

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR UTILITIES COMMISSION MEETING**

**January 27, 2026
5:00 PM**

AGENDA

1. Call to Order

2. Roll Call

*Jan Kreminski, Chair
Dwight Benoy, Commissioner
Curtis Theis, Commissioner
Eric Peterson, Commissioner
Brian Olson, Commissioner
Patrick Antonen, City Administrator*

3. Setting of Agenda

Note: Consent agenda items will be acted on with one motion unless a Utilities Commission Member requests their placement on the regular agenda -

4. Comments

- a. Public Comments
- b. Commission Member Comments

5. COMMISSION BUSINESS

a. Consent Agenda Items:

- 1. Minutes – **December 23, 2026**
- 2. Disbursement List
- 3. Financial Statement

Commission Action _____

b. Policy 12 – Proposed 2026 Rate Sheet (Memo)

Commission Action _____

c. Gas Maintenance/Public Works Maintenance Worker Positions (Presented at Meeting)

Commission Action _____

d. _____

Commission Action _____

6. ADJOURNMENT

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR UTILITIES COMMISSION MEETING**

**Tuesday, December 23, 2025
Minutes**

1. CALL TO ORDER

Chairman Jan Kreminski called the meeting to order at 5:00 p.m.

2. ROLL CALL

Commission Members Brian Olson, Eric Peterson, and Dwight Benoy were present. City Administrator Patrick Antonen represented the staff. Member Curtis Theis was absent.

3. SETTING OF AGENDA

There were no changes to the agenda.

4. COMMENTS

a. Public Comments

There were no public comments.

b. Commission Member Comments

Commission members commented on the following:

- Benoy commented that the Environmental Stewardship Committee met on December 10th to discuss the survey results and will begin drafting a plan.
- Kreminski attended Mayor Bartholomay's retirement party on December 11th.

5. COMMISSION BUSINESS

a. Consent Agenda Items:

1. Minutes – November 25, 2025
2. Disbursement List
3. Financial Statement

Motion: Benoy moved, seconded by Peterson, to approve the Consent Agenda as presented.
Motion carried 4-0.

b. 2026 Utilities Budget Presentation

Antonen explained that a copy of the 2026 utility budget has been provided, and Finance Director Kate Manson will present the budget.

Kate Manson explained that a presentation of the budget will be given, covering all the changes and their impact on the customer.

Budget Expenditure Change by Fund: Total Overall Change of 1.9%

- **Gas:** increase of 0.1% or \$3,440
- **Water:** increase of 12.6% or \$93,739
 - Repaint Water Tower
 - Salaries & Benefits
 - Savings:
 - Bond Interest Payments
- **Sewer:** increase of 2.1% or \$21,414
 - Repay the water fund for borrowed cash
 - Savings:
 - Fully depreciated assets outpace 2026 added assets
 - Met Council Contract
- **Storm Sewer:** decrease of -1.1% or -\$3,287

Rate History:

- **Sewer:** 2026 Proposing 7% increase in – Residential change from \$14.75 in 2025 to \$15.78 in 2026 (3.8% average annual rate increase since 2011)
- Commercial change from \$25.35 in 2025 to \$27.12 in 2026
- **Stormwater:** 2026 Proposing 5% increase – change from \$10.00 in 2025 to \$10.50 in 2026 (8.9% average annual increase since 2011)

Motion: Olson moved, seconded by Peterson, to approve the 2026 Utilities Budget as presented.

Motion carried 4-0.

c. Resolution No. 2025-03 Natural Gas Prepay & Gas Supply Agreement

Antonen explained that Resolution No. 2025-03 for the Natural Gas Prepay and Supply Agreement states that Centennial Utilities will participate in a tax-exempt natural gas prepaid transaction authorized by the US Treasury and US tax code, which has proven from the first prepay agreement to be beneficial for the consumer, having a direct decrease in gas right off the top. This agreement includes 103,200 units of natural gas to be put towards this prepay deal, with a minimum discount of 32 cents per unit, which could fluctuate. Based on the current projections, Centennial Utilities' customers will be saving approximately \$33,000 per year right off the top. There are a few changes that have been made to the agreement; the main change is that Centennial Utilities can choose its natural gas supplier.

This initiative aligns with Centennial Utilities' ongoing efforts to manage energy costs responsibly and deliver long-term value to ratepayers. Staff recommended proceeding with

participation in the natural gas prepay by approving Resolution No. 2025-03 and the corresponding gas supply agreement.

Motion: Benoy moved, seconded by Peterson, to approve RES No. 2025-03 Natural Gas Prepay and Gas Supply Agreement.

Motion carried 4-0.

d. Resolution No. 2025-04 Minnesota Paid Family Leave Law

Antonen explained that, as Kate Manson alluded to during the budget presentation, a new law from the state requires amending the personnel policy to comply with the new Minnesota Paid Leave Law (MNPL), effective January 1, 2026. The utility will comply with the state, using a third party, which provided a better rate to participate in the program, splitting premium costs 50/50 with employees, and MNPL leave will run concurrently with other applicable leave laws.

Staff recommended approving Resolution 2024-04.

Motion: Peterson moved, seconded by Benoy, to approve RES No. 2025-04 Minnesota Paid Leave Law (MNPL).

Motion carried 4-0.

e. Water Tower Rehabilitation Professional Services Contract

Antonen explained that full rehabilitation is scheduled for the water tower, which includes a full sandblast of the interior and exterior, new paint, and repairs to any structural deficiencies. To ensure the best outcome possible, a consultant is needed to work with the contractors on behalf of the utility. A request for proposal (RFP) was sent out a month ago, and three reputable companies with excellent references responded.

Staff has examined the proposals and recommends that Bolton and Menk be hired to provide professional services for the 2026 Water Tower Rehabilitation Project. Bolton and Menk came in with the low bid of \$85,977.00 for the Centennial Utilities portion, and \$17,000 for the antenna portion, which will be paid for by the telecommunications companies; the total bid came in at \$102,977. The other contractors were BSI with a bid of \$87,000 for the Centennial Utilities portion and \$15,000 for the antenna portion, and KLM with the high bid of \$98,000 for the Centennial Utilities portion and \$19,000 for the antenna portion.

