



*City of*

CIRCLE PINES

# new residents guide

2026



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# new resident checklist

## Make yourself at home.

Moving to a new city can be overwhelming. Here is a checklist that will help you keep track of to-do items to check off in order to get settled in Circle Pines.

**Sign up for utility services.**

Centennial Utilities provides your gas, sewer, water and refuse/recycling services. Fill out an Application for Utility Service, which can be found on the Centennial Utilities website at [www.centennialutilities.com](http://www.centennialutilities.com).

**Turn on the lights.**

Set up your electric services with Connexus Energy at <https://www.connexusenergy.com/account-services/start-stop-service> or call 763-323-2650. Residents in the Indian Hills neighborhood receive their electric through Xcel Energy and can set up service at <https://mn.my.xcelenergy.com/s/moving>.

**Log on.**

Sign up for your internet, phone and tv service. Comcast and CenturyLink service our area, but other providers may be available.

**Unpack.**

You'll probably have a lot of trash to get rid of after moving. Recycling is unlimited and if your garbage can is overflowing, you can purchase stickers at City Hall for additional curbside pickup. Call City Hall to exchange your cart size. Carts come in three different sizes.

**Renew your driver's license.**

Minnesota law requires that you apply for a new driver's license within 30 days of changing your address. You may apply for a new license at any [Driver's License Office Location](#). The North Metro Exam Station off of County Road I W and 35W is the closest office location to renew your license. There is a Deputy Registrar office located in Circle Pines off of Lexington Ave that offers vehicle titling and registration, including tab renewal.

**Change your address.**

Submit a change of address order with the post office online at <https://www.usps.com/>. The Circle Pines post office is located next to City Hall at 300 Civic Heights Drive.

**Enroll the kids in school.**

We've got one of the best school districts in the state. Check out <https://www.isd12.org/new-families> for enrollment information.

**Register to vote.**

If you're over 18 and an eligible voter, you can register to vote online at <https://mnvotes.org/>.

**Start reading.**

Get a library card and check out a variety of events at the Centennial Library, located next door to City Hall. For information on news and events, visit <http://www.anokacounty.us/1758/Library/>.

**Update your contact list.**

Put these numbers in your phone:

**Circle Pines City Hall:** 763-784-5898

**Police Department:** 763-784-2501

**Republic Services:** 763-259-5535

**Xcel Energy Outage:** 800-895-1999

**Centennial Utilities:** 763-784-6751

**Fire Department:** 651-792-7900

**Utility After-Hours Emergencies:** 763-427-1212

**Connexus Energy Emergencies:** 763-323-2660

**Get to know the community.**

Leaf through the Circle Pines & Lexington history book, attend a council meeting, read the city newsletter, follow us on Facebook and Twitter, explore our parks and trails, volunteer at the Centennial Food Shelf, check out our local businesses, and connect with your neighbors.



# letter from the mayor

Welcome to Circle Pines! We're thrilled to have you here.

We are a community with deep roots: some of our residents have lived here their whole lives. Many grew up here, headed out into the world and then decided to come back to reunite with friends and family. The sense of belonging and small-town feel are what keep people around for a long time. Some of these folks are likely your neighbors -- it won't take you long to find them.



Our city is small, but the opportunities to explore and play are huge. In the middle of town along Lake Drive you will find our public campus, which includes City Hall, the Post Office and the Anoka County library. If you like baseball we have excellent fields at Carl Eck, Inner and Baldwin parks. Or maybe you have a green thumb, then try one of our two community gardens and grow your own food. Ready to hit the water? Visit Golden Lake Park and try out the public beach, fishing pier and many other amenities.

My favorite hidden gem is Circle Pines' extensive trail system running throughout the city. It connects our neighborhoods with wide-open natural spaces, many of which you will find on the southern and eastern sides. There you will find woods, grasslands and water in abundance. Rice Creek runs through this area and is a well-used waterway for local paddlers. Go to the end of Golden Lake Lane and use the floating pier to launch your favorite canoe or kayak. The Rice Creek Regional Trail runs through two ends of the city and connects bicyclists to many miles of trail in other communities.

Want to know more? Stop by City Hall, we love meeting new neighbors and helping you discover your favorite spots! We have excellent people here who will go the extra mile to make sure you have exactly what you need to settle in.

You are going to love it in Circle Pines. Now get out there and explore!

Matt Percy  
**Mayor of Circle Pines**

# circle pines history



Located in the southern part of Anoka County, Circle Pines' residents enjoy the scenic and restful surroundings of a residential community located 15 miles north from the Twin Cities.

The people who settled into Circle Pines in the late 1940's honed a "cooperative lifestyle". A cooperative is a group of people joined together to form a company to provide for their own needs rather than buying what is needed from private enterprise.

The idea was that if you bought a house in Circle Pines, you would have stake in the businesses that would serve the community.

The symbol for cooperatives was a pine tree with a circle around it. Thus, the name Circle Pines was born. After only three years, the cooperative lifestyle was abandoned, in part because of problems in securing financing and rifts among leaders.

With fields of oaks and elms scattered throughout the two-square mile city, its rural appearance can be deceiving. The number of homes (which many are placed close together) and businesses give the community a more suburban-type of setting.



Circle Pines is the only suburban city that operated its own natural-gas distribution company – a result of its cooperative past. The system also serves portions of Lino Lakes.

On April 8, 1950, the area, former territory in Blaine and Centerville townships, was incorporated as a village. In 1974, Circle Pines received city status.

On August 18 and 19, 2000 Circle Pines celebrated Circle-Lex Co-op Daze; which commemorated 50 years of history. As part of the 50<sup>th</sup> celebration, resident Steve Lee wrote a book about the histories of Circle Pines and Lexington. If you would like to purchase a copy of the book stop by City Hall.



# staff directory

## CITY HALL & CENTENNIAL UTILITIES

City Hall-Main		763-784-5898
Centennial Utilities-Main		763-784-6751
After Hours Utilities Emergency		763-427-1212
TDD		763-231-2617
Patrick Antonen	City Administrator	763-231-2605
Tiffany Buske	Accounting Clerk/AP	763-231-2603
Rich Lavell	Public Works Superintendent	763-231-2606
Kate Manson	Finance Director	763-231-2612
Jacqueline McElroy	Administrative Assistant	763-231-2614
Chandra Peterson	Assistant City Administrator for Public Services	763-231-2611
Kristy Schmalzer	Accounting Clerk/Payroll	763-231-2604
Pat Stapleton	Parks Superintendent	763-231-2608

## PUBLIC SAFETY

Emergency	911
Police Non-Emergency	763-784-2501
Police Fax	763-784-0082
Fire Non-Emergency	651-792-7900
Anoka County Dispatch	763-427-1212

## MUNICIPAL BUILDINGS

Monday – Friday 8 a.m. to 4 p.m.



