

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

**January 13, 2026  
7:00 P.M.**

**AGENDA**

**\*Swearing in of Elected Officials:**

Mayor Matt Percy  
Council Member Nicole Dorner  
Council Member Meagan Bachmayer

**1. Call to Order**

**2. Roll Call**

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

**3. Setting of Agenda**

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

**4. COMMENTS**

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

**5. COMMITTEE REPORTS**

**6. COUNCIL BUSINESS**

a. Consent Agenda

Items

- 1. Minutes – December 09, 2025 (Enclosed)
- 2. General Disbursements (Enclosed)
- 3. Police Disbursements (Enclosed)
- 4. Fire Disbursements (Enclosed)
- 5. Licenses (Enclosed)

Council Action \_\_\_\_\_

- b. Resolution No. 2026-01 – Accept Resignation of Council Member Percy and Declare a Vacancy

Council Action \_\_\_\_\_

- c. Council Annual Appointments (Memo)

Council Action \_\_\_\_\_

- d. \_\_\_\_\_

Council Action \_\_\_\_\_

7. ADJOURNMENT

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

**Tuesday, December 09, 2025  
Minutes**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

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

**3. SETTING OF AGENDA**

Additions to the agenda included the following:  
Item 6.g. Authorizing staff to cancel the December 23, 2025, council meeting.

**4. COMMENTS**

**a. Taxpayer Comments**

There were no taxpayer comments.

**b. Council Member Comments**

Member Percy and Mayor Dave attended Coffee and Carbs with the Centennial Fire District retirees on Saturday, December 6<sup>th</sup>. With the current rebranding, Coffee and Carbs will be relocating to the Centerville fire station moving forward.

Antonen commented that the Centennial Fire District will have the Santa Parade tomorrow.

**c. Mayor's Comments**

Mayor Bartholomay commented on the following:

- Article listed Circle Pines as one of the top seven small, quiet towns near Minneapolis for a destination visit.
- Thanked the city staff for doing great work.
- Last week at the Rotary Club meeting, Patrick Antonen gave a presentation on his background, and the mayor's son, Kyle, also gave a presentation on achieving his goal of being able to go to 30 countries before turning 30 years old.
- Thanked the Centennial Schools for being named in the Hall of Fame in the school district, the Quad Press for the article, Mayor Reflects on Decades of Public Service, the Centennial Lakes Police Department for having a good reputation with its officers in the community, and the fire departments in the district.

- A retirement party for the mayor will be from 3 to 6 pm on Thursday, December 11<sup>th</sup>, at the Anoka County Library.
- Thanked the council for having good conversations and dialogue and being such a wonderful team.

## 5. COMMITTEE REPORTS

There were no committee reports.

## 6. COUNCIL BUSINESS

### a. Consent Agenda Items:

1. Minutes – November 25, 2025
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. Licenses

**Motion:** Percy moved, seconded by McChesney, to approve the Consent Agenda as presented with noted changes.

**Motion carried 5-0.**

### b. Resolution No. 2025-29 Approving the Deferral of 2025 Street Project Special Assessment for Qualifying Individuals

Antonen explained that before you tonight is the resolution that will defer the 2025 street project assessment. Three individuals have qualified based on age or income and have been determined to be eligible for this deferral. This does not eliminate the assessment. It only defers it until the property is sold, at which time the lien will be taken care of.

Staff recommend passing this resolution and deferring this assessment for the eligible individuals.

**Motion:** Bachmayer moved, seconded by Dorner, to approve **Resolution No. 2025-29** Approving the Deferral of 2025 Street Project Special Assessment for Qualifying Individuals.

**Motion carried 5-0.**

### c. 2026 Levy and General Fund Budget – Public Hearing

Mayor Bartholomay opened the public hearing at 7:22 pm.

Antonen explained that the city's finance director, Kate Manson, will give a PowerPoint presentation reviewing the proposed 2026 General Fund Budget and then move on to review Resolution 2025-30 to approve the 2026 property tax levy.

