$960.00	4	0	\$0.00	2	\$1,920.00
141	2506.602	CHIMNEY SEALS	EACH	\$220.00	4	0	\$0.00	0	\$0.00
142	2521.518	6" CONCRETE WALK	S F	\$12.00	100	0	\$0.00	0	\$0.00
143	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	\$25.00	82	0	\$0.00	69	\$1,725.00
144	2531.503	CONCRETE CURB & GUTTER DESIGN D412	L F	\$25.00	346	0	\$0.00	71	\$1,775.00
145	2531.618	TRUNCATED DOMES	S F	\$100.00	20	0	\$0.00	0	\$0.00
146	2563.601	TRAFFIC CONTROL	LS	\$700.00	1	0	\$0.00	1	\$700.00
147	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$2,100.00	1	0	\$0.00	0	\$0.00
148	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$420.00	4	0	\$0.00	4	\$1,680.00
149	2574.507	COMMON TOPSOIL BORROW	C Y	\$40.00	24	0	\$0.00	38	\$1,520.00
150	2575.504	SODDING TYPE MINERAL	S Y	\$10.00	37	0	\$0.00	265	\$2,650.00
151	2582.503	4" SOLID LINE MULTI COMP	L F	\$2.00	318	0	\$0.00	266	\$532.00
152	2582.518	PAVT MSSG MULTI COMP	S F	\$30.00	4	0	\$0.00	4	\$120.00
153	2582.518	CROSSWALK MULTI COMP	S F	\$4.40	72	0	\$0.00	0	\$0.00
Bid Totals:							\$203,058.60		\$3,799,525.68

Project Category Totals		
Category	Amount This Voucher	Amount To Date
Alternate 1 - Civic Heights Circle	\$0.00	\$65,707.24
Base Bid	\$203,058.60	\$3,733,818.44

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	154	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM A	SYS	\$10,780.00	1	1	\$10,780.00	1	\$10,780.00
CO	1	155	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM B	SYS	\$16,390.00	1	1	\$16,390.00	1	\$16,390.00
Contract Change Totals:									\$27,170.00		\$27,170.00

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	<p>In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.</p> <p>The Engineer in concurrence with the City of Circle Pines, agree that adding Pedestrian Crosswalk Flasher Systems to two intersections is necessary for enhanced pedestrian safety and advanced notice for motorists. The intersections these will be added to are North Star Lane and Center Road and North Star Lane at a mid block crossing.</p> <p>This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Prices.</p>	\$27,170.00	\$27,170.00

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining
65	2503.603	8" PVC PIPE SEWER - SDR 35	05/05/2020	763.66 L F \$36,655.68	763.66 L F \$36,655.68	0 L F \$0.00
81	2504.603	8" PVC WATERMAIN	05/05/2020	1,078 L F \$30,184.00	1,078 L F \$30,184.00	0 L F \$0.00
82	2504.603	12" PVC WATERMAIN	05/05/2020	1,039 L F \$38,443.00	1,039 L F \$38,443.00	0 L F \$0.00
84	2504.608	DUCTILE IRON FITTINGS	05/05/2020	1,282 LB \$15,384.00	1,282 LB \$15,384.00	0 LB \$0.00



City of

200 Civic Heights Circle
Circle Pines, MN 55014
Office: (763) 784-5898
TDD: (763) 784-9724

CIRCLE PINES

Fax: (763) 785-2859
www.ci.circle-pines.mn.us

Agenda Items 6g

Memo

To: City Council Members
From: Patrick Antonen
Date: October 7, 2020
Re: Appointment of Accounting Clerk – Accounts Payable

Staff has gone through the recruitment process to fill the Accounting Clerk position that will become vacant when our current Accounting Clerk, Linda Gresback, retires after 30 wonderful years! The recruitment effort was extensive and we received many qualified applicants. We recruited using League of Minnesota Cities website, Quad Press as well as other online postings. Those efforts resulted in 92 completed applications.

