

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

**March 10, 2026
5:00 P.M.**

AGENDA

1. Call to Order

2. Roll Call

Matt Percy, Mayor

Steve McChesney, Council Member

Nici Dorner, Council Member

Meagan Bachmayer, Council Member

Patrick Antonen, City Administrator

3. Setting of Agenda

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

4. COMMENTS

a. Taxpayer Comments

b. Council Member Comments

c. Mayor Comments

5. COMMITTEE REPORTS

a. Anoka Co. Airport Advisory Commission

6. COUNCIL BUSINESS

a. Consent Agenda

<u>Items</u>	<u>Action</u>
1. Minutes – February 24, 2026 (Enclosed)	Approve
2. General Disbursements (Enclosed)	Approve
3. Police Disbursements (Enclosed)	Approve
4. Fire Disbursements (Enclosed)	Approve
5. Licenses (Enclosed)	Approve

Council Action _____

b. 2025 Street Rehabilitation Project – Pay Voucher No. 7 (Enclosed)

Council Action _____

c. Appointment of Park Maintenance Position (Enclosed)

Council Action _____

d.

Council Action _____

7. ADJOURNMENT

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

**Tuesday, February 24, 2026
Minutes**

1. CALL TO ORDER

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

2. ROLL CALL

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

3. SETTING OF AGENDA

There were no changes to the agenda.

4. COMMENTS

a. Taxpayer Comments

There were no taxpayer comments.

b. Council Member Comments

There were no council member comments.

c. Mayor's Comments

Mayor Percy commented the following:

- On February 12th a tour of the previously named CFD Station 1 was given, which has been remodeled and renamed SBM Station 4, where Chief Retka provided an update of what's been going on.
- On February 13th a ride-a-long with the Centennial Lakes Police Department.

5. COMMITTEE REPORTS

a. Utilities Commission

Antonen reported that the commission met earlier tonight at 5 pm and the commission's business included the following.

- Commission approved a \$250 donation request from the Circle Pines-Lexington Lions Club for the Annual Easter Egg Hunt on April 4th.

- Commissioner Benoy’s end of term and last commission meeting.

6. COUNCIL BUSINESS

a. **Consent Agenda Items:**

1. Minutes – February 10, 2026
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. Licenses

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

Motion carried 4-0.

b. **Board and Commission Appointments**

Mayor Percy explained that interviews were held a couple of weeks ago for the several applicants interested in the board and commissions vacancies.

The following nominations were made:

- Utilities Commission:
 - Brett Asleson
 - Brian Olson
 - Eric Peterson
- Planning Commission:
 - Jack Livingston
 - Raechel Huff
- Park Board:
 - Brandon Zingsheim

Antonen stated that with Brett Asleson moving to the Utilities Commission, there will be a vacant spot on the Planning Commission for a 2-year term, which will be advertised in March.

Council members commented that several great candidates applied and thanked all the applicants.

Motion: McChesney moved, seconded by Dorner, to approve the nomination of candidates for the vacant board and commissions positions.

Motion carried 4-0.

c. **Policy 12 Update – Refuse and Recycling Rates**

Antonen explained that this is Policy 12, which is the rate and fee schedule for the City and Utility. The Utility acted in January on their increases. Now, the Council needs to review garbage rates, which increased in the City’s renewed contract with Republic. This is a 4-year

contract to expire in 2030, at which time organics recycling will be required for everyone countywide.

There is an increase in garbage rates, which the city does not profit from, but need to be increased to meet the increased rates from Republic.

The changes to Policy 12 are as follows:

- 35-gallon cart: monthly rate increase from \$8.28 to \$9.11
- 65-gallon cart: monthly rate increase from \$11.90 to \$12.32
- 95-gallon cart: no rate change from \$17.08
- The City’s Refuse/Recycle Sticker Program will be discontinued as of March 1, 2026, and residents will now go directly through Republic.
- The Yard Waste Stickers Program will be discontinued due to very low utilization of the program.

There are two components to the monthly rate: the \$6 pick-up rate, which everyone is required to pay to have garbage picked up, and the \$3 tonnage rate, which is the weighted amount of refuse produced divided by 35-gallon increments.

Council members had questions, comments and discussions on the changes to the policy.

Motion: McChesney moved, seconded by Bachmayer, to approve the changes to Policy 12 for the Refuse rate increases.