**CIRCLE PINES CITY HALL**  
200 Civic Heights Circle  
Circle Pines, MN 55014



**PUBLIC WORKS BUILDING**  
760 Civic Heights Drive  
Circle Pines, MN 55014

## CITY DEPARTMENTS

### CITY ADMINISTRATION

The City Administrator is appointed by the Council and is responsible for implementing and carrying out Council policies. The Administrator also acts as the City Clerk and Treasurer. Responsibilities include handling citizen requests and inquiries, and supervision and coordination of all department activities. Other activities include budget oversight and arrangement of agenda materials for City Council, labor relations, elections and communications.

### FINANCE

The Finance Department handles all financial reporting, bookkeeping, utility billing as well as the annual budget preparation.

### PUBLIC WORKS

The Public Works Department is responsible for managing the sewer, water and natural gas systems, as well as the upkeep of city streets and signs.

### PARKS DEPARTMENT

The Parks Department is responsible for developing present and future park and trail plans, as well as maintaining and upgrading city parks and the appearance of the community.



## HOLIDAYS OBSERVED

New Year's Day	January 1
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Friday after Thanksgiving	4 <sup>th</sup> Friday in November
Christmas Day	December 25
Good Friday	Friday before Easter

# city council quality of life vision

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## LEVERAGING OUR STRENGTHS & ENHANCING QUALITY OF LIFE FOR ALL

Our vision includes seven key elements that we believe will enhance the quality of life in our city:

### Interdependent neighborhoods for a vibrant community

We are firmly committed to doing what we can to provide the opportunity for all residents to experience a greater sense of “community”. Our use of the word interdependent is meant to create an image of neighborhoods where neighbors feel safe, know each other and are genuinely willing to reach out and offer help to one another.

### Inviting outdoor places created as stewards of our natural resources

Our parks, trails and outdoor spaces are highly valued assets of our community. We intend to leverage this strength by protecting our natural areas in ways that are both inviting and environmentally sound. We take our responsibility as stewards of these resources very seriously.

### Investment and encouragement for vital housing stock

We care that all residents of our city have the opportunity to feel a sense of pride in ownership and we will invest in and encourage the continuation of the existing, life-cycle housing supply that meets the needs of all of our residents and creates a community where people want to live.

### Vibrant business community

Successful businesses are important to our community because they provide goods and services, as well as job opportunities, for our citizens. We want our businesses to be profitable, well-served by the city services they receive for their tax dollars, and active members of the community.

### Functional, well designed and inviting infrastructure

Attractive and well-designed streets, trails and parks, lighting and signage can add value to homeowners and are critical to an attractive community. They also encourage our citizens and visitors to easily and safely walk and bike throughout our community.

### A city campus that promotes community

Our City Hall, U.S. Post Office and Anoka County Library buildings, as well as the adjacent park and gardens, provide an attractive, efficient place for residents to access valuable public services. With the Library possibly moving out in a couple years, we need to consider how best to adapt the “campus” to continue meeting community needs into the future.

### Enhanced city image and earning a higher level of trust

Our community has a rich history, an abundance of beautiful natural surroundings, and a stable, progressive city government. We want to better communicate that Circle Pines is a truly special place to live, and earn a higher level of trust in government by providing valuable public services in a friendly, cost-effective and innovative manner.

# mayor & council

The City operated under the Optional A System for of government, which consists of a City Council of four elected council members and an elected mayor. Council members are elected every four years with overlapping terms and the mayor is elected to a two-year term. The City Council also appoints a City Administrator to carry out council direction. The City Council is responsible for determining city policy and initiating city legislation.

## CURRENT COUNCIL

### MAYOR

**Matt Percy**

[mpercy@circlepinesmn.gov](mailto:mpercy@circlepinesmn.gov)

651-276-6994

*(term expires 12/31/2027)*

### COUNCIL MEMBER

**Steve McChesney**

[stmccchesney@circlepinesmn.gov](mailto:stmccchesney@circlepinesmn.gov)

651-604-7678

*(term expires 12/31/2027)*

### COUNCIL MEMBER

**Nici Dorner**

[ndorner@circlepinesmn.gov](mailto:ndorner@circlepinesmn.gov)

651-329-5192

*(term expires 12/31/2029)*

### COUNCIL MEMBER

**Meagan Bachmayer**

[mbachmayer@circlepinesmn.gov](mailto:mbachmayer@circlepinesmn.gov)

612-412-4073

*(term expires 12/31/2029)*

### COUNCIL MEMBER

**Angela Christen**

[achristen@circlepinesmn.gov](mailto:achristen@circlepinesmn.gov)

763-442-8116

*(term expires 12/31/2027)*

## COUNCIL MEETINGS

The City Council meets at 7 p.m. on the second and fourth Tuesday of the month at City Hall. Council packets are available on the city website [circlepinesmn.gov](http://circlepinesmn.gov).

Channel 16 televises live and rebroadcasts the most recent City Council meetings at 10 a.m., 4 p.m., 7 p.m. and 11 p.m. You can also view the latest Council meeting at any time at <http://northmetrotv.com/local-meetings/circle-pines/>.

# commissions & boards

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## PARKS BOARD

The City of Circle Pines Park Board is charged with the direction of the City parks. The Park Board is given jurisdiction over the City parks system by City Code, and also serves as the Tree Advisory Board. Funding for the Park Board's operation is from the city's general fund; and the parks' budget is set annually by the City Council. The Park Board operates independently having responsibility for its own operation. The Park Board considers issues such as location of sport fields, priority for installation of equipment, and work priorities for park staff, as well as the general operating policies of the city park system. Members are also charged with doing the long-range planning for the future park development.

## PLANNING COMMISSION

The Planning Commission is in charge of taking actions to promote the health and general welfare of residents. Specific authority is pursuant to Section 462.351 to 462.364. The Planning Commission meets to hear conditional use permits, variances, reviews site plan and zoning changes to the zoning code.

## CENTENNIAL UTILITIES COMMISSION

The Centennial Utilities Commission is charged with the operation of the City Utilities. The Utilities Commission is given jurisdiction over the water system, gas system, sanitary system and operation of the storm sewer system. The Utilities Commission is established and authorized by Minnesota Statute Sections 412.321 – 412.391, except as modified in Section 3 of ordinance 165 of the City of Circle Pines. In addition, the Utilities Commission is responsible for the operations of the gas systems within the City of Lino Lakes and the City of Blaine by franchise.

## COMMISSION & BOARD MEETINGS

The **Park Board** typically meets the first Tuesday of the month at 6:30 p.m. The **Planning Commission** typically meets at 7 p.m. the first Monday after the second Tuesday of each month. The **Centennial Utilities Commission** typically meets on the fourth Tuesday of the month at 5 p.m.

