

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

**April 28, 2026
7:00 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
Angela Christen, 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's Comments

5. COMMITTEE REPORTS

- a. Fire Steering Committee
- b. Anoka County Fire Protection Council
- c. Utilities Commission

6. COUNCIL BUSINESS

a. Consent Agenda

<u>Items</u>	<u>Action</u>
1. Minutes – April 14, 2026 (Enclosed)	Approve
2. General Disbursements (Enclosed)	Approve
3. Police Disbursements (Enclosed)	Approve
4. Fire Disbursements (Enclosed)	Approve
5. General Fund Q1 Financial Summary (Enclosed)	Approve
6. Licenses (Enclosed)	Approve

Council Action _____

b. SBM Fire Department Quarter 1 Update (Presentation)

Council Action _____

c. Environmental Initiatives (Presentation)

Council Action _____

d.

Council Action _____

7. ADJOURNMENT

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

Tuesday, April 14, 2026

Minutes

1. CALL TO ORDER

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

2. ROLL CALL

Council Members McChesney, Dorner, and Bachmayer 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

- Centennial High School seniors were in attendance as a requirement for government class.

b. Council Member Comments

There were no council member comments.

c. Mayor's Comments

Mayor Percy commented on the following:

- Attended the Centennial Area Education Foundation Gala on March 28th.
- The Rotary Fundraiser “Bingo Beach Bash” will be this Saturday, April 18th, from 6 pm to 9 pm at the Peder Pederson Pavilion in Hugo.
- City Clean-up/Recycling Day is this Saturday from 8 am to 12 pm.

5. COMMITTEE REPORTS

a. Police Governing Board

Mayor Percy reported that the board had a special meeting last week and the following was discussed.

- CLPD Chief Jim Mork offered his resignation and is moving into retirement.
- Police Union Contract
- The board ratified the agreement with the Sergeants Union.

- Communication with our consultant who is going to be working on finding a candidate to fill the police chief's position.

6. COUNCIL BUSINESS

a. Consent Agenda Items:

1. Minutes – March 24, 2026
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. Licenses

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

Motion carried 4-0.

b. Council Member Appointment

Mayor Percy explained that there is a vacancy on the City Council, so a few weeks ago and interviewed several candidates. The council members have come to a decision and will be making an appointment this evening.

McChesney commented that there were some great candidates and it was a tough decision to make.

Motion: McChesney moved, seconded by Dorner, to appoint Angela Christen to fill the vacancy on the City Council.

Motion carried 4-0.

Angela Christen was present and sworn in by Mayor Percy.

c. Resolution 2026-03 Affirming the North Metro Telecommunications Commission as the Broadband Franchising Authority for the City of Circle Pines

Antonen explained that Resolution 2026-03 provides details of broadband franchising and how the city regulates cable communication systems that operates within the public right-of-way to ensure that the consumer protection is fair, equitable and consistent with the treatment of all providers. The main broadband franchisee in the City of Circle Pines is Comcast Xfinity. Under Minnesota law, cable communications systems include broadband-only services such as internet access and Voice over Internet Protocol (VoIP). As a member of the North Metro Telecommunications Commission (NMTC) the city has delegated authority to the NMTC to administer the franchising process. Franchise fees collected through these agreements help support North Metro TV.

The proposed resolution affirms the North Metro Telecommunication Commission (NMTV) as the City's official franchising authority, maintaining regional coordination and consistent oversight of cable and broadband providers.

Staff recommended the council approve Resolution 2026-03.

Motion: Bachmayer moved, seconded by Dorner, to approve **Resolution 2026-03** Affirming the North Metro Telecommunications Commission as the Broadband Franchising Authority for the City of Circle Pines

Motion carried 5-0.

d. Accept Park Board Resignation

Mayor Percy explained that the council is accepting the resignation of Angela Christen, which opened a vacancy on the Park Board.

Motion: Dorner moved, seconded by McChesney, to accept the resignation of Park Board Member Angela Christen.

Motion carried 5-0.

e. Park Board Appointment

Mayor Percy explained that while interviewing to fill the council's vacancy, interviews were also in motion for the vacant positions on the park board and planning commission.

Antonen commented that Ethan Olson is interested in the position on the park board.

Motion: Bachmayer moved, seconded by Christen, to appoint Ethan Olson to fill the vacancy on the Park Board.

Motion carried 5-0.