Those applicants were scored on a 100-point scale that is required by state law. The top 25 individuals were interviewed. Following those initial interviews, a second more intensive interview was conducted on the 11 finalists.

We believe we have found a great candidate to fill this position. She has a degree in accounting and extensive experience in the private sector with accounts payable/receivable as well as other administrative duties. We feel she will be able to transition to governmental accounting smoothly and look forward to having her join our team.

Therefore it is my recommendation that Circle Pines City Council appoint Tiffany Buske as our new Accounting Clerk – Accounts Payable. A copy of Tiffany's application is enclosed for your consideration.

Let me know if you have any questions.

PA

Enclosure: (1) Application-



EMPLOYMENT APPLICATION

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



Title of position for which you are applying Accounting Specialist / AP	Date of application 8/28/2020	Date available for work 9/16/2020
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Last name Buske	First name Tiffany	Middle name Elise	Email address [REDACTED]
Street Address [REDACTED]	City [REDACTED]	State MN	Zip [REDACTED]

Are you under the age of 18? YES NO
If "yes", provide DATE OF BIRTH _____

Residence phone [REDACTED] Cell phone [REDACTED] Business phone [REDACTED]

Do you have relatives employed by the city? YES NO If yes, WHO? _____

Employment status desired
 FULL TIME PART TIME SEASONAL

Have you previously been employed by the city? YES NO If "yes", DATES _____ POSITION _____

If position requires driving, please provide driver's license information:
LICENSE NUMBER _____ STATE _____ CLASS _____

EDUCATION AND TRAINING

Highest grade completed (Please circle) High School 9 10 11 12 College 13 14 15 **16** Graduate School 1 2 MA PHD JD

Last high school Name Address Did you graduate or receive GED? YES NO
Shakopee Senior High **100 - 174th Ave. W. Shakopee, MN**

Name and location of colleges, universities and technical schools	Dates attended	Graduate?	Type of degree	Course of study
Anoka Ramsey Community College Coon Rapids, MN	Jan 2012 to May 2014	Transferred		Accounting
University of Northwestern - St. Paul St. Paul, MN	June 2014 to May 2017	yes	Bachelors of Science	Accounting

KNOWLEDGE, SKILLS AND ABILITIES

Clerical	Can you operate: Typewriter / Keyboard? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, words per minute unknown Dictating equipment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have computer experience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list computer programs you are proficient in and number of years you've had with each Microsoft Office Package (Word, excel & powerpoint) 22 years experience Accounting / Tax Software 10 years experience
	Other office equipment you can operate: Copiers, Scanners, printers, Fax machines, laminators, binding machines
Skilled Trade	Do you have experience in a skilled trade? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, please describe the extent/nature of the experience.
	List all machines and equipment you have operated:
	List all current licenses and/or certifications, together with an identification of the granting authority:

KNOWLEDGE, SKILLS AND ABILITIES (continued)

Language Proficiency (other than English)	Language <u>None</u>	Speak <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Read <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Write <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Other	List any specialized training you received that relates to this position (include number of years and course content)			
	List professional certificates, licenses or memberships.			

JOB RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE

Type of volunteer activity <i>(Do not specify organization)</i>	Major Responsibilities	No. Hours Per Month	Years From To
Church	Greeting members, offering counter Small Group leader	Varies	5/2001 - Present
Marching Band Coordinator	registration coordinator, collect money for fees + organize volunteers	varied	6/2008 - 8/2014
Charter School Board Member	Attend board meetings, assist in preparing annual budgets, handle major + minor school related issues	varied	3/2009 - 11/2011

EMPLOYMENT HISTORY

EXPERIENCE AND TRAINING RATINGS ARE DETERMINED BY THIS INFORMATION. "PLEASE NOTE "SEE RESUME" IS NOT AN ACCEPTABLE RESPONSE FOR ANY ENTRIES ON THIS APPLICATION. RESUMES AND OTHER SUPPLEMENTAL MATERIALS WILL BE CONSIDERED IN ADDITION TO, BUT NOT IN LIEU OF, THIS APPLICATION. YOU MAY ATTACH ADDITIONAL SHEETS, IF NEEDED.