Motion: Peterson moved, seconded by Olson, to approve Bolton and Menk as the contractor for professional services for the 2026 Water Tower Rehabilitation Project.

Motion carried 3-0.

Member Benoy abstained from the vote, having a conflict of interest because his son works for a different division at Bolton and Menk.

6. ADJOURNMENT

Motion: Benoy moved, seconded by Olson, to adjourn the meeting at 5:32 p.m.

Motion carried 4-0.

Chair

City Administrator



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Circle Pines, MN 55014
(763) 784-6751

www.centennialutilities.com

Memo

To: Utility Commission
From: Kate Manson
Date: January 21, 2026
Re: December Utility Funds Financials

December's financial summary shows results anticipated with budgeting where natural gas ended with a positive balance and the other three funds used over \$150,000 in reserves. However, year-end entries haven't been finalized and interest revenue has yet to be allocated. Preliminary estimates have gas receiving \$42,000, and water \$143,000 for a total of \$185,000 in interest revenue yet to be posted.

Despite low water sales, the year will look to end better than planned. Water consumption produced a five-year low of 113 million gallons, below the usual range of 115 to 139 million gallons, largely due to higher precipitation affecting irrigation. Conversely, natural gas sales produced 395,000 MMBtu, on the higher end of a five-year range of 358,000 to 440,000 MMBtu, largely due to a colder December.

Operating expenses for 2025 grew by over \$36,000 from 2024. The main driver is depreciation of about \$76,000. Offsetting the large increase in depreciation is the lack of need for contracting work to map our utility services, saving us over \$38,000. Also, the Utility spent \$24,017 less in 2025 on debt interest expense. However, invoices are still filtering in, and adjusting entries still need to be made, so these figures will change.

Preliminary year-end financials are looking stronger than expected thanks to higher than usual natural gas sales. Budgeting planned for a gain of over \$150,000 for natural gas, but it's looking to be well over \$350,000. The other funds are performing as expected with using reserves, but water should fair better when posting interest earnings.

KM

Enclosures:

(1) December Financial Summary

December Financial Summary

Percent of Sales

	WATER				SEWER				STORMWATER				GAS				ALL FUNDS				
	2025 YTD		2024 YTD		2025 YTD		2024 YTD		2025 YTD		2024 YTD		2025 YTD		2024 YTD		2025 YTD		2024 YTD		
UTILITY SALES																					
Residential	517,958	82.3%	528,667	68.8%	787,341	82.0%	748,321	79.1%	224,407	84.0%	201,998	78.9%	2,440,430	62.3%	2,115,862	62.9%	3,970,136	68.7%	3,594,848	67.3%	
Commercial	18,788	3.0%	17,347	2.3%	159,482	16.6%	156,291	16.5%	41,187	15.4%	38,346	15.0%	1,044,313	26.6%	903,954	26.9%	1,263,771	21.9%	1,115,938	20.9%	
Interruptible	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	276,641	7.1%	205,128	6.1%	276,641	4.8%	205,128	3.8%	
Penalties	3,349	0.5%	3,287	0.4%	5,648	0.6%	5,110	0.5%	1,424	0.5%	1,309	0.5%	15,840	0.4%	13,574	0.4%	26,261	0.5%	23,280	0.4%	
Other / Grant	87,713	13.9%	72,786	9.5%	7,544	0.8%	39,306	4.2%	11	0.0%	-	0.0%	9,840	0.3%	7,903	0.2%	105,108	1.8%	119,995	2.2%	
Franchise Fees	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	118,906	3.0%	102,989	3.1%	118,906	2.1%	102,989	1.9%	
Investment Earnings	-	0.0%	138,663	18.0%	-	0.0%	(2,400)	-0.3%	-	0.0%	14,286	5.6%	-	0.0%	-	0.0%	-	0.0%	150,549	2.8%	
Bad Debt Recovery	949	0.2%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	949	0.0%	-	0.0%	
Gain/Loss on Asset Disposal	661	0.1%	8,006	1.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	14,025	0.4%	16,990	0.5%	14,686	0.3%	24,996	0.5%	
TOTAL UTILITY SALES	629,417	100.0%	768,756	100.0%	960,015	100.0%	946,627	100.0%	267,030	100.0%	255,939	100.0%	3,919,996	100.0%	3,366,401	100.0%	5,776,458	100.0%	5,337,723	100.0%	
COST OF SALES																					
Gas Purchase	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	1,818,868	46.4%	1,311,036	38.9%	1,818,868	31.5%	1,311,036	24.6%	
Water & Sewer Pumping	15,074	2.4%	14,914	1.9%	1,836	0.2%	1,645	0.2%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	16,910	0.3%	16,559	0.3%	
MCES Sewer Contract	-	0.0%	-	0.0%	372,071	38.8%	389,663	41.2%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	372,071	6.4%	389,663	7.3%	
Franchise Fees	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	118,858	3.0%	102,859	3.1%	118,858	2.1%	102,859	1.9%	
TOTAL COST OF SALES	15,074	2.4%	14,914	1.9%	373,907	38.9%	391,308	41.3%	-	0.0%	-	0.0%	1,937,726	49.4%	1,413,895	42.0%	2,326,706	40.3%	1,820,117	34.1%	
GROSS PROFIT	614,343	97.6%	753,842	98.1%	586,108	61.1%	555,319	58.7%	267,030	100.0%	255,939	100.0%	1,982,270	50.6%	1,952,506	58.0%	3,449,752	59.7%	3,517,606	65.9%	
OPERATING EXPENSES																					
OPERATIONS																					
Personal Services	118,066	18.8%	118,962	15.5%	86,057	9.0%	85,884	9.1%	7,875	2.9%	8,342	3.3%	543,183	13.9%	518,359	15.4%	755,180	13.1%	731,546	13.7%	
Supplies	5,043	0.8%	4,190	0.5%	4,883	0.5%	5,682	0.6%	26	0.0%	32	0.0%	19,660	0.5%	18,606	0.6%	29,611	0.5%	28,510	0.5%	
Contracted Services	9,344	1.5%	6,483	0.8%	10,420	1.1%	16,204	1.7%	20,041	7.5%	12,808	5.0%	43,490	1.1%	41,983	1.2%	83,294	1.4%	77,478	1.5%	
Bldg/Equip Rental/Repair	20,974	3.3%	31,195	4.1%	25,030	2.6%	17,467	1.8%	14,268	5.3%	12,532	4.9%	45,324	1.2%	35,223	1.0%	105,597	1.8%	96,417	1.8%	
TOTAL OPERATIONS	153,427	24.4%	160,830	20.9%	126,389	13.2%	125,238	13.2%	42,210	15.8%	33,714	13.2%	651,657	16.6%	614,170	18.2%	973,683	16.9%	933,951	17.5%	
FILTRATION EXPENSES																					
IESF	82,024	13.0%	91,255	11.9%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	82,024	1.4%	91,255	1.7%	
	-	0.0%	-	0.0%	-	0.0%	-	0.0%	1,077	0.4%	1,994	0.8%	-	0.0%	-	0.0%	1,077	0.0%	1,994	0.0%	
ADMINISTRATION																					
Personal Services	108,544	17.2%	111,481	14.5%	101,716	10.6%	104,564	11.0%	-	0.0%	-	0.0%	448,506	11.4%	461,770	13.7%	658,766	11.4%	677,814	12.7%	
Supplies	623	0.1%	1,793	0.2%	583	0.1%	1,622	0.2%	-	0.0%	-	0.0%	2,850	0.1%	7,260	0.2%	4,055	0.1%	10,674	0.2%	
Contracted Services	26,147	4.2%	40,776	5.3%	25,319	2.6%	33,304	3.5%	3,000	1.1%	-	0.0%	123,035	3.1%	131,289	3.9%	177,501	3.1%	205,370	3.8%	
Bldg/Equip Rental/Repair	25,054	4.0%	24,984	3.2%	18,487	1.9%	14,936	1.6%	3,661	1.4%	-	0.0%	92,810	2.4%	91,942	2.7%	140,011	2.4%	131,863	2.5%	
Interest on Bonds	75,197	11.9%	83,559	10.9%	88,559	9.2%	97,249	10.3%	59,114	22.1%	65,081	25.4%	-	0.0%	1,000	0.0%	222,871	3.9%	246,888	4.6%	
Contingency	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	
TOTAL ADMINISTRATION	235,565	37.4%	262,593	34.2%	234,664	24.4%	251,675	26.6%	65,775	24.6%	65,081	25.4%	667,201	17.0%	693,260	20.6%	1,203,204	20.8%	1,272,608	23.8%	
DEPRECIATION EXPENSE																					
	218,206	34.7%	199,000	25.9%	265,015	27.6%	259,287	27.4%	193,500	72.5%	174,604	68.2%	318,543	8.1%	285,862	8.5%	995,264	17.2%	918,753	17.2%	
TOTAL OPERATING EXPENSES	689,222	109.5%	713,677	92.8%	626,068	65.2%	636,199	67.21%	302,562	113.3%	275,392	107.6%	1,637,401	41.8%	1,593,292	47.3%	3,255,253	56.4%	3,218,561	60.3%	
TRANSFER IN																					
	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%	
OPERATING INCOME (LOSS)	(74,879)	-11.9%	40,165	5.2%	(39,960)	-4.2%	(80,880)	-8.5%	(35,532)	-13.3%	(19,453)	-7.6%	344,870	8.8%	359,213	10.7%	194,499	3.4%	299,045	5.6%	