Channel 16 televises live and rebroadcasts the most recent meetings and are also available on demand at <http://northmetrotv.com/local-meetings/circle-pines/>.

**Interested in serving on a commission or board? Applications are available at City Hall or can be found on the city's website.**

## ELECTIONS

County, state, and national elections are held in even-numbered years, local elections are in odd-numbered years. Primary elections are held on the first Tuesday after the second Monday in September. The general election occurs on the first Tuesday after the first Monday in November.

## VOTER REGISTRATION



You may register and vote in Minnesota if you:

- Will be at least 18 years old on Election Day
- Are a citizen of the United States
- Will have resided in Minnesota for 20 days immediately preceding election day
- Maintain residence at the address given on the registration form
- Are not under court-ordered guardianship in which the court order revokes your right to vote
- Have not been found by a court to be legally incompetent to vote
- Have the right to vote because, if you have been convicted of a felony, your felony sentence has expired (been completed) or you have been discharged from your sentence

Voters are encouraged to register prior to Election Day. You may register to vote:

- Register online at <https://mnvotes.org/>
- By mail by downloading the voter registration application and mail to Anoka County Elections, 325 East Main St, Suite 130, Anoka, MN 55303
- In person at the Anoka County Elections Office or at any city or town hall in Anoka County
- When you apply for or renew your driver's license

The deadline to pre-register is three weeks prior to the election.

If you are not registered to vote or need to update your registration information, you may do so at your polling location on Election Day. In this case, you will be required to provide proof of residence.

## POLLING PLACES

Precinct 1 is the area north of Lake Drive, and the poll for Precinct 1 voters is the St. Mark Lutheran Church located at 1 North Road. Precinct 2 is the area south of Lake Drive, and the poll for Precinct 2 voters is at Circle Pines City Hall located at 200 Civic Heights Circle.

Polls are open from 7 a.m. to 8 p.m. on Election Day.

## ELECTION JUDGES

Serving as an election judge is an excellent way to get involved in your community. You will learn election procedures and help ensure that elections are administered in a fair manner. Election judges are paid an hourly wage and are essential to our democracy.

If you are interested in learning more about serving as an election judge or would like to register, contact city staff. Election judge applications are available online on the City's website.

# **schools**

## **PUBLIC EDUCATION**

Centennial School District 12 is the public school district for the communities of Blaine, Centerville, Circle Pines, Lexington and Lino Lakes. With nine exceptional schools serving more than 6,500 students, Centennial offers a track record of academic success combined with a consistent district-wide drive for improvement. Annually, Centennial students score significantly higher than the state averages in reading and math. The district's high school graduation rate of 97.5% is at the top of Minnesota's rankings.



**CENTENNIAL**  
SCHOOL DISTRICT 12

For more information on Centennial School District 12, check out <https://www.isd12.org/>.

### **ADMINISTRATION**

District Office 763-792-6000

### **EARLY CHILDHOOD**

Early Childhood Family Education (ECFE) 763-792-6120  
Early Childhood Special Education (ECSE) 763-792-6123  
Early Childhood Screening 763-792-6122  
KC Preschool 763-792-6111  
School Readiness Preschool 763-792-6122

### **ELEMENTARY SCHOOLS**

Blue Heron Elementary 763-792-6200  
Centennial Elementary 763-792-5300  
Centerville Elementary 763-792-5800  
Golden Lake Elementary 763-792-5900  
Rice Lake Elementary 763-792-5700

### **MIDDLE SCHOOL**

Centennial Middle School 763-792-5400

### **HIGH SCHOOL**

Centennial High School 763-792-5000

### **ALTERNATIVE EDUCATION**

Centennial Area Learning Center 763-398-2960  
Pines School 763-278-4010

### **COMMUNITY EDUCATION**

763-792-6100

[www.isd12.ce.eleyo.com](http://www.isd12.ce.eleyo.com)

## CENTENNIAL LAKES POLICE DEPARTMENT

The Centennial Lakes Police Department provides law enforcement and safety services to the Cities of Lexington, Circle Pines, and Centerville, Minnesota. Our Department represents a joint powers agreement among the three cities. The CLPD is overseen by a Governing Board which is made up of the mayor and a council member from each city.

The Centennial Lakes Police Department is located at 54 North Road, Circle Pines, MN 55014.

## SPRING LAKE PARK-BLAINE-MOUNDS VIEW FIRE DEPARTMENT (SBMFD)

The city of Circle Pines contracts fire services with the Spring Lake Park – Blaine – Mounds View Fire Department (SBMFD) for administrative and fire management services.

### **Circle Pines SBM Station 4 Location**

2 East Road  
Circle Pines, MN 55014

## RECREATIONAL FIRES & OPEN FIRES

There are two types of controlled fires: recreational fires and open burning.

### Recreational Fires

Recreational fires are allowed in the city of Circle Pines without a permit. Please be aware of the regulations that are involved in having a recreational fire.

1. The fire ring should be no more than 3 feet in diameter and should be completely surrounded by noncombustible and non-smoke or odor producing material either of natural rock, cement, brick, tile, blocks or ferrous metal only. It must be depressed below ground, on the ground, or on a raised bed.
2. The height of the fire should be no more than 3 feet.
3. Only clean, dry firewood should be used to burn.
4. The fire should produce little detectable smoke, odor or soot beyond the property line.
5. Be sure there is an adult present at all times.
6. Fires can only burn between 4 p.m. and 1 a.m. and no more than 1 recreational fire is allowed on any property at one time.
7. Burning of leaves is prohibited by city ordinance and state law.

### Open Burning

An open burn is a fire that is larger than 3 feet in diameter and 3 feet in height and requires a burning permit. A burning permit can be obtained from the SBM at 763-786-4436. If you have any questions about recreational fires or open burning be sure to call the Centennial Fire District.

## GARAGE SALE REGULATIONS

Any display and sale of personal property conducted on residential premises by the occupant. Estate sales conducted at a decedent's residence are not included in the definition of garage or rummage sales.

Restrictions:

- None of the items offered for sale have been obtained for resale or received on consignment for sale.
- Any garage or rummage sale shall be conducted solely within the boundaries of the property owned or occupied by the occupant who is conducting the sale.
- There shall be no more than four garage or rummage sales conducted at any one residence during any period of twelve calendar months.
- No garage or rummage sale shall be conducted during any part of more than three consecutive days.
- No garage or rummage sale may be conducted before 8:00 a.m. or after 10:00 p.m.

Any person violating any provision of this section shall be guilty of a misdemeanor.

## SIGNS

Signs are permitted for garage, yard, or similar household sales with the following conditions:

- Signs shall be placed only on private property with the consent of the property owner.
- The signs shall not exceed 6 square feet in area and may not exceed 4 feet in height.
- The signs may be displayed for no more than 10 days.