<p>Employer <u>North Country Ford</u> Address <u>10101 Woodcrest Drive Coon Rapids, MN</u> Phone number [REDACTED] Your title <u>Accounts Payable + Receivable</u> Supervisor <u>Lisa Snyder</u> Supervisor's title <u>Controller</u> Number and type of position you supervised _____</p> <p>Principal responsibilities (be specific) <u>Reconcile the daily deposit for bank, enter vendor invoices, pay outstanding invoices in a timely fashion, maintain Clean Schedules, process incoming payments for receivable accounts, prepare monthly statements, follow up on outstanding customer accounts to collect payments, order office supplies, send customer invoices as needed, reconcile statements from vendors.</u></p>	<p>Length of employment from: month <u>8</u> year <u>2010</u> to: month <u>present</u> year _____ Total years <u>4</u> months _____</p> <p>Hours per week <u>40</u> Salary \$ <u>18.11</u> hourly \$ _____ monthly \$ _____ annual</p> <p>Reason for leaving <u>Still employed at this time.</u></p> <p>May we contact this employer? <u>NO</u> If no, please indicate reason: <u>they do not know I am applying here.</u></p>
<p>Employer <u>Self Employed Tax Preparer</u> Address _____ Phone number _____ Your title _____ Supervisor _____ Supervisor's title _____ Number and type of position you supervised _____</p> <p>Principal responsibilities (be specific) <u>Accurately prepare tax returns for individuals and self-employed individuals process amendments as needed, give tax guidance for proper paycheck withholdings to avoid owing taxes, prepare property tax refunds.</u></p>	<p>Length of employment from: month <u>10</u> year <u>2012</u> to: month <u>present</u> year _____ Total years <u>7</u> months <u>10</u></p> <p>Hours per week <u>Varies</u> Salary \$ _____ hourly \$ _____ monthly \$ <u>7500</u> annual</p> <p>Reason for leaving <u>Still preparing Taxes</u></p> <p>May we contact this employer? _____ If no, please indicate reason: _____</p>

EMPLOYMENT HISTORY (continued)

Employer Forest Lake Area Schools
 Address 6100 210th St. N. Forest Lake MN
 Phone number [REDACTED] Your title Substitute Paraprofessional
 Supervisor Can't recall direct Supervisor
 Supervisor's title Human Resources
 Number and type of position you supervised _____

Length of employment
 from: month 9 year 2006
 to: month 6 year 2016
 Total years 9 months 9

Hours per week Varied
 Salary \$ 11 hourly
 \$ _____ monthly
 \$ _____ annual

Principal responsibilities (be specific) Assist children in classrooms or on the playground to keep them safe or focused on what they needed to be doing. Help them learn, study or practice what the teachers are working on. This could have been reading, math, science or social studies.

Reason for leaving Got a full time accounting job

May we contact this employer? Yes
 If no, please indicate reason: _____

REFERENCES

Four persons not related to you who can be contacted regarding your qualifications, work habits and character.

NAME	ADDRESS	PHONE NO.	POSITION AND RELATION TO YOUR WORK
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GENERAL INFORMATION TO APPLICANTS

If you are hired for this position, you may be required to undergo a physical examination at the City/Centennial Utilities' expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations need to be made for you.

Minn Stat. Sec. 518.611 Subd. 8 requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. Failure to provide said documentation will result in dismissal.