Manson explained that each year, changes are made to improve components of the budget, to help homeowners understand how and what they're being taxed for, and what those

dollars are used for. This is an annual requirement of the state, referred to as truth and taxation.

The 2026 Proposed General Fund Budget presentation highlighted the following topics:

### **Recap of achievements in 2025**

#### **Budgeting:**

- Communicate the financial plan of the city for the upcoming year with transparency.
- Outline priorities and goals
- Measure local needs
- Evaluate state and federal changes and the impact they have on our local government.

#### **2026 Budget Expenditures**

#### **2026 Budget Revenues**

#### **Property Tax Determination:**

- Proposed Budget Expenditures: \$3,723,197
- Budget for Debt Payments: \$486,638
- Non-property tax revenue: -\$675,805
- Total Levy: \$3,534,030
- Fiscal Disparities Distribution: -\$546,111
- Net Levy (Property tax revenue needed): \$2,987,919

**Market Values:** Increased 5.6%

**Proposed Tax Rate:** Increase 4.5%

**Impact on Homeowner:** \*Valuation changes are property-specific. The tax impact will affect individual property owners differently.

- **2026 - Proposed Taxes with NO change in value:** The home value of \$300,000 with a 49.130% tax rate = a tax increase of \$5.15 monthly
- **2026 - Proposed Taxes with MEDIAN change in value 5.6% increase:** The home value of \$316,800 with a tax rate of 49.130% tax rate = a tax increase of \$12.65 monthly

Mayor Bartholomay thanked Kate for a remarkable job over the years.

Antonen explained that the 2026 Proposed General Fund Budget is hereby submitted for review and consideration. The recommended budget is \$3,723,197, representing a 9.3% increase compared to the 2025 levy.

**Motion:** Percy moved, seconded by McChesney, to close the public hearing on the 2026 Levy and General Fund Budget at 7:46 pm.

**Motion carried 5-0.**

#### **d. Resolution No. 2025-30 Setting the 2026 Property Tax Levy**

Mayor Bartholomay explained that Resolution 2025-30 is for setting the 2025 Property Tax Levy, which will fund the budget that Kate Manson just presented.

**Motion:** Dorner moved, seconded by Bachmayer, to approve **Resolution No. 2025-30** Setting the Property Tax Levy for 2026.

**Motion carried 5-0.**

**e. Resolution No. 2025-31 Establishing 2026 Schedule of Pay and Compensation**

Antonen explained that enclosed is Resolution No. 2025-31, which would provide benefits and adopt the non-union salary schedule for 2026. This mirrors the 2026 union contract of a 3% COLA increase effective January 1<sup>st</sup> and a \$50 per month increase for health benefits.

To stay compliant with the Minnesota Statute 471.991, the pay equity law, staff recommends approving Resolution No. 2025-31.

**Motion:** Percy moved, seconded by McChesney, to approve **Resolution No. 2025-31**, Establishing the 2026 Schedule of Pay and Compensation.

**Motion carried 5-0.**

**f. LMC Liability Insurance Waiver**

Antonen explained that this is our annual waiver of liabilities, through which the city gets its liability coverage through the League of Minnesota Cities Insurance Trust.

The recommended action as the member, which is the City of Circle Pines, does not waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04.

**Motion:** McChesney moved, seconded by Dorner, to approve the form with **DOES NOT WAIVE** marked on the LMC Liability Insurance Waiver.

**Motion carried 5-0.**

**g. Authorizing the City Administrator, Patrick Antonen, to Cancel the City Council Meeting on December 23, 2025.**

Mayor Bartholomay explained that this is giving the City Administrator the authority to cancel the council meeting on December 23, 2025.

**Motion:** Percy moved, seconded by Bachmayer, to authorize Patrick Antonen to cancel the City Council Meeting on December 23, 2025.

**Motion carried 5-0.**

The members of the council and staff presented Mayor Bartholomay with a plaque recognizing years of service and dedication to the citizens and community of Circle Pines.