## FIREWORKS

The sale, possession and use of certain nonexplosive and non-aerial fireworks are permitted in Minnesota.

# code compliance

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Examples of legal fireworks include items such as sparklers, cones and tubes that emit sparks, and novelty items like snakes and party poppers.

Illegal fireworks consist simply of any firework device that flies or is aerial and/or any device that is explosive. Examples of these illegal fireworks include firecrackers of any size, sky rockets, bottle rockets and missile-type rockets. A more detailed list of legal and illegal fireworks is available at this link to the State of Minnesota Fire Marshal's Division website. Do not fire or discharge any fireworks at any place of public assembly or in any commercial use district.

A water source connected to a hose or other acceptable means of putting out a fire must be in the area.

Juveniles may not possess fireworks unless under the direct supervision of a responsible adult.

Do not throw or toss any firework at any person, animal, vehicle or other thing or object. As a citizen and resident, if you observe or hear illegal fireworks activity, please call 911 and report it immediately. The Centennial Lakes Police Department will investigate all reports and will prosecute any violations of the laws.

## PARKING ON CITY STREETS

No vehicle should be parked on any street in one place longer than 24 hours. There is no parking on city streets from 2 a.m.-6 a.m. from November 1 to April 1. There is no parking on city streets when it has snowed 2 or more inches. There is no parking on city streets in the residential area near Centennial School during school hours. Parking permits for residents in that area may be obtained at City Hall.

## JUNK VEHICLES

**Definition of a Junk Vehicle:** Any vehicle, either self-propelled or so designed as to be drawn by or pushed by another vehicle, which cannot be legally operated on the public streets as a result of being damaged, unregistered for the current year as required by state statute, inoperable due to mechanical malfunction, missing such parts as may be required by state statute for the lawful operation thereof or possessing such component parts and equipment as may be contrary to the requirements for such vehicles as set forth by state or local authorities. The term junk car shall also include any and all devices manufactured for, or primarily used upon, any vehicle capable of being operated upon a street, highway or roadway, such as tires, motors, axles, transmissions, differentials or other similar devices or equipment.

**Junked Vehicles Prohibited.** No person operating or having physical control of any vehicle deemed to be a junked vehicle as defined above shall keep, place, park, store or allow to be kept, placed, parked or stored said junked vehicle on any private lands for a continuous period longer than 96 hours, unless said junked vehicle is within a building on private lands and obscured from the public view.

No person shall service, repair, replace parts or do maintenance work on a junked car on a public street, nor on any private lands or premises unless it is within a building on such private premises. If you would like to report a junk car please call Centennial Lakes Police Department at 763-784-2501.

## SNOWMOBILES

Except as otherwise allowed, it is unlawful for any person to operate a snowmobile within the limits of the City:

- On any roadway except the most right-hand lane then available for traffic or as close as practicable to the right-hand curb or edge of the roadway, except when overtaking and passing another vehicle stopped in that lane or proceeding in the same direction, or in making a left turn. Snowmobiles may also be operated upon the outside slope of trunk, county-state aid and county highways where such highways are so configured within the corporate limits.
  - On a public sidewalk provided for pedestrian travel.
  - On boulevards within any public right-of-way.
  - On private property of another without specific permission of the owner or person in control of said property.
  - Upon any school grounds, except as permission is expressly obtained from responsible school authorities.
  - On public property, playgrounds and recreation areas, except areas previously listed or authorized for such use by the Park Board, in which case the use shall be lawful, and snowmobiles may be driven in and out of the areas by the shortest route. Authorized areas in the City shall be designated by resolution of the Park Board.
  - On streets as permitted by this Section at a speed exceeding 10 MPH.
  - Closer than 100 feet from any residence:
    - Sunday – Thursday from 10 p.m. to 7 a.m.
    - Friday and Saturday from 12 a.m. to 8 a.m.
- This provision is not intended to prohibit snowmobiles from operating on City streets during the specified hours.
- Within two hundred 200 feet of church property during the hours of church services, and during the hours of other church functions. This provision is not intended to prohibit snowmobiles from operating on City streets adjacent to church property during the hours specified.
  - On posted portions of the Rice Creek Snowmobile trail at a speed exceeding 30 MPH.
  - The Anoka County Curfew Ordinance for minors under the age of 17 is hereby adopted by reference and shall apply to the operation of snowmobiles by youthful operators.



### DNR SNOWMOBILE LAWS

Please refer to the Minnesota Department of Natural Resources [website](#) for additional state snowmobile laws.

# permits, zoning & licenses

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## BUILDING/MECHANICAL/PLUMBING PERMITS

Rum River Construction Consultants provides building inspection services for the City of Circle Pines. Rum River Construction Consultants is committed to a quality, customer service oriented approach to building official and inspection services. Permit application forms can be found on the city website at

Please send all permit applications and plans to [permits@rumrivercc.com](mailto:permits@rumrivercc.com) and contact Rum River to schedule your inspection at 763-331-7722 or [inspections@rumrivercc.com](mailto:inspections@rumrivercc.com). Payments for permits can be made in person at City Hall by cash, check or credit card. You can also call to pay by credit card at 763-784-5898.

The City of Circle Pines requires that you apply for a building permit when you construct, enlarge, alter, repair, or convert any building or structure. The City of Circle Pines defines a **building** having a roof that is supported by columns or walls. A **structure** is defined as anything constructed or erected which requires location on the ground or is attached to something having a location on the ground.

All new home construction, decks, home additions, garages, sprinkler/irrigation systems, storage sheds, fences, retaining walls, swimming pools (more than 150 square feet or more than 24 inches in depth), driveways, wood stoves, fireplaces and gas stoves all require a building permit.

## BURNING PERMIT

Only 3 feet by 3 feet recreational fires are permitted within the City. For any fire in excess of 3 feet by 3 feet, it is necessary to obtain a burning permit from the Fire Department.

## ELECTRICAL PERMIT

Every new electrical installation in any construction, remodeling, replacement or repair, except minor repair work as defined by the Minnesota Board of Electricity, shall be inspected by the City Electrical Inspector for compliance with accepted standards of construction for safety to life and property. Satellite dishes require an electrical permit. Dishes can only be located in the backyard at least 10 feet from the property line.

Permits must be pulled through the State of Minnesota website <http://www.dli.mn.gov/>.

## PARKING PERMIT

No vehicle should be parked on any street in one place longer than twenty-four (24) hours. There is no parking on city streets from 2 a.m.-6 a.m. from November 1 to April 1. There is no parking on city streets when it has snowed two (2) or more inches. There is no parking on city streets in the residential area near Centennial School during school hours. Parking permits for residents in that area may be obtained at City Hall.