Motion carried 4-0.

7. ADJOURNMENT

Motion: Bachmayer moved, seconded by Dorner, to adjourn the meeting at 7:18 p.m.

Motion carried 4-0.

Mayor

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: 03/10/2026

	<u>Company</u>	<u>License type</u>
1	Rainbow Tree Company dba Rainbow Treecare	FLL
2	McQuillan Home Services LLC dba Any Hour Group LLC	HVAC
3	Team Mechanical Inc	HVAC
4	Air Mechanical Inc	HVAC
5	Johnson Heating & Air Conditioning	HVAC
6	Tarzan Tree Solutions LLC	TREE SVC
7	Hoffman Refrigeration and Heating Service LTD dba Hoffman Cooling and Heating	HVAC
8	Carr's Tree Services, Inc	TREE SVC
9		
10		
11		
12		
13		
14		
15		
16		
17		



2025 Street Rehabilitation Project

Pay Voucher 7

Client: City of Circle Pines 200 Civic Heights Circle Circle Pines, MN 55014-1788	Contractor: Valley Paving Inc 8800 13th Ave E Shakopee, MN 55379
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WSB Project No.: 025186-000
Client Project No.:
State Project No.: SAP 244-106-002 SAP 244-112-001
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$2,146,146.00	Original	\$2,146,146.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$2,146,146.00	Total	\$2,146,146.00

Work Certified To Date	
Base Bid Items	\$2,417,427.64
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$2,417,427.64

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$1,367.00	\$2,417,427.64	\$48,348.55	\$2,367,739.43	\$1,339.66	\$2,369,079.09
Percent Retained: 2%			Percent Complete: 112.64%		

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 Valley Paving Inc

Approved By WSB

Signature

Emily Brown

Signature

Date

January 22, 2026

Date

Approved By City of Circle Pines

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	04/30/25	\$42,699.34	\$2,134.97	\$40,564.37
2	06/04/25	\$261,373.68	\$13,068.68	\$248,305.00
3	07/01/25	\$37,276.99	\$1,863.85	\$35,413.14
4	08/05/25	\$1,500,681.49	\$75,034.08	\$1,425,647.41
5	09/17/25	\$519,131.31	\$25,956.56	\$493,174.75
6	11/05/25	\$54,897.83	(\$69,736.93)	\$124,634.76
7	01/22/26	\$1,367.00	\$27.34	\$1,339.66

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
LOCAL	\$1,662,891.00	\$33,257.82	\$1,628,293.52	\$1,339.66	\$1,629,633.18
SAP 244-106-002	\$379,344.78	\$7,586.90	\$371,757.88	\$0.00	\$371,757.88
SAP 244-112-001	\$375,191.86	\$7,503.83	\$367,688.03	\$0.00	\$367,688.03

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	State Aid	\$0.00	\$356,524.82	\$356,524.82	\$371,757.88
2	State Aid	\$0.00	\$340,477.01	\$340,477.01	\$367,688.03
3	Local	\$1,339.66	\$1,449,144.17	\$1,449,144.17	\$1,629,633.18

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$73,553.73	1	0	\$0.00	1	\$73,553.73
2	2101.502	CLEARING	EACH	\$550.00	2	0	\$0.00	1	\$550.00
3	2101.502	GRUBBING	EACH	\$150.00	2	1	\$150.00	3	\$450.00
4	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$750.00	5	0	\$0.00	5	\$3,750.00
5	2104.502	SALVAGE SIGN	EACH	\$47.00	78	0	\$0.00	78	\$3,666.00
6	2104.503	SALVAGE CHAIN LINK FENCE	L F	\$45.00	20	0	\$0.00	20	\$900.00
7	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$6.00	236	0	\$0.00	298	\$1,788.00
8	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$0.01	9311	0	\$0.00	2960	\$29.60
9	2104.503	REMOVE CURB & GUTTER	L F	\$9.30	8050	0	\$0.00	7763	\$72,195.90
10	2104.503	REMOVE SANITARY SERVICE PIPE	L F	\$34.00	50	0	\$0.00	50	\$1,700.00
11	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$22.00	63	0	\$0.00	75	\$1,650.00
12	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$25.00	210	0	\$0.00	332.5	\$8,312.50
13	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$8.00	205	0	\$0.00	865	\$6,920.00
14	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$5.00	5067	0	\$0.00	3836.414	\$19,182.07