Unit Sales	2025	2024	2023	2022	2021
gallons (M)	113	115	139	126	137

Unit Sales	2025	2024	2023	2022	2021
mmbtu's (K)	395	358	382	440	375

CITY OF CIRCLE PINES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025
WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
601-36-6210-000 INTEREST-INVESTMENTS	.00	.00	28,029.00	28,029.00	.00
601-36-6235-000 MISCELLANEOUS	.00	653.18	.00	(653.18)	.00
TOTAL MISCELLANEOUS	.00	653.18	28,029.00	27,375.82	2.33
<u>SALES REVENUE</u>					
601-37-6200-000 S/A INTEREST COLLECTIONS	.00	119.12	.00	(119.12)	.00
601-37-7110-000 RESIDENTIAL WATER SALES	.00	474,620.54	465,351.00	(9,269.54)	101.99
601-37-7111-000 RESIDENTIAL WATER SALES - IRRRI	.00	12,486.43	24,949.00	12,462.57	50.05
601-37-7112-000 RESIDENTIAL WATER SALES - MULT	.00	30,850.69	33,210.00	2,359.31	92.90
601-37-7120-000 COMMERCIAL WATER SALES	.00	15,343.51	19,882.00	4,538.49	77.17
601-37-7121-000 COMMERCIAL WATER SALES-IRRIGAT	.00	3,444.83	.00	(3,444.83)	.00
601-37-7170-000 MISC WATER SALES	.00	330.60	300.00	(30.60)	110.20
601-37-7175-000 CITY WATER FEE	.00	1,800.00	.00	(1,800.00)	.00
601-37-7230-000 WAC FILTRATION	.00	1,450.00	.00	(1,450.00)	.00
601-37-7250-000 WATER TOWER LEASE	.00	83,360.01	70,231.00	(13,129.01)	118.69
601-37-7560-000 PENALTIES	.00	3,348.50	4,075.00	726.50	82.17
601-37-7580-000 BAD DEBT RECOVERY	.00	949.04	.00	(949.04)	.00
TOTAL SALES REVENUE	.00	628,103.27	617,998.00	(10,105.27)	101.64
<u>OTHER FINANCING SOURCES</u>					
601-39-9200-000 GAIN/LOSS OF ASSET DISPOSAL	.00	660.52	.00	(660.52)	.00
601-39-9205-000 TRANSFER FROM WATER FILTRATION	.00	.00	98,337.00	98,337.00	.00
TOTAL OTHER FINANCING SOURCES	.00	660.52	98,337.00	97,676.48	.67
TOTAL FUND REVENUE	.00	629,416.97	744,364.00	114,947.03	84.56