**7. ADJOURNMENT**

**Motion:** Bachmayer moved, seconded by Percy, to adjourn the meeting at

7:54 p.m.  
**Motion carried 5-0.**

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**Mayor**

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**City Administrator**

**2026 License for Approval**

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

**Date for Council Approval: 01/13/2026**

	<b><u>Company</u></b>	<b><u>License type</u></b>
1	Huang, Ping - Ind. Massage Therapist @ Panda Massage	MASSAGE8
2	Northland Fence Minnesota LLC dba Northland Fence	CONT-FENCE
3	Associated Mechanical Contractors Inc. dba Associated Mechanical	HVAC
4	Joel Smith Heating & Air Conditioning, Inc.	HVAC
5	Krinkie Heating & Air Conditioning Co. dba Krinkie Heating, Air Conditioning & Plumbing Co.	HVAC
6	4Front Energy Solutions Inc dba Kline Corp-Practical Systems-Ductworks Heating & Cooling	HVAC
7	Hearth & Home Technologies LLC dba Fireside Hearth & Home	HVAC
8	A-Abc Appliance & Heating Inc dba Total Comfort	HVAC
9	Residential Heating and Air Conditioning	HVAC
10	ARG Heating & Cooling LLC	HVAC
11	A To Z Tree Care LLC	TREE SVC
12	Dockter-Lutz Chiropractic - Massage Services	MASSAGE5
13	B&D Plumbing, Heating, & A/C Inc	HVAC
14	Aquarius Water Conditioning, Inc. dba Aquarius Home Services	HVAC
15	Liu, Zhihong - Ind. Massage Therapist @ Panda Massage	MASSAGE8
16	CenterPoint Energy Resource Corp. dba CenterPoint Energy Minnesota Gas	HVAC
17		



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## Resignation

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**From** Matt Percy <MPercy@circlepinesmn.gov>  
**Date** Fri 1/9/2026 10:52 AM  
**To** Patrick Antonen <PAntonen@circlepinesmn.gov>

Patrick,

Due to last year's election results I am resigning my position as a Circle Pines council member, effective January 1, 2026.

Matt

**RESOLUTION NO. 2026-01**

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

**RESOLUTION ACCEPTING RESIGNATION AND  
DECLARING A VACANCY**

**WHEREAS**, the City of Circle Pines City Council has certified the election of Council Member Matt Percy to Mayor, creating an incompatible office. Therefore, he has resigned his Council seat, effective January 1, 2026.

**NOW THEREFORE LET IT BE RESOLVED THAT**, the City Council of the City of Circle Pines, Minnesota, is as follows:

- 1) The council accepts Council Member Percy's resignation as described above and declares that a vacancy exists on the council effective January 13, 2026.

Adopted this 13th day of January 2026 by the City Council of the City of Circle Pines.

\_\_\_\_\_  
**Matt Percy, Mayor**

**ATTEST:**

(Seal)

\_\_\_\_\_  
**Patrick Antonen, City Administrator**



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

CIRCLE PINES

[www.ci.circle-pines.mn.us](http://www.ci.circle-pines.mn.us)

# Memo

To: City Council Members  
From: Patrick Antonen  
Date: January 8, 2026  
Re: Council Annual Appointments

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## Purpose

The purpose of this memo is to provide the council with information necessary to make essential appointments for the 2026 calendar year.

## Background

Many appointments that the City Council makes on a yearly basis are required by statute (i.e., official newspaper, official depository, etc.), while others are appointments annually made as a custom unique to our particular city (i.e., Park Board, etc.) The council typically will meet in work session to interview board and commission applicants. Thus they are not included in this memo.

The list of appointments for 2025 that the Circle Pines City Council should consider is shown below:

1. **Official Newspaper** – Quad Community Press has been the official newspaper for the City. The Quad Community Press has requested designation. Request attached.