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
15	2104.518	REMOVE CONCRETE WALK	S F	\$2.25	1372	0	\$0.00	2182	\$4,909.50
16	2104.502	SALVAGE MAIL BOX SUPPORT	EACH	\$78.00	12	0	\$0.00	0	\$0.00
17	2104.618	SALVAGE BRICK PAVERS	S F	\$1.50	2090	0	\$0.00	3098	\$4,647.00
18	2106.507	EXCAVATION - COMMON (P)	C Y	\$45.00	66	0	\$0.00	370	\$16,650.00
19	2112.604	SUBGRADE PREPARATION	S Y	\$1.00	4069	0	\$0.00	2479	\$2,479.00
20	2123.610	SKID LOADER	HOUR	\$80.00	30	0	\$0.00	17.05	\$1,364.00
21	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$1.00	110	0	\$0.00	60	\$60.00
22	2130.523	WATER	MGAL	\$50.00	120	0	\$0.00	28	\$1,400.00
23	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$1.00	66	0	\$0.00	164	\$164.00
24	2215.504	FULL DEPTH RECLAMATION	S Y	\$5.70	21494	0	\$0.00	21871	\$124,664.70
25	2231.604	BITUMINOUS PATCH SPECIAL	S Y	\$27.00	869	0	\$0.00	1131.21	\$30,542.67
26	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	\$1.55	37421	0	\$0.00	42512	\$65,893.60
27	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$0.01	5026	0	\$0.00	2245	\$22.45
28	2360.504	TYPE SP 9.5 WEAR CRS MIX(2,C) 3.0" THICK	S Y	\$34.00	205	0	\$0.00	306	\$10,404.00
29	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	\$85.25	4354	0	\$0.00	5273.0029	\$449,523.50
30	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$97.00	1996	0	\$0.00	2311.09	\$224,175.73
31	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2,C)	TON	\$94.20	2777	0	\$0.00	2834.2313	\$266,984.59
32	2502.503	4" PE PIPE DRAIN	L F	\$40.00	250	0	\$0.00	343.605	\$13,744.20
33	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$78.00	749	0	\$0.00	745	\$58,110.00
34	2503.503	21" RC PIPE SEWER DES 3006 CL III	L F	\$103.00	63	0	\$0.00	67	\$6,901.00
35	2503.602	CONNECT TO EXISTING MANHOLES (SAN)	EACH	\$6,100.00	1	0	\$0.00	1	\$6,100.00
36	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$960.00	7	0	\$0.00	7	\$6,720.00
37	2503.602	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$1,700.00	1	0	\$0.00	1	\$1,700.00
38	2503.602	8"X4" PVC WYE	EACH	\$1,300.00	1	0	\$0.00	1	\$1,300.00
39	2503.602	8"X8" PVC WYE	EACH	\$1,600.00	1	0	\$0.00	1	\$1,600.00
40	2503.602	TELEWISE SANITARY SEWER SERVICE	EACH	\$425.00	2	0	\$0.00	2	\$850.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
41	2503.603	TELEWISE SANITARY SEWER	L F	\$13.00	184	0	\$0.00	184	\$2,392.00
42	2503.603	4" PVC SANITARY SERVICE PIPE	L F	\$79.00	50	0	\$0.00	50	\$3,950.00
43	2503.603	8" PVC PIPE SEWER SDR 26	LF	\$112.00	234	0	\$0.00	231	\$25,872.00
44	2504.602	8" GATE VALVE & BOX	EACH	\$8,750.00	1	0	\$0.00	0.89	\$7,787.50
45	2504.602	ADJUST GATE VALVE & BOX	EACH	\$425.00	37	0	\$0.00	34.54	\$14,679.50
46	2504.602	CONNECT TO EXISTING WATERMAIN	EA	\$2,000.00	2	0	\$0.00	1.0775	\$2,155.00
47	2504.603	8" WATERMAIN DUCTILE IRON CL 52	L F	\$115.00	50	0	\$0.00	0	\$0.00
48	2504.608	DUCTILE IRON FITTINGS	LB	\$18.00	112	0	\$0.00	114	\$2,052.00
49	2506.502	CASTING ASSEMBLY	EACH	\$865.00	10	0	\$0.00	14	\$12,110.00
50	2506.502	ADJUST FRAME & RING CASTING	EACH	\$865.00	42	0	\$0.00	33	\$28,545.00
51	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$815.00	35	0	\$0.00	35	\$28,525.00
52	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$2,350.00	6	0	\$0.00	7.0298	\$16,520.03