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

WATER UTILITY FUND

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<u>POWER & PUMPING</u>						
601-49-9410-000	WATER-POWER & PUMPING	.00	15,074.09	19,300.00	4,225.91	78.10
	OTHER	.00	15,074.09	19,300.00	4,225.91	78.10
	TOTAL POWER & PUMPING	.00	15,074.09	19,300.00	4,225.91	78.10
<u>WATER OPERATIONS</u>						
601-49-9430-101	WATER-SALARIES-FT	.00	86,069.24	89,084.00	3,014.76	96.62
601-49-9430-102	WATER SALARIES-OT	.00	5,188.11	5,784.00	595.89	89.70
601-49-9430-103	WATER SALARIES-PT	.00	906.24	1,287.00	380.76	70.41
601-49-9430-120	WATER-PAYROLL TAXES	.00	13,059.78	14,646.00	1,586.22	89.17
601-49-9430-130	WATER-INSURANCE	.00	12,785.66	16,855.00	4,069.34	75.86
601-49-9430-142	WATER-UNEMPLOYMENT	.00	57.00	.00	(57.00)	.00
	PERSONNEL	.00	118,066.03	127,656.00	9,589.97	92.49
601-49-9430-212	WATER-MOTOR FUEL & LUBS	.00	1,759.63	3,780.00	2,020.37	46.55
601-49-9430-214	WATER-TOOLS	.00	1,562.63	408.00	(1,154.63)	383.00
601-49-9430-215	WATER-SHOP SUPPLIES	.00	1,221.59	1,100.00	(121.59)	111.05
601-49-9430-218	WATER-UNIFORMS	.00	365.83	588.00	222.17	62.22
601-49-9430-219	WATER-MISC SUPPLIES	.00	133.08	.00	(133.08)	.00
	SUPPLIES	.00	5,042.76	5,876.00	833.24	85.82
601-49-9430-306	WATER-MEDICAL TESTING/PHYSICAL	.00	.00	50.00	50.00	.00
601-49-9430-307	WATER-CONSULTING (FILTRATION)	.00	2,528.69	630.00	(1,898.69)	401.38
601-49-9430-314	WATER-CONTRACT SERVICES	.00	3,350.16	1,286.00	(2,064.16)	260.51
601-49-9430-321	WATER-TELEPHONE	.00	713.98	718.00	4.02	99.44
601-49-9430-331	WATER-TRAVEL	.00	1,127.54	1,400.00	272.46	80.54
601-49-9430-380	WATER-UTILITIES	.00	1,623.37	1,726.00	102.63	94.05
	CONTRACTED SERVICES	.00	9,343.74	5,810.00	(3,533.74)	160.82
601-49-9430-401	WATER-BUILDING MAINTENANCE	.00	10,689.12	1,200.00	(9,489.12)	890.76
601-49-9430-402	WATER-MAIN WELL & SERV REPAIR	.00	5,598.23	14,200.00	8,601.77	39.42
601-49-9430-404	WATER-REP & MTC EQUIPMENT	.00	2,354.27	4,149.00	1,794.73	56.74
601-49-9430-495	WATER-MISCELLANEOUS	.00	2,332.81	2,180.00	(152.81)	107.01
	MAINTENANCE	.00	20,974.43	21,729.00	754.57	96.53
	TOTAL WATER OPERATIONS	.00	153,426.96	161,071.00	7,644.04	95.25
<u>WATER FILTRATION</u>						

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

WATER UTILITY FUND

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
601-49-9435-216 WATER-FILTRATION CHEMICALS	.00	9,598.32	10,000.00	401.68	95.98
601-49-9435-219 WATER-FILTRATION SUPPLIES	.00	451.07	200.00	(251.07)	225.54
SUPPLIES	.00	10,049.39	10,200.00	150.61	98.52
601-49-9435-321 WATER-FILTRATION TELEPHONE	.00	926.87	821.00	(105.87)	112.90
601-49-9435-380 WATER-FILTRATION UTILITIES	.00	8,839.26	8,400.00	(439.26)	105.23
CONTRACTED SERVICES	.00	9,766.13	9,221.00	(545.13)	105.91
601-49-9435-402 WATER-FILTRATION REPAIR & MTC	.00	1,916.43	5,850.00	3,933.57	32.76
601-49-9435-404 WATER-FILTRATION EQUIP MAINT	.00	1,998.50	5,000.00	3,001.50	39.97
601-49-9435-420 WATER-FILTRATION DEPRECIATION	.00	57,669.00	57,669.00	.00	100.00
601-49-9435-433 WATER FILTRATION-DUES & FEES	.00	625.00	600.00	(25.00)	104.17
MAINTENANCE	.00	62,208.93	69,119.00	6,910.07	90.00
TOTAL WATER FILTRATION	.00	82,024.45	88,540.00	6,515.55	92.64
WATER ADMINISTRATION					
601-49-9440-101 WATER-SALARIES-FT	.00	81,215.80	86,390.00	5,174.20	94.01
601-49-9440-102 WATER-SALARIES-OT	.00	13.47	100.00	86.53	13.47
601-49-9440-103 WATER-SALARIES-PT	.00	2,340.00	2,340.00	.00	100.00
601-49-9440-120 WATER-PAYROLL TAXES	.00	11,599.74	13,357.00	1,757.26	86.84
601-49-9440-130 WATER-INSURNACE	.00	13,374.90	12,767.00	(607.90)	104.76
PERSONNEL	.00	108,543.91	114,954.00	6,410.09	94.42
601-49-9440-201 WATER-OFFICE SUPPLIES	.00	306.97	374.00	67.03	82.08
601-49-9440-218 WATER-UNIFORMS	.00	192.60	175.00	(17.60)	110.06
601-49-9440-219 WATER-MISC SUPPLIES	.00	123.13	160.00	36.87	76.96
SUPPLIES	.00	622.70	709.00	86.30	87.83