Council Action \_\_\_\_\_

2. **Official Depositories** – Staff recommends that US Bank, Anoka Hennepin Federal Credit Union, Ehlers Financial, PMA Financial Network, Inc. (4M Fund), RBC Capital Markets, and Wells Fargo Bank be designated as Official Depositories for the City of Circle Pines.

Council Action \_\_\_\_\_

3. **Official Signatories** – Current signatories are: Council: Dave Bartholomay and Nicole Dorner. Staff: Patrick Antonen and Kate Manson.

Each year the council appoints two members from the council and two persons from the staff who are authorized to co-sign payroll and voucher checks.

It should be noted that the Mayor and City Clerk are legally obligated to be signatories. The listed official signatories, including one council member, need designation.

Council Action \_\_\_\_\_



4. **Electronic Funds Transfer Authorization** – Current Authorizers are: Council: Dave Bartholomay. Staff: Patrick Antonen and Kate Manson.

Each year based on our Electronic Funds Transfer Policy as required by MN Statute 471.38 the council needs to appoint authorizers so transfers can occur via bank wife or online banking.

Council Action \_\_\_\_\_

5. **Civil Attorney** – Hoff Barry, P. A.  
**Prosecution Attorney** – Joe Van Thomme – Eckberg Lammers

Council Action \_\_\_\_\_

6. **Engineer** – Eric Eckman – WSB & Associates

Council Action \_\_\_\_\_

7. **Mayor Pro Tem** – Acts on behalf of Mayor when the Mayor is unable to attend meetings. Matt Percy was the Mayor Pro Tem.

Council Action \_\_\_\_\_

**COUNCIL COMMITTEE APPOINTMENTS**

8. **Police Governing Board** – Mayor Bartholomay and Council Member Dorner are representatives. Council Member Bachmayer has been an alternate. The action is to appoint the Mayor and one council member for a one-year term, plus an alternate.

Council Action \_\_\_\_\_

9. **Fire Steering Committee** – The Joint Powers Agreement calls for appointment of two representatives and an alternate. Council Member Percy and Council Member McChesney have been members and Council Member Dorner has been an alternate.

Council Action \_\_\_\_\_

10. **Anoka County Fire Protection Council** – The Council needs to appoint one elected official and an alternate to represent the city. Council Member Percy was the representative and Council Member McChesney the alternate.

Council Action \_\_\_\_\_

11. **Cable Commissioner** – Council Member Bachmayer currently serves as the City Council representative and Council Member Percy is the alternate. The action is to appoint the mayor or a council member to a one-year term.

Council Action \_\_\_\_\_



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12. **Anoka County Airport Advisory Commission** – Council members McChesney and Percy are serving their second year of their two year term so two appointments need to be made this year.

Council Action \_\_\_\_\_

Should you have any questions regarding these appointments, please let me know.

Enclosure: (1) Press Publications Request -



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: (651) 407-1200 • Fax: (651) 429-1242

November 19, 2025

Mr. Patrick Antonen  
City Administrator  
City of Circle Pines  
200 Civic Heights Circle  
Circle Pines, MN 55014

Dear Mr. Antonen:

The *Quad Community Press* wishes to be considered as your official newspaper for 2026.

Here is what our subscribers are saying, "Local stories, city council and sports." "I read every paper cover to cover. I love it!"

We continue to meet all the legal requirements under state statutes.

Our circulation is audited by Circulation Verification Council, an independent firm.

As you know, we offer our products free to anyone who wants it and only ask for support with subscriptions.

We prefer submittal of legal notices by mail, or e-mail your notices to [legals@presspubs.com](mailto:legals@presspubs.com) - clearly labeling them as "Legal Notices."

Due to increased costs, we are asking for \$13.56 per column inch, in 7-point type at 9 lines per inch.

Our deadline for legal notices is Wednesday by 5:00 p.m. for the following Tuesday's publication. We will do our best to accommodate a notice that would be submitted after deadline if we are advised by email and a phone call by the deadline.

We welcome the opportunity to serve you and look forward to any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink that reads "Lisa Graber".

Lisa Graber  
Legal Notice Coordinator

LG:mkk

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