53	2506.602	CASTING ASSEMBLY (SANITARY)	EACH	\$1,250.00	1	0	\$0.00	1	\$1,250.00
54	2506.602	CHIMNEY SEAL	EACH	\$265.00	42	0	\$0.00	34	\$9,010.00
55	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$2,700.00	4	0	\$0.00	4	\$10,800.00
56	2506.603	CONSTRUCT 48" DIA SANITARY MANHOLE	L F	\$1,215.00	12	0	\$0.00	32	\$38,880.00
57	2521.518	4" CONCRETE WALK	S F	\$10.00	105	0	\$0.00	1321	\$13,210.00
58	2521.518	4" CONCRETE WALK SPECIAL	S F	\$10.00	158	0	\$0.00	672	\$6,720.00
59	2521.518	6" CONCRETE WALK	S F	\$10.00	234	0	\$0.00	1898.8854	\$18,988.85
60	2521.518	6" CONCRETE WALK SPECIAL	S F	\$11.00	2513	0	\$0.00	156.88	\$1,725.68
61	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	\$28.00	593	0	\$0.00	325	\$9,100.00
62	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$38.00	3767	0	\$0.00	5099	\$193,762.00
63	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$79.00	210	0	\$0.00	293	\$23,147.00
64	2531.603	CONCRETE CURB & GUTTER DES SURMOUNTABLE	L F	\$28.00	3690	0	\$0.00	3531	\$98,868.00
65	2531.603	7" CONCRETE VALLEY GUTTER	L F	\$104.00	135	0	\$0.00	170	\$17,680.00
66	2531.618	TRUNCATED DOMES	S F	\$52.00	468	0	\$0.00	382	\$19,864.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
67	2540.602	INSTALL MAIL BOX SUPPORT	EACH	\$104.00	12	0	\$0.00	0	\$0.00
68	2540.602	TEMPORARY MAIL BOX	EACH	\$52.00	12	0	\$0.00	0	\$0.00
69	2540.618	INSTALL BRICK PAVERS	S F	\$17.00	780	0	\$0.00	2466.56	\$41,931.52
70	2557.602	REPAIR DOG FENCE	EACH	\$260.00	8	0	\$0.00	0	\$0.00
71	2557.603	INSTALL CHAIN LINK FENCE	L F	\$113.00	20	0	\$0.00	20	\$2,260.00
72	2563.601	TRAFFIC CONTROL	LS	\$11,300.00	1	0	\$0.00	1.18585	\$13,400.11
73	2564.518	SIGN PANELS TYPE C	S F	\$49.00	423	0	\$0.00	433.75	\$21,253.75
74	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$338.00	42	0	\$0.00	17	\$5,746.00
75	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$600.00	1	0	\$0.00	1	\$600.00
76	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$125.00	97	0	\$0.00	108	\$13,500.00
77	2573.503	SILT FENCE, TYPE MS	L F	\$3.00	200	0	\$0.00	0	\$0.00
78	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$3.00	500	0	\$0.00	1800	\$5,400.00
79	2574.507	COMMON TOPSOIL BORROW	C Y	\$46.00	1284	0	\$0.00	615	\$28,290.00
80	2574.508	FERTILIZER TYPE 3	LB	\$1.00	244	110	\$110.00	210	\$210.00
81	2575.504	SODDING TYPE LAWN	S Y	\$13.00	3247	0	\$0.00	4117	\$53,521.00
82	2575.505	SEEDING	ACRE	\$550.00	0.9	0.34	\$187.00	0.34	\$187.00
83	2575.508	HYDRAULIC MULCH MATRIX	LB	\$1.15	2600	800	\$920.00	3220	\$3,703.00
84	2575.523	WATER	MGAL	\$55.00	140	0	\$0.00	100	\$5,500.00
85	2575.608	SEED RESIDENTIAL TURFGRASS	LB	\$4.00	202	0	\$0.00	80	\$320.00
86	2582.503	4" SOLID LINE PAINT	L F	\$0.75	3032	0	\$0.00	30223.496 67	\$22,667.62
87	2582.503	4" SOLID LINE MULTI COMP	L F	\$1.10	191	0	\$0.00	121	\$133.10
88	2582.503	12" SOLID LINE MULTI COMP	L F	\$6.25	23	0	\$0.00	46	\$287.50
89	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	\$2.20	469	0	\$0.00	174	\$382.80
90	2582.518	PAVT MSSG MULTI COMP	S F	\$11.50	82	0	\$0.00	124.44	\$1,431.06
91	2582.518	CROSSWALK MULTI COMP	S F	\$6.25	432	0	\$0.00	396	\$2,475.00
92	2582.618	PAVEMENT MARKING SPECIAL	S F	\$24.00	1488	0	\$0.00	1712	\$41,088.00



Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
93	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$8,000.00	1	0	\$0.00	4.57411	\$36,592.88
94	2502.601	IRRIGATION SYSTEM PROVISION	LS	\$8,000.00	1	0	\$0.00	1.6745	\$13,396.00
Bid Totals:							\$1,367.00	\$2,417,427.64	

Project Category Totals		
Category	Amount This Voucher	Amount To Date
BASE BID	\$1,367.00	\$2,367,438.76
PROVISIONAL ITEMS	\$0.00	\$49,988.88

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
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

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

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining



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

CIRCLE PINES

www.circlepinesmn.gov

TO: City Council Members
FROM: Chandra Peterson
DATE: March 4, 2026
RE: Park Maintenance Position

In December a Park Maintenance position opened. Advertising began in January and staff received 41 applications. Applications were scored and 13 individuals were interviewed and 4 of those individuals were asked back for a second interview.

After much discussion and review, staff is recommending the City Council approve Oliver Bowlin for the Park Maintenance Worker Position. Attached to the memo is their application for your review.

Attachment (1): Oliver Bowlin Application



EMPLOYMENT APPLICATION

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

#32
 75
 12:30
 2/23
Centennial Utilities

Title of position for which you are applying Parks Maintenance Worker	Date of application 1/14/2026	Date available for work 1/14/2026
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Last name Bowlin	First name Oliver	Middle name Scott	Email address [REDACTED]
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Street Address [REDACTED]	City [REDACTED]	State MN	Zip [REDACTED]
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Are you under the age of 18? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If "yes", provide DATE OF BIRTH _____	Are you legally eligible to work in the United States in the position for which you are applying? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number 6513439889	Alternate Number
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Do you have relatives employed by the city? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, WHO? No	Employment status desired <input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL
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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 **N634-141-814-113** STATE **MN** CLASS **A**

EDUCATION AND TRAINING

Highest grade completed	High School	College	Graduate School
		Some College	
Last high school	Name	Address	Did you graduate or receive GED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
	Cretin Derham-Hall	550 South Albert Street St. Paul MN 55116	

Name and location of colleges, universities and technical schools	Dates attended	Graduate?	Type of degree	Course of study
U of M	12/7/20	Yes	Certification	Cyber Security

KNOWLEDGE, SKILLS AND ABILITIES

Clerical	Can you operate: Typewriter / Keyboard? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, words per minute _____ 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.
	Other office equipment you can operate:

Skilled Trade	Do you have experience in a skilled trade? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please describe the extent/nature of the experience.
	List all machines and equipment you have operated: Triple Mowers, z turn mowers, Skids, Chainsaws, Snowplows, Garbage Packers, power washers
	List all current licenses and/or certifications, together with an identification of the granting authority: Class A license Tanker and Airbrake Endorsement

duw

KNOWLEDGE, SKILLS AND ABILITIES (continued)

Language Proficiency (other than English)	Language _____	Speak	Read	Write
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<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 (Do not specify organization)	Major Responsibilities	No. Hours Per Month	Years	
			From	To

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.