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

WATER UTILITY FUND

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
601-49-9440-301 WATER-AUDITING	.00	4,773.00	4,715.00	(58.00)	101.23
601-49-9440-303 WATER-ENGINEERING	.00	1,821.25	8,000.00	6,178.75	22.77
601-49-9440-304 WATER-LEGAL	.00	.00	500.00	500.00	.00
601-49-9440-307 WATER-CONSULTING	.00	821.85	1,589.00	767.15	51.72
601-49-9440-314 WATER-CONTRACT SERVICES	.00	1,342.05	1,742.00	399.95	77.04
601-49-9440-321 WATER-TELEPHONE	.00	1,017.64	985.00	(32.64)	103.31
601-49-9440-322 WATER-POSTAGE	.00	84.65	3,694.00	3,609.35	2.29
601-49-9440-331 WATER-TRAVEL	.00	664.76	1,331.00	666.24	49.94
601-49-9440-350 WATER-PRINTING & PUBLISHING	.00	2,200.71	2,366.00	165.29	93.01
601-49-9440-360 WATER-INSURANCE	.00	12,900.00	12,904.00	4.00	99.97
601-49-9440-380 WATER-UTILITIES	.00	520.92	555.00	34.08	93.86
CONTRACTED SERVICES	.00	26,146.83	38,381.00	12,234.17	68.12
601-49-9440-401 WATER-BUILDING MAINT	.00	112.78	329.00	216.22	34.28
601-49-9440-404 WATER-REP & MTC EQUIPMENT	.00	67.36	145.00	77.64	46.46
601-49-9440-405 WATER-MAINTENANCE CONTRACTS	.00	18,577.77	20,021.00	1,443.23	92.79
601-49-9440-420 WATER-DEPRECIATION	.00	218,205.96	218,206.00	.04	100.00
601-49-9440-432 WATER-UNCOLLECTABLE ACCOUNTS	.00	6.65	500.00	493.35	1.33
601-49-9440-433 WATER-DUES & SUBSCRIPTIONS	.00	408.60	1,099.00	690.40	37.18
601-49-9440-440 WATER-BANK CHARGES	.00	5,479.21	4,510.00	(969.21)	121.49
601-49-9440-492 WATER - WATER EFFICIENCY GRANT	.00	401.60	1,000.00	598.40	40.16
601-49-9440-495 WATER-MISCELLANEOUS	.00	.00	500.00	500.00	.00
MAINTENANCE	.00	243,259.93	246,310.00	3,050.07	98.76
601-49-9440-611 WATER-BOND INTEREST	33,475.00	74,689.32	74,689.00	(.32)	100.00
601-49-9440-620 WATER-BOND SERVICE FEES	.00	508.00	410.00	(98.00)	123.90
OTHER	33,475.00	75,197.32	75,099.00	(98.32)	100.13
TOTAL WATER ADMINISTRATION	33,475.00	453,770.69	475,453.00	21,682.31	95.44
TOTAL WATER UTILITY FUND	33,475.00	704,296.19	744,364.00	40,067.81	94.62
NET REVENUE OVER EXPENDITURES	(33,475.00)	(74,879.22)	.00	74,879.22	

CITY OF CIRCLE PINES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025
SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
602-36-6220-000 EQUIPMENT RENTAL FROM SEWER	.00	5,600.00	5,600.00	.00	100.00
602-36-6235-000 MISCELLANEOUS	.00	419.28	.00	(419.28)	.00
TOTAL MISCELLANEOUS	.00	6,019.28	5,600.00	(419.28)	107.49
<u>SALES REVENUE</u>					
602-37-7210-000 RESIDENTIAL SEWER SALES	.00	787,341.08	797,196.00	9,854.92	98.76
602-37-7220-000 COMMERCIAL SEWER SALES	.00	159,481.77	168,558.00	9,076.23	94.62
602-37-7250-000 SAC CHARGES-MWCC	.00	24.85	.00	(24.85)	.00
602-37-7255-000 CITY SEWER FEE	.00	1,500.00	.00	(1,500.00)	.00
602-37-7560-000 PENALTIES	.00	5,647.97	7,243.00	1,595.03	77.98
TOTAL SALES REVENUE	.00	953,995.67	972,997.00	19,001.33	98.05
<u>OTHER FINANCING SOURCES</u>					
602-39-9205-000 TRANSFER IN	.00	.00	34,993.00	34,993.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	34,993.00	34,993.00	.00
TOTAL FUND REVENUE	.00	960,014.95	1,013,590.00	53,575.05	94.71

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

SEWER FUND

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<u>POWER & PUMPING</u>						
602-49-9410-000	SEWER-POWER & PUMPING	.00	1,835.58	1,750.00	(85.58)	104.89
	OTHER	.00	1,835.58	1,750.00	(85.58)	104.89
	TOTAL POWER & PUMPING	.00	1,835.58	1,750.00	(85.58)	104.89
<u>SEWER OPERATIONS</u>						
602-49-9460-101	SEWER-SALARIES-FT	.00	62,413.64	63,631.00	1,217.36	98.09
602-49-9460-102	SEWER-SALARIES-OT	.00	4,871.07	5,546.00	674.93	87.83
602-49-9460-120	SEWER-PAYROLL TAXES	.00	9,590.51	10,606.00	1,015.49	90.43
602-49-9460-130	SEWER-INSURANCE	.00	9,136.99	12,043.00	2,906.01	75.87
602-49-9460-142	SEWER-UNEMPLOYMENT	.00	44.78	.00	(44.78)	.00
	PERSONNEL	.00	86,056.99	91,826.00	5,769.01	93.72
602-49-9460-212	SEWER-MOTOR FUEL & LUBS	.00	2,068.49	4,820.00	2,751.51	42.91
602-49-9460-214	SEWER-TOOLS	.00	1,503.91	1,058.00	(445.91)	142.15
602-49-9460-215	SEWER-SHOP SUPPLIES	.00	1,047.43	1,080.00	32.57	96.98
602-49-9460-218	SEWER-UNIFORMS	.00	262.73	420.00	157.27	62.55
	SUPPLIES	.00	4,882.56	7,378.00	2,495.44	66.18
602-49-9460-307	SEWER-CONSULTING	.00	628.69	630.00	1.31	99.79
602-49-9460-314	SEWER-CONTRACT SERVICES	.00	8,614.20	7,566.00	(1,048.20)	113.85
602-49-9460-321	SEWER-TELEPHONE	.00	650.69	551.00	(99.69)	118.09
602-49-9460-331	SEWER-TRAVEL	.00	526.30	1,700.00	1,173.70	30.96
	CONTRACTED SERVICES	.00	10,419.88	10,447.00	27.12	99.74
602-49-9460-401	SEWER-BUILDING MAINTENANCE	.00	2,512.23	1,120.00	(1,392.23)	224.31
602-49-9460-402	SEWER-MAIN & LIFT STAT REPAIR	.00	20,459.77	13,200.00	(7,259.77)	155.00
602-49-9460-404	SEWER-MTC & REP EQUIPMENT	.00	2,024.56	5,091.00	3,066.44	39.77
602-49-9460-495	SEWER-MISCELLANEOUS	.00	33.13	130.00	96.87	25.48
	MAINTENANCE	.00	25,029.69	19,541.00	(5,488.69)	128.09
	TOTAL SEWER OPERATIONS	.00	126,389.12	129,192.00	2,802.88	97.83
<u>SEWAGE TREATMENT-MWCC</u>						