7. ADJOURNMENT

Motion: Christen moved, seconded by Dorner, to adjourn the meeting at 7:21 p.m.

Motion carried 5-0.

Mayor

City Administrator



City of

200 Civic Heights Circle
Circle Pines, MN 55014
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CIRCLE PINES

www.ci.circle-pines.mn.us

Agenda Item 6.a.5.

Memo

To: City Council
From: Kate Manson
Date: April 22, 2026
Re: Quarterly General Fund Financials

Analyzing first-quarter financials can be misleading because a significant portion of revenue is received later in the year—primarily in July and December. At the same time, certain expenditures occur early, particularly large annual service payments, which can make spending appear ahead of budget. Although the current report shows a loss of \$715,763, overall spending is in line with expectations at 24% of the annual budget, compared to 25% of the year elapsed.

Other than tax revenue, another income irregularity is interest which is magnifying “Other Revenue” since a lot of these earnings are allocated to other funds at the end of the year.

On the expenditure side, higher-than-average spending is seen in Mayor & Council, Planning & Zoning, Shade Tree, and Unallocated. The increase in Mayor & Council is largely due to annual dues. Planning & Zoning reflects costs associated with contracting W.S.B. for a Local Climate Action Plan, which was funded by a grant but not included in the original budget. Shade Tree expenses are elevated due to significant repairs on an aging bucket truck. The Unallocated category includes annual payments for property, liability, and workers’ compensation insurance. Excluding these annual or one-time expenses, these areas would be within expected budget levels.

Conversely, some categories show lower spending due to timing and seasonal factors. Elections, the Community Vegetable Garden, and Golden Lake typically incur costs later in the year. Professional services such as attorney, cable TV, and engineering fees are used on an as-needed basis. Additionally, building inspection services have not yet been invoiced in 2026 and therefore have not been recorded as expenses.

Overall, despite these timing differences and irregularities, General Fund spending remains on track.

KM

Enclosures:

- (1) General Fund 2026 Quarter 1 Summary



GENERAL FUND 2026

Quarter 1 Summary

25% OF THE FISCAL YEAR HAS ELAPSED

	SPENDING AVAILABLE (UNAVAILABLE)	2026 BUDGET	2026 ACTUAL	Quarter 1			
				JANUARY ACTUAL	FEBRUARY ACTUAL	MARCH ACTUAL	
REVENUE							
Taxes	0%	3,047,392	-	-	-	-	
Licenses & Permits	44%	73,082	32,116	13,902	9,851	8,364	
Intergovernmental	7%	454,259	31,380	-	31,354	26	
Charges for Services	25%	35,856	8,981	3,625	2,419	2,937	
Fines	14%	11,000	1,532	228	793	511	
Other Revenue	96%	101,609	97,854	34,970	25,132	37,752	
TOTAL REVENUES	5%	3,723,198	171,863	52,725	69,549	49,589	
EXPENDITURES							
MAYOR & COUNCIL	33%	45,009	67,382	22,373	13,525	1,544	7,305
CITY ADMINISTRATION	25%	173,985	232,855	58,870	26,116	16,742	16,012
ELECTIONS	0%	23,916	23,931	15	-	15	-
CABLE TV	0%	1,500	1,500	-	-	-	-
FINANCE	22%	145,053	186,077	41,024	16,449	13,316	11,260
CITY ATTORNEY	3%	29,188	30,000	813	-	-	813
PLANNING & ZONING	300%	(2,894)	1,450	4,344	-	2,353	1,991
ENGINEERING	13%	4,343	5,000	658	-	-	658
GENERAL GOVT BUILDINGS	26%	49,208	66,091	16,883	7,228	4,783	4,872
POLICE	25%	1,054,370	1,403,877	349,507	112,798	115,855	120,855
FIRE	25%	285,000	380,000	95,000	-	95,000	-
BUILDING INSPECTIONS	0%	50,000	50,000	-	-	-	-
STREETS	22%	179,235	228,348	49,113	17,659	16,212	15,242
COMMUNITY VEGETABLE GA	5%	616	645	29	-	-	29
PARKS	19%	405,201	499,413	94,212	35,664	28,007	30,541
GOLDEN LAKE	8%	63,119	68,410	5,291	171	4,576	544
SHADE TREE PROGRAM	30%	53,780	76,683	22,903	3,982	5,336	13,585
UNALLOCATED	32%	274,948	401,539	126,591	91,750	12,144	22,697
TOTAL EXPENDITURES	24%	2,835,575	3,723,201	887,626	325,341	315,882	246,402
REVENUES OVER (UNDER) EXPENDITURES			(3)	(715,763)	(272,616)	(246,333)	(196,813)
REVERSE INVESTMENT MARKET VALUE ADJUSTMENT				-			
ADJUSTED REVENUES OVER EXPENDITURES				(715,763)			