## RENTAL HOUSING LICENSE

Licenses are required for rental housing in Circle Pines. If you own a rental property, please fill out the Rental License Application available on the city website and return it to the City of Circle Pines. The fee is \$100. Once the application is completed and the fee has been paid, please contact SBM Fire Department at 651-792-7900 to schedule an inspection of the unit. If the rental license process is not completed within 30 days, a \$50 late fee will be incurred; if not completed within 60 days, a \$100 late fee will be incurred. If there are no violations, the license will expire in four (4) years. If there are violations, the license will expire in two (2) years. All violations must be corrected before a license is issued.

## ROAD PERMITS

When road restrictions are in effect, if a load is under 3 tons no permit is required. If a load is 3 to 5 tons per axle, maximum, a permit is required.

## ANIMAL LICENSES

The City of Circle Pines does not license animals, however dogs must have an id tag that indicates contact name, address, and phone number.

## ANIMAL BITES

If an animal, child or adult has been bitten by an animal please call the Centennial Lakes Police Department at 763-784-2501.

## BARKING DOGS

Pets are an important part of many people's lives and as a dog owner it is our responsibility to be considerate of our neighbors when our dogs are barking. The City Code states it is unlawful for any animal to habitually or frequently bark or cry.



### ANIMAL CONTROL

If you have a complaint or concern regarding an animal in your area, please call the Centennial Lakes Police Department at 763-784-2501.

## LEASH LAW

It is unlawful for any animal to be in or upon any city park, street, sidewalk or trail property unless the owner or person in control of the animal restrains the animal by a leash. The only exception to this is the Aspen Park area. Trail access to the Park is located across the street from Golden Lake Park.

## POOPER SCOOPER ORDINANCE

It is unlawful for any animal to defecate on public property or the private property of another, without the owner or person in control of the animal immediately removing the excrement and disposing of it in a sanitary manner. The

owner or keeper of any animal shall also be responsible for the periodic removal and proper disposal of feces deposited on property owned or exclusively occupied by such owner or keeper such as to prevent the creation of a public nuisance.

## COMMUNITY WELFARE

It is unlawful for the owner or person in control of the animal to permit such unsanitary conditions on a premises that the maintenance or keeping of the animal creates a danger to the public health, safety, or welfare or odors are an annoyance to the public in the vicinity. No person shall possess an animal which is diseased such that it is a danger to the health and safety of other persons.

## ANIMAL WELFARE

No person shall fail to provide any animal with sufficient food and water, proper shelter and veterinary care when needed. No person shall beat, cruelly treat, torment or otherwise abuse any animal or cause or permit any dogfight, cockfight, bullfight or other combat between animals or between animals and humans. No person shall abandon an animal.

## NUMBER OF ANIMALS

It is unlawful to possess more than three dogs, three cats, or three of any other type of animal or in combination a maximum of four animals over the age of six months to be kept on any property in the city,

# animals

except in a location where a licensed pet shop or kennel is allowed or other exceptions as specifically set forth in the City Code.

## VACCINATION OF ANIMALS

No person shall keep any animal over six months of age within the city limits without having obtained a certificate from a qualified veterinarian showing the animal has a current rabies vaccination. The owner may affix a permanent tag to the collar of a dog or cat, which tag shall show the expiration date of the rabies vaccination. The owner may choose not to put a rabies tag on a dog or cat but must be able to prove the animal has a current rabies vaccination by presenting a rabies certificate.

## DANGEROUS ANIMALS

No person shall bring into the city an animal which has previously been declared by another jurisdiction to be dangerous or potentially dangerous without first securing a permit from the city to register the animal. The city may seize and destroy, at the owner's expense, any animal brought into the city in violation of this provision.

## FARM ANIMALS

Farm animals shall only be kept in an agricultural district of the city or on a residential lot of at least ten acres in size, and provided that no animal shelter shall be within 300 feet of an adjoining piece of property.

## CHICKENS

The City of Circle Pines currently allows chickens on single family residential lots that are more than 10,000 square feet in size with an approved backyard chicken permit from the City. Resident lots that are less than 15,000 square feet must fill out a Neighborhood Approval

Permit. The Neighborhood Approval Permit must be approved by 70% of the property owners adjacent to the applicant's property within 150 feet.

All chickens must be kept in an enclosed coop or enclosed run and living conditions must be maintained in a clean and sanitary condition, with protection from extreme heat or cold. The enclosed coop must have a minimum size of 4 square feet per animal and must not exceed 40 square feet total, with a maximum height of 12 feet. The coop must be located in the rear yard and set back at least 25 feet from any residential dwelling and at least 15 feet from all property lines. For full requirements and permit information, contact City Hall.

## HONEY BEES

Residents may keep honey bee colonies on any premises with a lot size of at least one-half acre after first obtaining a license. No more than two honey bee colonies are allowed and hives must be a minimum of 25 feet from property lines. Applicant must document at least 16 hours of training in beekeeping and the colony shall be maintained in good order and not be a nuisance to any member of the public. Please contact City Hall for more information.



### BACKYARD CHICKENS

A person may keep up to four female chickens, but make sure to obtain a permit first. No roosters are allowed.

# snow & ice control

## WINTER PARKING REGULATIONS

There is no parking on city streets from November 1 to April 1 from 2 a.m. – 6 a.m. or anytime it snows more than 2 inches, unless an emergency parking permit has been issued by the Centennial Lakes Police Department.

Street parking may be resumed on individual streets as soon as all snowplowing on that street has been completed, or after the 72 hour snow removal period has passed – whichever period of time is less.

## SNOW REMOVAL

The City of Circle Pines believes that it is in the best interest of the residents for the City to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The City will provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use city employees, equipment and/or private contractors to provide this service.



The Public Works Director will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of 3 inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than 3 inches.

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

## PRIORITY STREETS

The City has classified city streets based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as Snow Plow Routes will be plowed first. These are high volume routes which connect major sections of the city and provide access for emergency fire, police and medical services.

The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are city parking lots.

## WEATHER CONDITIONS

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay snow and ice control operations include; severe cold, significant winds and limited visibility.

# snow & ice control

## SALTING

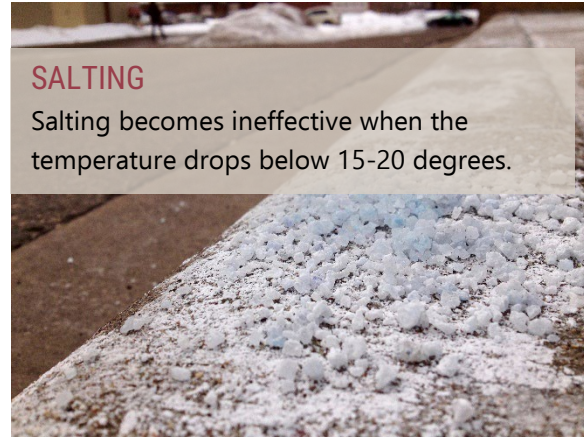
The City will use salt and other chemicals when there are hazardous ice or slippery conditions. The City is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

## SIDEWALKS

The City will maintain priority sidewalks in the city.