Employer Saint Paul Parks and recreation
 Address 25 West 4th Street, Suite 400 Saint Paul, MN 55102
 Phone number [REDACTED] Your title Parks worker 1
 Supervisor [REDACTED]
 Supervisor's title Community Recreation Coordinator
 Number and type of position you supervised 0

Principal responsibilities (be specific) Perform routine manual labor in a park, playground or at other public ground

Length of employment
 from: month april year 2022
 to: month november year 2022
 Total years months 8

Hours per week 40

Reason for leaving Promotion

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

Employer Parks Worker 2
 Address [REDACTED]
 Phone number [REDACTED] Your title Parks worker 2
 Supervisor Deb, Williams
 Supervisor's title Parks and recreation supervisor
 Number and type of position you supervised 0

Principal responsibilities (be specific) Performs manual labor to maintain and repair the City of Saint Paul's parks and recreation facilities such as parks, parkways, recreation centers, and other structures. Drives vehicles, operates a variety of tools and equipment including floor machines, and safety uses chemicals for maintenance work. Conforms with all department, city, and state safety rules and regulations. Inspects and performs grounds keeping services, maintains ice skating rinks, and performs snow removal as assigned. Performs other related duties and responsibilities as required.

Length of employment
 from: month april year 2023
 to: month october year 2023
 Total years 1 months

Hours per week 40

Reason for leaving Different opportunity

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

EMPLOYMENT HISTORY (continued)

Employer Ramsey county parks and recreation
Address ████████████████████
Phone number ██████████ **Your title** Maintenance and operations worker
Supervisor ██████████
Supervisor's title Ramsey county parks and recreation supervisor
Number and type of position you supervised 2 oriented lower level employees

Length of employment

from: month october year 2023
to: month current year
Total years ² **months** ³

Hours per week 40

Reason for leaving Work/Life Balance

Principal responsibilities (be specific)

To perform maintenance, cleaning, and building service duties in County and regional parks and recreational areas, golf courses, and ice arenas; and perform related duties as assigned.
Repair building fixtures and equipment such as doors, windows, locks, sinks, toilets, chairs, tables and lockers.
Transport equipment to various sites by driving trucks with trailers; change tractor implements.

May we contact this employer? no

If no, please indicate reason:

Current employer

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

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.

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 15.165, Subd. 2). If you are employed, the data will be available to the Department of Finance, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Director of Personnel by letter.

Private Data	Why We Ask For It	Are you legally obliged to provide it?	What may happen if you don't provide it?
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interviews.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notices.
Sex, Racial/Ethnic Group, Handicapped status, Vietnam Veteran Status	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application form you and to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

All other information on the application is public; that is, it may be given to anyone for any purpose.

READ AND SIGN

Information requested on your application that is defined by State Statute as public may be released on request and includes: job history, education and training, relevant test scores and work availability. If you are selected as a finalist for a position, your name will become public information. Other information will be considered private and will be used only in conjunction with your possible employment. The city has the right to verify information provided in the application. False information may subject an applicant to the penalty provisions of M.S. 43A. 39.

In connection with this application for employment, I authorize the City of Circle Pines and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application including, but not limited to, my records maintained by an educational institution relating to my academic performance such as transcripts. Moreover, I hereby release the City of Circle Pines and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

Yes Yes, but not present employer until job is offered. No (We may be unable to hire you without this information).

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information above.

Date 02/1/2026

Signature 

EQUAL OPPORTUNITY EMPLOYER

How were you made aware of this employment opportunity?

Internet (specify site): Governmentjobs.com

Newspaper (specify paper): _____

Employee Referral (provide name): _____

Community Agency Referral (specify name): _____

Other Source: _____

OFFICE USE ONLY

DATE RECEIVED:

INTERVIEW:

**CITY OF CIRCLE PINES / CENTENNIAL UTILITIES
ADDENDUM TO APPLICATION FORM**

VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien, or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify: **AND**
2. not be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

This information you provide on this form will be used to determine your eligibility for veterans preference points. you are required to supply this information, but we cannot award veterans points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERANS BONUS POINTS? ___Yes ___X___No

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

VETERANS PREFERENCE POINTS APPLICATION

Veteran
 Self Spouse If spouse, veteran's name: _____

Branch of Service _____ Period of Active Duty From: _____ to _____.

Rank of Discharge _____ Type of Discharge _____ Date of Final Discharge _____

Service No _____

Are you receiving or eligible for a military pension? _____ Do you have a commendable service-related disability? _____

Preference requested: Veteran Disabled Veteran Widow of a Deceased
 Spouse of Disabled Veteran Spouse of Deceased Veteran Veteran Who Was
Disabled at Time of Death

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner.

Signature _____

Date _____

For office use only:
10 points _____ 15 points _____