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: 04/28/2026

	<u>Company</u>	<u>License type</u>
1	Northern Heating & Air Conditioning Inc. dba Northern One Hour, Benjamin Franklin Plumbing & Mister Sparky	HVAC
2	Blacktop Concepts Inc	ASPHALT
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17		

2026 1st
Quarter CFD
Area Statistics

Response Times – Total

- 874 Calls for Service January- March 2026
- 2026 Times
 - 4:47 Total Response Time Average
 - Emergent priority calls for First Quarter 2026 dropped 1:09 to get First Truck on Scene
 - 2:10 Total Turnout Time Average
 - Non-Emergent Average 2:11 and 5:58
 - Emergent Average 1:57 and 3:42
- 2025 Times-
 - 5:29 Total Response Time Average
 - 2:34 Total Turnout Time Average

Comparison

- SBM- 1:58 and 3:42
- Lino Lakes- 1:39 and 5:50
- Coon Rapids- 2:40 and 3:42
- Andover- 5:01 and 3:14
- Fridley- 2:40 and 3:50

Overlapping Calls

- 113 times we had overlapping incidents
- 256 overlapping incidents

1st Quarter - Aid Given/Received

- 28 Total Aids Given Department Wide
- 12 Aids Received

East Side Given

Lino Lakes – 6

Hugo – 2