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

SEWER FUND

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
602-49-9480-314 SEWAGE TREATMENT-MWCC CONTRACT	.00	372,071.01	373,777.00	1,705.99	99.54
CONTRACTED SERVICES	.00	372,071.01	373,777.00	1,705.99	99.54
TOTAL SEWAGE TREATMENT-MWCC	.00	372,071.01	373,777.00	1,705.99	99.54
SEWER ADMINISTRATION					
602-49-9490-101 SEWER-SALARIES-FT	.00	76,039.32	81,006.00	4,966.68	93.87
602-49-9490-102 SEWER-SALARIES-OT	.00	11.85	100.00	88.15	11.85
602-49-9490-103 SEWER-SALARIES-PT	.00	2,210.00	2,210.00	.00	100.00
602-49-9490-120 SEWER-PAYROLL TAXES	.00	10,855.10	12,526.00	1,670.90	86.66
602-49-9490-130 SEWER-INSURANCE	.00	12,599.80	11,982.00	(617.80)	105.16
PERSONNEL	.00	101,716.07	107,824.00	6,107.93	94.34
602-49-9490-201 SEWER-OFFICE SUPPLIES	.00	298.58	367.00	68.42	81.36
602-49-9490-218 SEWER-UNIFORMS	.00	173.34	158.00	(15.34)	109.71
602-49-9490-219 SEWER-MISC SUPPLIES	.00	110.79	144.00	33.21	76.94
SUPPLIES	.00	582.71	669.00	86.29	87.10
602-49-9490-301 SEWER-AUDITING	.00	4,295.70	4,243.00	(52.70)	101.24
602-49-9490-303 SEWER-ENGINEERING	.00	2,009.50	500.00	(1,509.50)	401.90
602-49-9490-304 SEWER-LEGAL	.00	.00	500.00	500.00	.00
602-49-9490-307 SEWER-CONSULTING	.00	766.67	1,682.00	915.33	45.58
602-49-9490-314 SEWER-CONTRACT SERVICES	.00	1,214.09	1,568.00	353.91	77.43
602-49-9490-321 SEWER-TELEPHONE	.00	939.73	909.00	(30.73)	103.38
602-49-9490-322 SEWER-POSTAGE	.00	.00	3,499.00	3,499.00	.00
602-49-9490-331 SEWER-TRAVEL	.00	591.10	1,250.00	658.90	47.29
602-49-9490-350 SEWER-PRINTING & PUBLISHING	.00	2,081.64	2,052.00	(29.64)	101.44
602-49-9490-360 SEWER-INSURANCE	.00	12,900.00	12,904.00	4.00	99.97
602-49-9490-380 SEWER-UTILITIES	.00	520.92	555.00	34.08	93.86
CONTRACTED SERVICES	.00	25,319.35	29,662.00	4,342.65	85.36
602-49-9490-401 SEWER-BUILDING MAINT	.00	118.54	329.00	210.46	36.03
602-49-9490-404 SEWER-REP & MTC EQUIPMENT	.00	53.88	134.00	80.12	40.21
602-49-9490-405 SEWER-MTC CONTRACTS	.00	10,441.87	10,052.00	(389.87)	103.88
602-49-9490-420 SEWER-DEPRECIATION	.00	265,014.96	265,015.00	.04	100.00
602-49-9490-432 SEWER-UNCOLLECTABLE ACCOUNTS	.00	10.07	500.00	489.93	2.01
602-49-9490-433 SEWER-DUES & SUBSCRIPTIONS	.00	390.60	715.00	324.40	54.63
602-49-9490-440 SEWER-BANK CHARGES	.00	7,471.66	6,150.00	(1,321.66)	121.49
MAINTENANCE	.00	283,501.58	282,895.00	(606.58)	100.21

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

SEWER FUND

	PERIOD ACTUAL		BUDGET		UNEXPENDED	PCNT
602-49-9490-611 SEWER-BOND INTEREST	38,897.92	87,333.06	87,333.00	(.06)	100.00
602-49-9490-620 SEWER-BOND SERVICE FEES	.00	1,226.07	489.00	(737.07)	250.73
OTHER	38,897.92	88,559.13	87,822.00	(737.13)	100.84
TOTAL SEWER ADMINISTRATION	38,897.92	499,678.84	508,872.00		9,193.16	98.19
TOTAL SEWER FUND	38,897.92	999,974.55	1,013,591.00		13,616.45	98.66
NET REVENUE OVER EXPENDITURES	(38,897.92)	(39,959.60)	(1.00)		39,958.60	