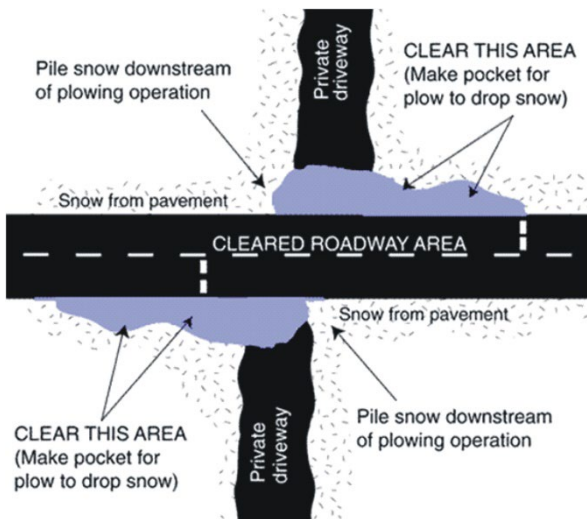
## MAILBOX POLICY

During snow removal procedures, mailboxes will not be replaced by the City unless there is physical evidence that the snow removal vehicle actually hit the mailbox. In the event that due to snow buildup on the boulevards, mailboxes are tipped or knocked over due to excess of snow, it shall be the responsibility of the property owner to repair or replace. In the event the City is responsible for mailbox damage, unless otherwise authorized, the maximum limitation shall be \$30 for the post and \$20 for the mailbox.



## SALTING

Salting becomes ineffective when the temperature drops below 15-20 degrees.



## RESIDENT RESPONSIBILITY

Residents also play a part in the snow removal effort on your street. Remove as many obstructions from the street as possible so the snow plows can clear snow quickly. Make sure cars are not parked in the street and place solid waste containers on your driveway, rather than on the street, while snow removal operations are taking place. These simple steps will allow the Snow Removal Team to clear your street much faster and keep your street safe after the street is cleared. Snow crews are often called back to remove snow and ice piled around parked cars or other obstructions. These extra trips cost you, the taxpayer, for extra fuel, vehicle maintenance and possibly overtime pay. To minimize the

amount of snow deposited in front of your driveway by City snow removal operations, clear the snow from the front of your driveway and adjacent curb. Place this snow on the side of your driveway away from oncoming traffic. This will create an area for excess snow from the snow plow to be deposited in a way that will not block access to the driveway.

Residents and contracted snow plow operators should be reminded that state law prohibits pushing or placing snow back into or across the street. This also makes it difficult for city crews to keep the streets clean.

## KEEP FIRE HYDRANTS CLEAR

We are asking for your help with removing snow from around fire hydrants after each snowfall. It is very important for residents and businesses to keep hydrants clear of snow and visible from the street. If the fire department has to find a fire hydrant under snow, they lose precious time needed to fight fires.



# street maintenance

## LOAD LIMITS

Each spring, Load Restrictions go into effect during the spring thaw period to prevent damage to roads from heavy loads. With the frost leaving the ground, the roads sub-grade is softer and is more prone to damage. By enforcing load restrictions the hope is to lengthen the life of our residential roads. Restriction timelines are determined by Anoka County. Permits can be obtained by calling City Hall.

## POT HOLES

If you have concerns about a pot hole please email us or call City Hall.

## COAL TAR-BASED SEALCOAT BAN

The City Council passed an ordinance that bans Coal Tar-Based sealcoat to be used on any surface in the City of Circle Pines. According to the Minnesota Pollution Control Agency, there are serious environmental concerns with its use. Sealcoat comes in two basic varieties: coal tar-based and asphalt-based. The coal tar variety is more resilient, but it contains much higher levels of a class of chemicals called PAHs (polycyclic aromatic hydrocarbons) that harm fish, and with prolonged exposure, pose a risk of cancer in humans.

## TRAFFIC SIGNS

If you see that a traffic sign has been damaged please call City Hall or e-mail us.

## STREET LIGHTS

If there is a street light out please call us at 763-784-5898 or e-mail us.



### ADOPT A STORM DRAIN

Help remove pollution from getting into our rivers, lakes and streams by Adopting a Storm Drain. Sign up at <https://adopt-a-drain.org/>.

## STORM DRAINS

When a storm drain or a catch basin is broken or not working properly please call City Hall or e-mail us.

## STORM SEWERS

The City of Circle Pines maintains the storm sewers in the City of Circle Pines as well as a portion of the storm water ponds.

The city has developed a Storm Water Pollution Prevention Program (SWPPP) in conformance with the Minnesota Pollution Control Agency (MPCA) requirements. The SWPPP is part of a

federal program called the National Pollutant Discharge Elimination System (NPDES).

Rice Creek Watershed provides educational materials for the city and is a great resource for storm water pollution prevention.

## NON-CITY STREETS

The following are not city streets: Lake Drive, Lexington Avenue, North Road, Sunset Avenue, Hodgson Road, and County Road J. Please report potholes and other street issues to Anoka County Highway Department at 763-324-3100 or visit <http://www.anokacounty.us/362/Report-a-Concern-or-Request-a-Service>.

# garbage & recycling

## REPUBLIC SERVICES

Circle Pines has a citywide garbage and recycling contract with Republic Services. City staff coordinates the pickup of garbage and recycling for all houses and townhouses.



## PICKUP DAYS

Garbage collection is on Fridays. Place your recycling carts and garbage carts at the curb by 6 a.m. Residents are mailed a yearly Recycling Calendar each December. For a current copy, please check the city website or call City Hall.

## BIN SIZES

Bins come in three different sizes: 35 gallon, 64 gallon, and 96 gallon capacity. Rates for garbage service vary depending on size, but recycling service is unlimited and billed for a flat rate, no matter the size of the bin. Call City Hall for current rates.

## BULK ITEMS/EXTRA GARBAGE AT THE CURB

### Bulk Items & Appliances Curbside Pickup

If you have a bulk item or an appliance that you need to have picked up at the curb, call Republic Services at 320-252-9608 to schedule and pay for this service, select prompt 1 for Residential/Home Services, and then Prompt 3 for Bulk/Large Item Collection. Bulk pickup is on Tuesday and Appliance pickup is on Wednesday. You will need to call to schedule and prepay by Thursday the week prior to the pickup.

### Extra Garbage Bags

If you have extra garbage bags to be picked up at the curb on garbage day, please call Republic Services by Tuesday to pay for the and notify Republic of your extra bags. Use the same number and prompts as the Bulk Large Item Collection.