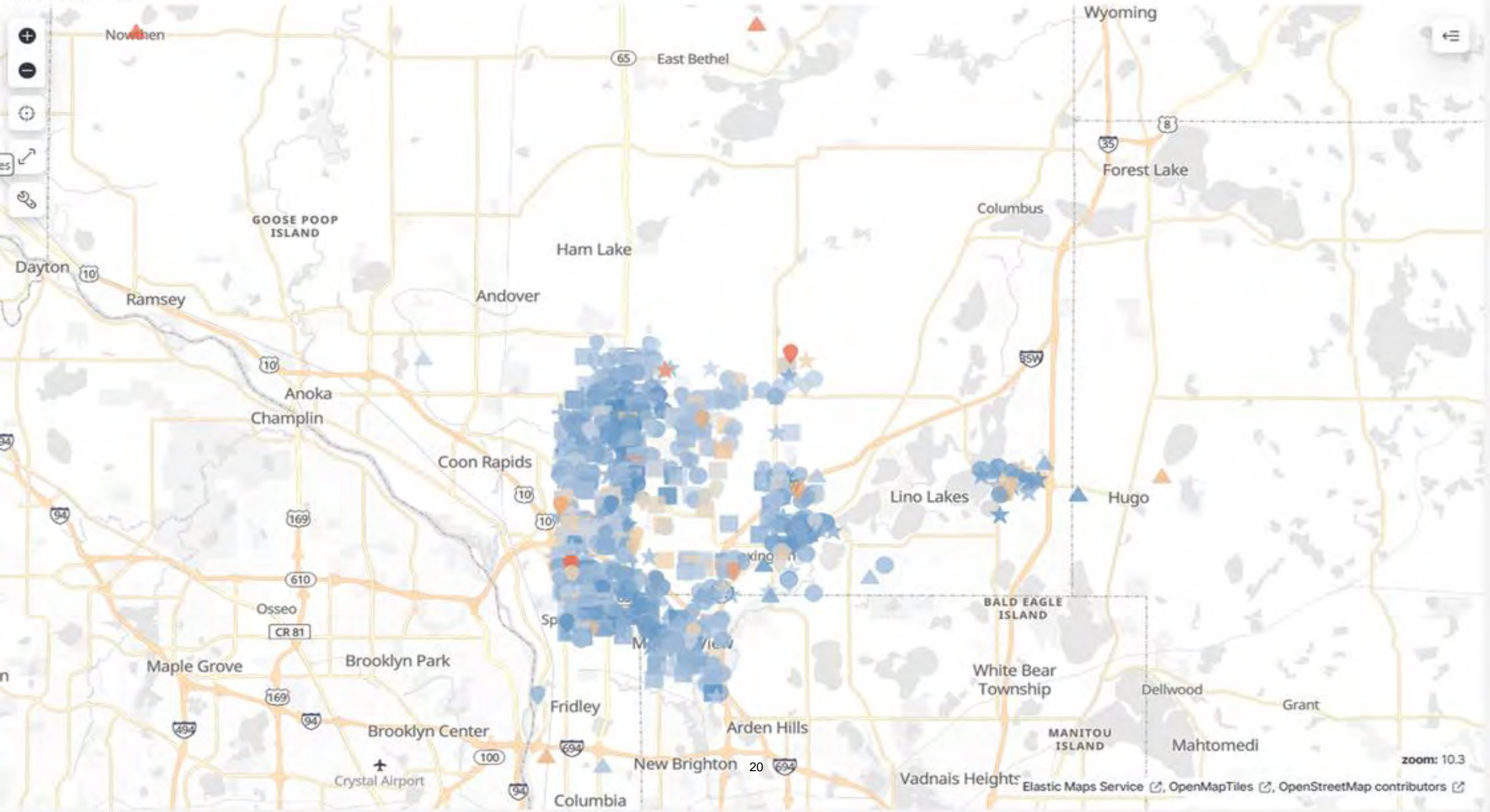
Lexington – 2

Lake Jo – 3

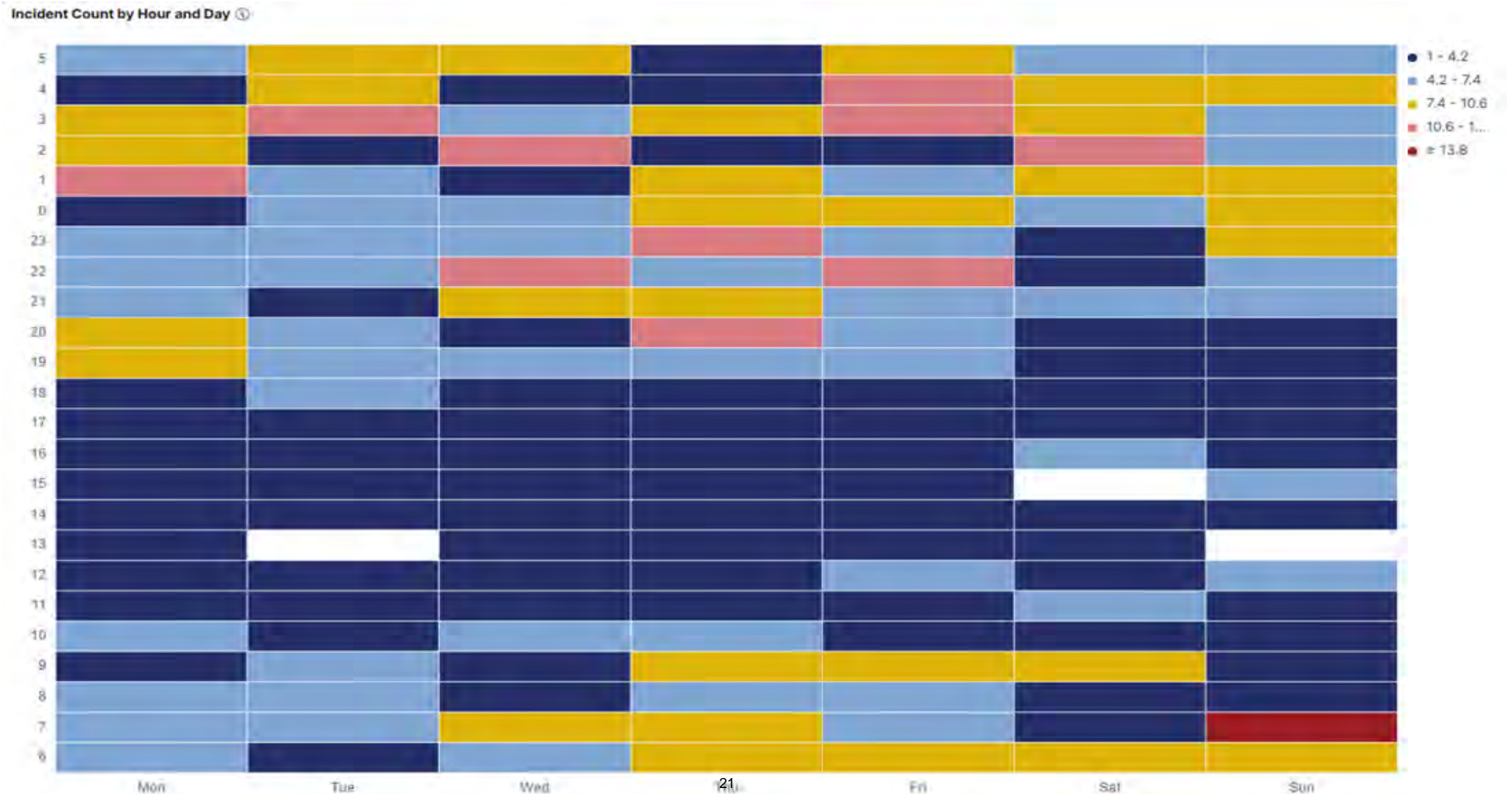
East Side Received

3 Aids Received

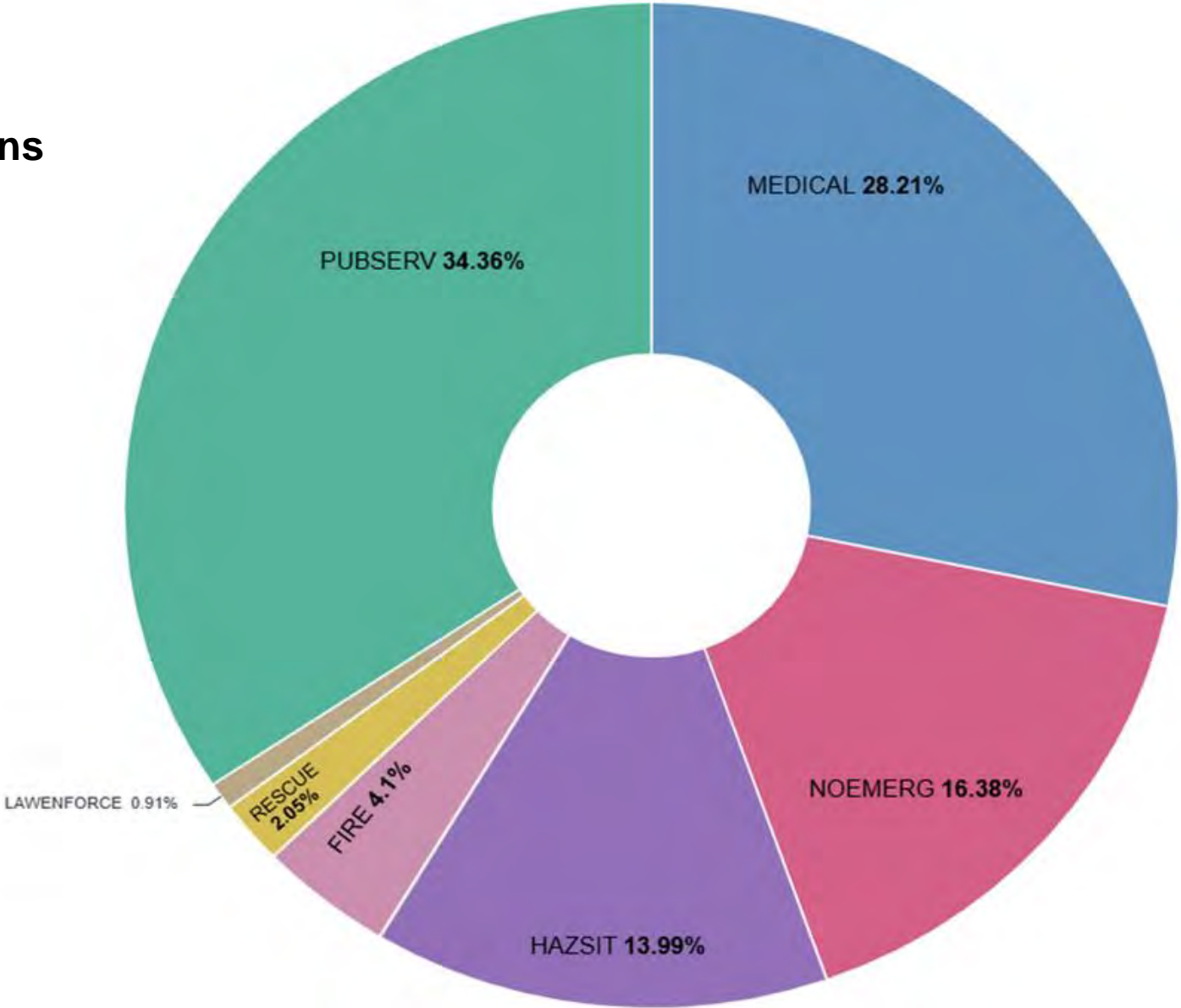
Incident Response



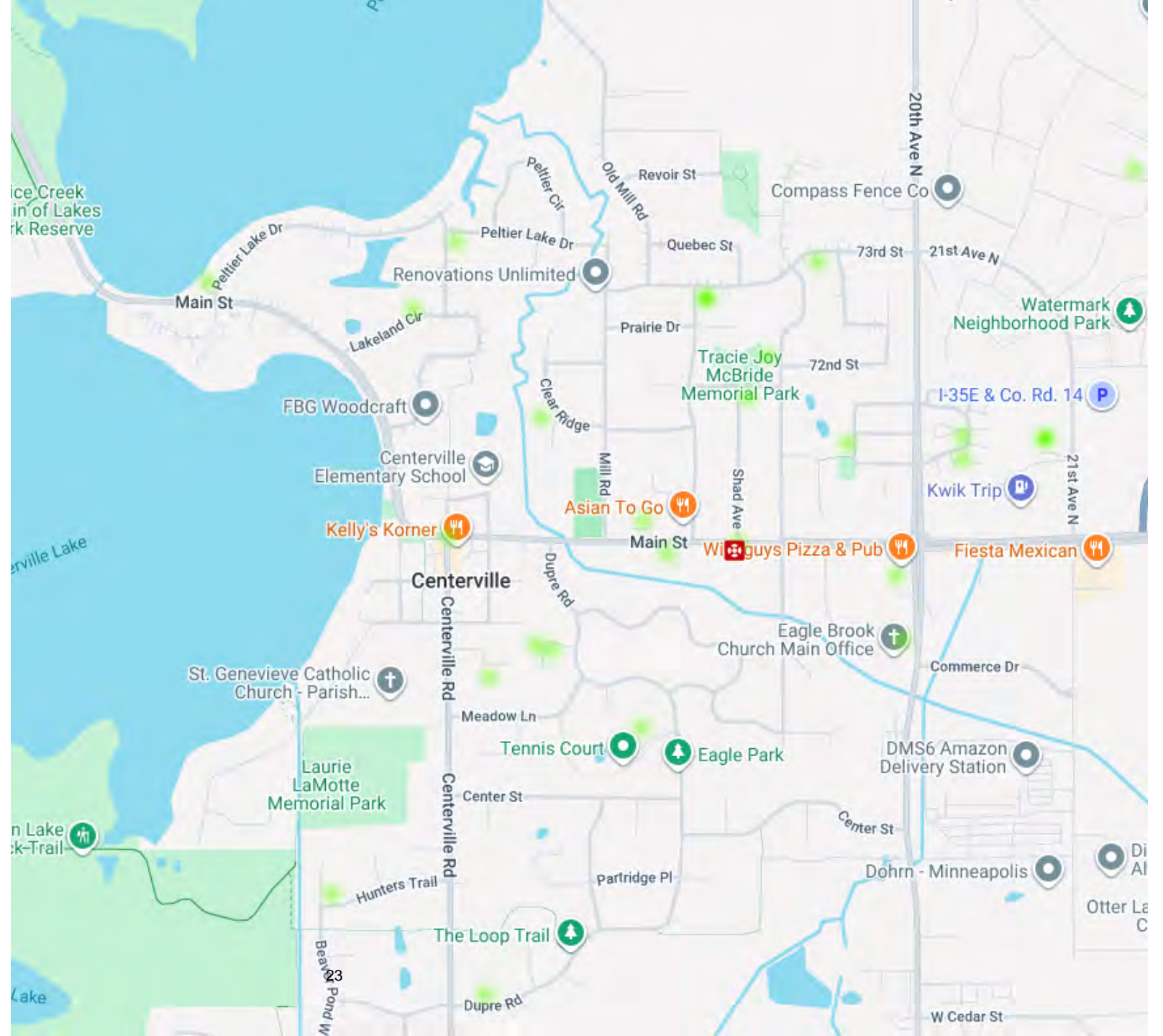
Incident Count by Hour and Day



Overall Incident Discipline Proportions



Centerville Heat Map



Circle Pines Heat Map