CITY OF CIRCLE PINES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025
STORMWATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
603-36-6210-000 INTEREST-INVESTMENTS	.00	.00	3,538.00	3,538.00	.00
603-36-6235-000 MISCELLANEOUS	.00	11.25	.00	(11.25)	.00
TOTAL SOURCE 36	.00	11.25	3,538.00	3,526.75	.32
 <u>SALES REVENUE</u>					
603-37-7110-000 RESIDENTIAL STORMWATER SALES	.00	224,407.29	224,400.00	(7.29)	100.00
603-37-7120-000 COMMERCIAL STORMWATER SALES	.00	41,186.96	41,850.00	663.04	98.42
603-37-7560-000 PENALTIES	.00	1,424.48	1,997.00	572.52	71.33
TOTAL SALES REVENUE	.00	267,018.73	268,247.00	1,228.27	99.54
 <u>OTHER FINANCING SOURCES</u>					
603-39-9205-000 TRANSFER FROM PIR	.00	.00	37,919.00	37,919.00	.00
TOTAL OTHER FINANCING SOURCES	.00	.00	37,919.00	37,919.00	.00
 TOTAL FUND REVENUE	 .00	 267,029.98	 309,704.00	 42,674.02	 86.22

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

STORMWATER FUND

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
STORMWATER OPS						
603-49-9530-101	STORMWATER-SALARIES FT	.00	6,099.36	6,363.00	263.64	95.86
603-49-9530-120	STORMWATER-PAYROLL TAXES	.00	864.82	977.00	112.18	88.52
603-49-9530-130	STORMWATER-INSURANCE	.00	910.33	1,201.00	290.67	75.80
PERSONNEL		.00	7,874.51	8,541.00	666.49	92.20
603-49-9530-218	STORMWATER-UNIFORMS	.00	25.70	42.00	16.30	61.19
SUPPLIES		.00	25.70	42.00	16.30	61.19
603-49-9530-301	STORMWATER-AUDITING	.00	.00	2,357.00	2,357.00	.00
603-49-9530-303	STORMWATER-ENGINEERING	.00	15,305.75	10,500.00	(4,805.75)	145.77
603-49-9530-307	STORMWATER-CONSULTING	.00	1,130.00	416.00	(714.00)	271.63
603-49-9530-314	STORMWATER-CONTRACT SERVICES	.00	2,850.00	1,000.00	(1,850.00)	285.00
603-49-9530-322	STORMWATER-POSTAGE	.00	.00	2,138.00	2,138.00	.00
603-49-9530-331	STORMWATER-TRAVEL	.00	.00	500.00	500.00	.00
603-49-9530-350	STORMWATER-PRINTING & PUB	.00	667.67	1,254.00	586.33	53.24
603-49-9530-380	STORMWATER-UTILITIES	.00	87.72	200.00	112.28	43.86
CONTRACTED SERVICES		.00	20,041.14	18,365.00	(1,676.14)	109.13
603-49-9530-402	STORMWATER-POND REPAIR & MTC	.00	213.00	7,000.00	6,787.00	3.04
603-49-9530-403	STORMWATER-CATCH BASIN REPAIR	.00	7,500.00	10,000.00	2,500.00	75.00
603-49-9530-415	STORMWATER-EQUIPMENT RENTAL	.00	5,600.00	5,600.00	.00	100.00
603-49-9530-420	STORMWATER-DEPRECIATION	.00	193,500.00	193,500.00	.00	100.00
603-49-9530-432	STORMWATER-UNCOLLECTABLE ACTS	.00	5.49	.00	(5.49)	.00
603-49-9530-433	STORMWATER-DUES & MEMBERSHIPS	.00	950.00	1,680.00	730.00	56.55
603-49-9530-495	STORMWATER-MISCELLANEOUS	.00	.00	500.00	500.00	.00
MAINTENANCE		.00	207,768.49	218,280.00	10,511.51	95.18
603-49-9530-611	STORMWATER-BOND INTEREST	26,520.83	58,820.49	58,820.00	(.49)	100.00
603-49-9530-620	STORMWATER-BOND SERVICE FEES	.00	294.00	255.00	(39.00)	115.29
OTHER		26,520.83	59,114.49	59,075.00	(39.49)	100.07
TOTAL STORMWATER OPS		26,520.83	294,824.33	304,303.00	9,478.67	96.89

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CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

STORMWATER FUND

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
603-49-9531-303	STORMWATER-IESF ENGINEERING	.00	.00	500.00	500.00	.00
603-49-9531-314	STORMWATER-IESF CONTRACT SERV	.00	.00	500.00	500.00	.00
603-49-9531-380	STORMWATER-IESF UTILITIES	.00	1,077.23	1,350.00	272.77	79.79
	CONTRACTED SERVICES	.00	1,077.23	2,350.00	1,272.77	45.84
603-49-9531-402	STORMWATER-IESF REPAIR & MTC	.00	.00	1,000.00	1,000.00	.00
	MAINTENANCE	.00	.00	1,000.00	1,000.00	.00
	TOTAL IESF	.00	1,077.23	3,350.00	2,272.77	32.16
	STORMWATER ADMIN					
603-49-9540-301	STORMWATER-AUDITING	.00	2,386.50	.00	(2,386.50)	.00
603-49-9540-350	STORMWATER-PRINT & PUBLISH	.00	613.26	.00	(613.26)	.00
	CONTRACTED SERVICES	.00	2,999.76	.00	(2,999.76)	.00
603-49-9540-433	STORMWATER-DUES & MEMBERSHIPS	.00	1,170.00	.00	(1,170.00)	.00
603-49-9540-440	STORMWATER-BANK CHARGES	.00	2,490.56	2,050.00	(440.56)	121.49
	MAINTENANCE	.00	3,660.56	2,050.00	(1,610.56)	178.56
	TOTAL STORMWATER ADMIN	.00	6,660.32	2,050.00	(4,610.32)	324.89
	TOTAL STORMWATER FUND	26,520.83	302,561.88	309,703.00	7,141.12	97.69
	NET REVENUE OVER EXPENDITURES	(26,520.83)	(35,531.90)	1.00	35,532.90	