THE CITY OF CIRCLE PINES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN THE ADMISSION OF, OR ACCESS TO, OR TREATMENT IN EMPLOYMENT IN ITS PROGRAMS OR ACTIVITIES. IT IS THE POLICY OF THE CITY OF CIRCLE PINES/CENTENNIAL UTILITIES TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN PHYSICAL AND MENTAL LIMITATIONS OF QUALIFIED DISABLED APPLICANTS AND EMPLOYEES IN ORDER FOR THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB IN QUESTION.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF CIRCLE PINES/CENTENNIAL UTILITIES HIRES ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. IF HIRED, YOU WILL BE REQUIRED TO PROVIDE A WRITTEN DOCUMENTATION OF CITIZENSHIP OR LEGALIZED ALIEN PROGRAM WITHIN 72 HOURS OF EMPLOYMENT. CITY RECRUITING AND HIRING DECISIONS SHALL NOT BE BASED UPON CITIZENSHIP. FAILURE TO PROVIDE SAID DOCUMENTATION WILL RESULT IN DISMISSAL.

If selection for this position requires you to appear for testing and you fail to comply, your application will not be considered.

Tiffany Buske

OBJECTIVE

Principled accountant with outstanding attention to detail and prior experience working in both accounts payable and receivable seeks an accounting specialist/AP position with the City of Circle Pines.

EDUCATION

Bachelor of Science Degree, Accounting

University of Northwestern, St. Paul, MN May 2017 GPA: 3.91

- Evaluated corporate financial statements in multiple courses, analyzing them to gain knowledge on where to make changes to increase profit growth. Studied accounting standards under GAAP, IASB, IRS codes, and CASB.
- Applied accounting and business knowledge to create presentations for a variety of business classes.
- Studied business ethics which demonstrated how ethical decisions impact companies.

KEY SKILLS SET

Accounting Experience

- Created and mailed monthly accounts receivable statements
- Maintained client accounts and follow up on past due accounts
- Managed incoming payments and prepared bank deposits
- Analyzed financial documents and prepared accurate tax returns

Office Skills

- Proficient with common MS Office programs such as Word, Excel, and PowerPoint
- Established best practices for maintaining accurate customer files
- Organized incoming and outgoing mail
- Experienced user of accounting software for recording journal entries and creating financial statements

Interpersonal Skills

- Provided high quality customer service to clients
- Contributed to a positive environment for both coworkers and clients
- Listened to problems that arose for both clients and fellow employees to help generate solutions
- Valued the feelings of coworkers, managers, and clients, as well as generated trust with them

Organizational Skills

- Handled registration details (including finances) for large groups
- Demonstrated the ability to work independently
- Capacity to multi-task, ensuring work was completed based on priority and finished on time
- Identified areas for improvement and worked alongside management to implement changes

WORK HISTORY & VOLUNTEER EXPERIENCE

Accounts Payable/Receivable, North Country Ford, August 2016-Present

Tax Preparer and Bookkeeper, Self Employed, October 2012-Present

Support Staff Substitute, Forest Lake School District 831, Forest Lake, MN, September 2006-May 2016

Tax Advisor, H & R Block, North Branch, MN, October 2009-April 2012

Independent Sales Consultant, Self Employed, August 2004-December 2011

Church Volunteer, Various churches and positions, May 2001-Present

Marching Band Coordinator, North Lakes Academy Charter School, June 2009-August 2014

School Board Member, North Lakes Academy Charter School, March 2009-November 2011

August 28, 2020

Tiffany Buske



Chandra Peterson
City of Circle Pines
200 Civic Heights Circle
Circle Pines, MN 55014

Dear Ms. Peterson,

I would like to express my interest in the accounting specialist/AP position. I am confident that my high level of skills in both accounts payable and receivable and my overall desire to provide excellent customer service will align with the city's goals to provide stellar service to the residents and I would like to be considered for this position.

Over the course of the past fifteen years I have worked in a few different positions that have added to my overall knowledge, not only in accounting, but also in how to handle a variety of situations gracefully. I am a self-starter and learn very quickly. I have a positive attitude and I believe that providing customers with the highest level of service is extremely important to maintaining a healthy working relationship. In addition to my love of numbers, I have a strong desire to help other people and I make a great team player.

Please review the attached application and resume. I look forward to meeting with you to hear about any additional goals you have for the accounting specialist/AP position. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Tiffany Buske". The signature is stylized and fluid.

Tiffany Buske