## RECYCLING

Recycling pickup will be every other Friday. Where possible keep the cart at least 3 feet away from the trash carts and other objects like mailboxes, cars, trees and signs. It is not necessary to separate recyclables. Acceptable materials (clean glass bottles, metal cans, plastics with the numbers 1-7 and their lids, and paper from news, magazines, milk and juice cartons and cardboard) will be placed directly into the cart.

## YARD WASTE CART SERVICE

Circle Pines residents can subscribe to an optional yard waste cart service for weekly curbside disposal. The yard waste service will run April through November. Service includes use of a 96-gallon yard waste cart on wheels with a lid and unlimited weekly pick-up of yard waste on Fridays. Five (5) additional yard waste bags may be placed in a compostable or paper bag beside the yard waste container for no additional fee. Cost for the service is \$95 annually, nonrefundable, and covers one calendar year only. Yard waste subscriptions must be pre-paid at the time you schedule the service. The annual subscription fee is billed directly to your utility account. Residents may also add additional yard waste carts for a charge of \$35 for each cart.

## ORGANICS RECYCLING

Circle Pines residents have the opportunity to dispose of their organic waste at the curb by subscribing to the organics program. Compostable items include food scraps, pizza boxes, coffee grounds, paper towels, napkins, houseplant trimmings, and certified compostable products. The cost for the program is \$7.50 per month and subscribers will receive a 36 gallon cart. Pickup is every Friday year-round.

To report missed service: call Republic Services directly at 763-259-5535.

## COMPOST SITES

Anoka County has two compost sites that accept yard waste. For materials accepted, go to <https://www.anokacounty.us/4407/Compost-Sites>.

### BUNKER HILLS SITE

763-767-7964

#### April – November, weather permitting

Monday – Friday: 10 a.m. – 7 p.m. or sunset

Saturday: 9 a.m. – 5 p.m.

Sunday: 12 p.m. – 5 p.m.

#### December – March

Saturday: 9 a.m. – 1 p.m. ONLY

**\*Both sites are closed during holidays.**

### RICE CREEK CHAIN OF LAKES SITE

651-429-3723

#### April – November, weather permitting

Tuesday & Thursday: 10 a.m. – 7 p.m. or sunset

Saturday: 9 a.m. – 5 p.m.

Sunday: 12 p.m. – 5 p.m.

#### December – March

Saturday: 9 a.m. – 1 p.m. ONLY

## ANOKA COUNTY ORGANICS RECYCLING

In addition to the curbside organic waste pickup with Republic Services, Circle Pines residents can recycle household organic waste items for free by bringing them to an Anoka County compost site. When you participate in the organics recycling program, your food scraps and non-recyclable paper products will be recycled into compost at a commercial compost facility.

Register at [www.anokacounty.us/recycle](http://www.anokacounty.us/recycle) or call 763-323-5730. Pick up a free starter kit at the compost sites and begin collecting organic waste in a compostable bag. When the bag is full, tie it off and bring it to a compost site during operating hours and place the bag in the container designated for organics recycling. Ask the site monitor for more free BPI-certified bags.

### ACCEPTED

- Dairy products
- Eggs and egg shells
- Coffee grounds and filters
- Paper towels, napkins, tissues
- Meat, poultry and fish, including bones
- Unpackaged condiments
- Fruits, vegetables, peels, pits and rinds
- Non-recyclable, uncoated, paper products such as delivery pizza boxes and paper egg cartons

### NOT ACCEPTED

- Clothing
- Plastic, including K-cups, Styrofoam, straws, stickers on produce
- Glass of any kind
- Metal of any kind, including aluminum foil and twist ties
- All coated paper products not BPI-certified
- Wax paper and parchment paper
- Diapers, diaper wipes and sanitary products
- Pet waste
- Grease and oil



PLEASE NOTE: This program is separate from the regular yard waste program for leaves, grass clippings and brush. Please do not mix yard waste with your food waste. This program also accepts more items than could be composted in a backyard compost bin, such as citrus, meat, dairy and bones. Commercial or industrial composting facilities reach high temperatures to break down these materials and kill pathogens.

# hazardous waste

The Household Hazardous Waste Facility is located at 3230 101st Ave NE, Blaine, MN 55449. There is no charge to use the site. Bring identification, such as a driver's license, as proof of residency. For more information, visit <https://www.anokacounty.us/369/Household-Hazardous-Waste-Facility> or call 763-324-3400.

## April – October

Wednesday: 1 p.m. – 7 p.m.

Monday, Friday & Saturday: 9 a.m. – 3 p.m.

**\*Closed holidays**

## November – March

Wednesday: 1 p.m. – 7 p.m.

Saturday: 9 a.m. – 3 p.m.

## USE THE FACILITY

Before going to the site, you may wish to use Anoka County's recycling and disposal directory to find out if there are other options for your items. When you arrive at the facility, drive to the back of the building by following the traffic cones. Please remain in your vehicle until a technician assists you.



## ACCEPTED ITEMS

Aerosol cans that have contents remaining, antifreeze, driveway sealer, fluorescent and HID bulbs and CFLs, gasoline and other fuels, mercury, paint (liquid only), paint stripper, paint thinner, pesticides, used motor oil, used oil filters, varnish, wood preservatives, and other household products that are corrosive, flammable, combustible, or poisonous.

## DO NOT BRING

Ammunition, appliances, asbestos, batteries, dried paint, electronics, empty containers, explosives, garbage, radioactive wastes, or tires. For disposal options for unacceptable materials, use Anoka County's recycling and disposal directory, or call Anoka County Recycling & Resource Solutions, 763-324-3400. Wastes from businesses, schools, or organizations, are not accepted.

## SAFE TRANSPORTATION TIPS

- Do not mix products.
- Seal containers tightly to prevent leaks. Place any leaking containers into another container, such as a plastic bucket with a secure lid.
- Place containers upright in sturdy boxes to prevent tip-overs and spills in your vehicle.
- Do not tape fluorescent tubes together.

## MORE ON HOUSEHOLD HAZARDOUS WASTE

Unusable or unwanted chemicals are considered household hazardous waste when their disposal poses an environmental or health threat. When disposed of in the garbage, down the drain or on the ground, some household chemicals can threaten our environment, harm garbage collectors or hurt you.

Most household hazardous wastes are hazardous because they are flammable, corrosive or toxic. Characteristic words indicate the type of hazard posed by a product - flammable, corrosive or toxic. Look for the signal words on the label. Signal words (caution, warning, danger, poison) indicate the product's degree of hazard.

To help protect the environment and your health, choose the least hazardous product to get the job done.

## PARKS

Circle Pines residents have placed a high value on the park and trail systems since the beginning. When our forefathers began to plan and develop Circle Pines, the idea was that each resident would have a park in their backyard. With nine parks and four greenways you can hardly miss a park in Circle Pines. The City has also worked hard to create a trail system that creates easy access for residents to neighborhoods, parks, schools, commercial areas and the surrounding communities. This link promotes a strong sense of community.

### PARK PROGRAMMING

The City hosts events throughout the summer, such as Music in the Park, sand volleyball, pickleball classes, Pilates in the Park, and Golden Lake Park Play Days.



## TRAILS

The trail system is made up of both walkways and designated streets that have been carefully selected to provide you with the safest, yet convenient and interesting paths in our area. The city works closely with the Anoka County Parks Department and other surrounding communities to coordinate the interconnection of neighboring trail systems.

## PARK HOURS

Park Hours are from Sunrise to Sunset.

## PAVILION RENTALS

There are two pavilions for rental at Golden Lake.

For the most up-to-date rental and pricing information, please visit the City website or call City Hall.

Smaller pavilion is located on the hill.  
-Holds up to 50 people  
-2 electrical outlets  
-1 grill

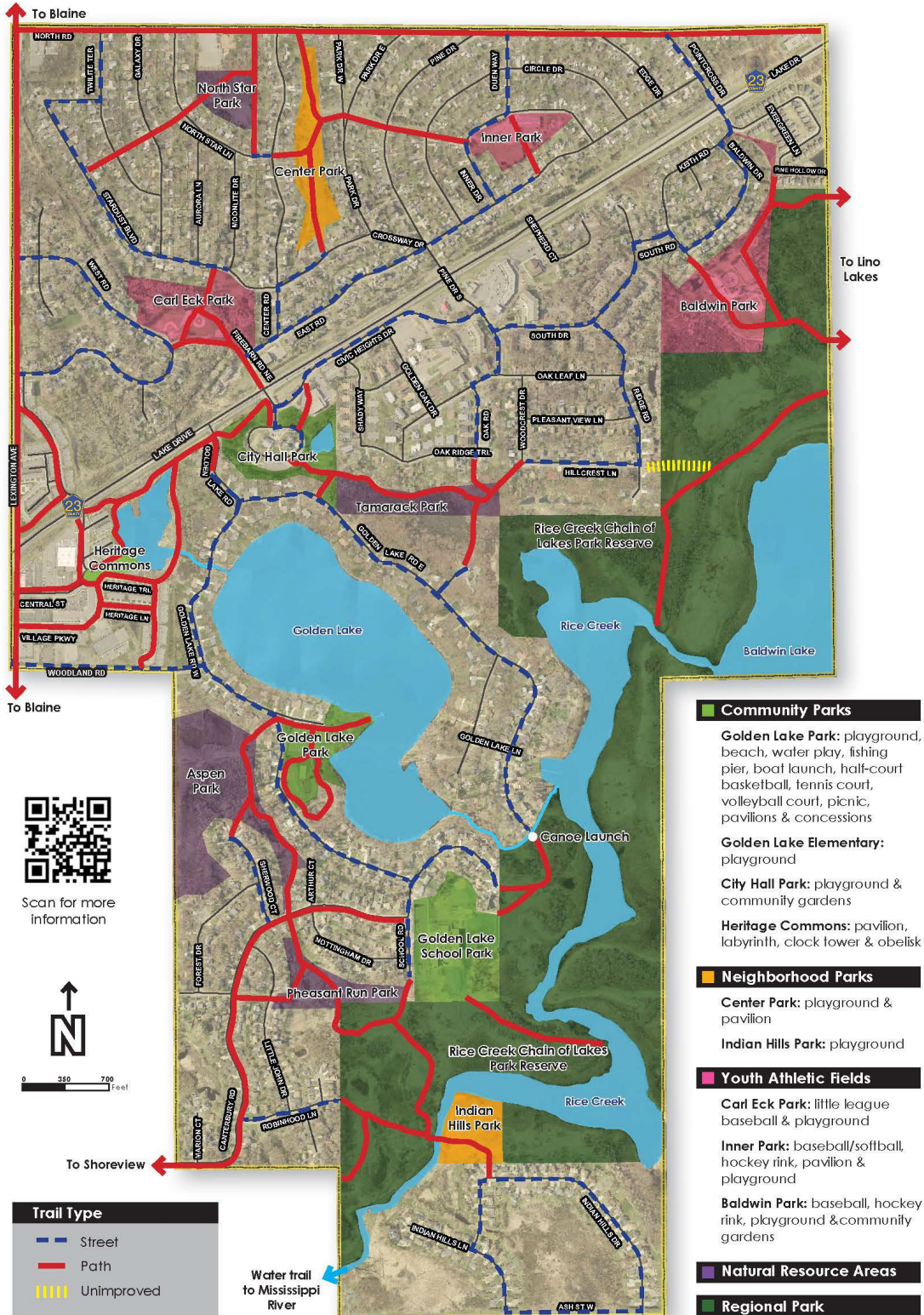
Larger pavilion near the concession stand.  
-Holds up to 100 people  
-Counter area & 4 electrical outlets  
-2 grills



# parks & trails map



# PARKS & TRAILS MAP



## COMMUNITY RESOURCES

### ANOKA COUNTY PARKS & REC

<https://www.anokacounty.us/372/Parks>

763-324-3300

### CENTENNIAL COMMUNITY EDUCATION

<http://isd12.ce.eleyo.com>

763-792-6100

### SBM FIRE DEPARTMENT

<https://sbmfire.org>

651-792-7900

### CIRCLE PINES DVS OFFICE

<https://dmvhandbook.org/locations/circle-pines-dvs-office/>

763-784-5780

### NORTH METRO TV

<https://northmetrotv.com/>

763-780-8241

### RUM RIVER CONSTRUCTION CONSULTANTS

<https://www.rumrivercc.com/>

763-331-7722

### QUAD AREA CHAMBER OF COMMERCE

<https://www.quadareachamber.org/>

### ANOKA COUNTY SUPPORT SERVICES

<https://www.anokacounty.us/101/Services>

763-324-4000

### CENTENNIAL COMMUNITY FOOD SHELF

<http://www.centennialfoodshelf.org/>

763-784-2013

### CENTENNIAL LAKES POLICE

<https://clpdmn.com/>

763-784-2501

### GOPHER STATE ONE CALL

<http://www.gopherstateonecall.org/>

811 | 651-454-0002 | 800-252-1166

### XPRESS BILL PAY

<https://www.xpressbillpay.com/>

1-800-766-2350

### QUAD COMMUNITY PRESS

<https://www.presspubs.com/quad/>

651-407-1200

### CIRCLE PINES POST OFFICE

<https://www.usps.com/>

## CONNECT WITH US

763-784-5898 | [cityhall@circlepinesmn.gov](mailto:cityhall@circlepinesmn.gov) | <https://www.circlepinesmn.gov> | 200 Civic Heights Circle