CITY OF CIRCLE PINES
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025
GAS UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
609-36-6210-000 INTEREST-INVESTMENTS	.00	.00	976.00	976.00	.00
609-36-6235-000 MISCELLANEOUS REVENUE	.00	1,436.22	.00	(1,436.22)	.00
TOTAL MISCELLANEOUS	.00	1,436.22	976.00	(460.22)	147.15
<u>SALES REVENUE</u>					
609-37-7510-000 RESIDENTIAL GAS SALES-CP	.00	1,504,500.43	1,474,340.00	(30,160.43)	102.05
609-37-7515-000 RESIDENTIAL GAS SALES-LL	.00	811,887.14	797,720.00	(14,167.14)	101.78
609-37-7517-000 RESIDENTIAL GAS SALES-BL	.00	124,042.65	110,575.00	(13,467.65)	112.18
609-37-7530-000 COMMERCIAL GAS SALES-CP	.00	244,234.47	240,520.00	(3,714.47)	101.54
609-37-7535-000 COMMERCIAL GAS SALES-LL	.00	710,847.53	707,790.00	(3,057.53)	100.43
609-37-7537-000 COMMERCIAL GAS SALES-BL	.00	89,231.43	60,650.00	(28,581.43)	147.13
609-37-7545-000 INTERRUPTIBLE GAS SALES-LL	.00	276,641.07	336,940.00	60,298.93	82.10
609-37-7560-000 PENALTIES-CP	.00	8,266.84	8,574.00	307.16	96.42
609-37-7565-000 PENALTIES-LL	.00	6,857.22	9,212.00	2,354.78	74.44
609-37-7567-000 PENALTIES-BL	.00	716.03	86.00	(630.03)	832.59
609-37-7570-000 MISC GAS SALES	.00	1,389.90	5,500.00	4,110.10	25.27
609-37-7580-000 FRANCHISE FEES-CP	.00	52,462.62	51,446.00	(1,016.62)	101.98
609-37-7585-000 FRANCHISE FEES-LL	.00	66,443.53	66,959.00	515.47	99.23
609-37-7590-000 REFUNDS & REIMBURSEMENTS	.00	7,014.05	.00	(7,014.05)	.00
TOTAL SALES REVENUE	.00	3,904,534.91	3,870,312.00	(34,222.91)	100.88
<u>OTHER FINANCING SOURCES</u>					
609-39-9200-000 GAIN/LOSS ON ASSET DISPOSAL	.00	14,025.00	.00	(14,025.00)	.00
TOTAL OTHER FINANCING SOURCES	.00	14,025.00	.00	(14,025.00)	.00
TOTAL FUND REVENUE	.00	3,919,996.13	3,871,288.00	(48,708.13)	101.26

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

GAS UTILITY FUND

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
<u>GAS SOURCE OF SUPPLY</u>						
609-49-9600-000	GAS-SOURCE OF SUPPLY	.00	1,818,867.86	1,852,300.00	33,432.14	98.20
609-49-9600-050	FRANCHISE FEE	.00	118,857.94	118,405.00	(452.94)	100.38
OTHER		.00	1,937,725.80	1,970,705.00	32,979.20	98.33
TOTAL GAS SOURCE OF SUPPLY		.00	1,937,725.80	1,970,705.00	32,979.20	98.33
<u>GAS OPERATIONS</u>						
609-49-9610-101	GAS-SALARIES FT	.00	401,359.20	420,741.00	19,381.80	95.39
609-49-9610-102	GAS-SALARIES OT	.00	18,344.24	21,070.00	2,725.76	87.06
609-49-9610-103	GAS-SALARIES PT	.00	4,600.30	10,296.00	5,695.70	44.68
609-49-9610-120	GAS-PAYROLL TAXES	.00	60,140.88	68,524.00	8,383.12	87.77
609-49-9610-130	GAS-INSURANCE	.00	58,477.54	77,087.00	18,609.46	75.86
609-49-9610-142	GAS-UNEMPLOYMENT	.00	260.55	.00	(260.55)	.00
PERSONNEL		.00	543,182.71	597,718.00	54,535.29	90.88
609-49-9610-212	GAS-MOTOR FUEL LUBS	.00	5,122.22	11,935.00	6,812.78	42.92
609-49-9610-214	GAS-TOOLS	.00	4,870.01	8,982.00	4,111.99	54.22
609-49-9610-215	GAS-SUPPLIES SHOP	.00	4,179.40	4,220.00	40.60	99.04
609-49-9610-218	GAS-UNIFORMS	.00	1,692.05	2,730.00	1,037.95	61.98
609-49-9610-219	GAS-SUPPLIES MISC	.00	3,796.73	2,500.00	(1,296.73)	151.87
SUPPLIES		.00	19,660.41	30,367.00	10,706.59	64.74
609-49-9610-306	GAS-MEDICAL TESTING & PHYS	.00	1,569.00	1,414.00	(155.00)	110.96
609-49-9610-307	GAS-CONSULTING	.00	17,300.70	18,580.00	1,279.30	93.11
609-49-9610-314	GAS-CONTRACT SERVICES	.00	2,870.15	1,886.00	(984.15)	152.18
609-49-9610-321	GAS-TELEPHONE	.00	3,367.93	3,179.00	(188.93)	105.94
609-49-9610-331	GAS-TRAVEL	.00	1,889.93	5,025.00	3,135.07	37.61
609-49-9610-380	GAS-UTILITIES	.00	16,491.94	16,331.00	(160.94)	100.99
CONTRACTED SERVICES		.00	43,489.65	46,415.00	2,925.35	93.70
609-49-9610-401	GAS-BUILDING MAINTENANCE	.00	7,149.69	4,080.00	(3,069.69)	175.24
609-49-9610-402	GAS-GAS MAIN REPAIR	.00	382.83	8,000.00	7,617.17	4.79
609-49-9610-403	GAS-REPAIR CUST SERVICES	.00	2,644.26	6,000.00	3,355.74	44.07
609-49-9610-404	GAS-REPAIR MTC EQUIPMENT	.00	9,124.05	10,932.00	1,807.95	83.46
609-49-9610-405	GAS-CATHODIC PROTECTION REP	.00	.00	3,000.00	3,000.00	.00
609-49-9610-406	GAS-REPAIR MTC METERS-REGS	.00	24,502.31	18,300.00	(6,202.31)	133.89
609-49-9610-433	GAS-DUES SUBSCRIPTIONS	.00	99.00	300.00	201.00	33.00
609-49-9610-495	GAS-MISCELLANEOUS	.00	1,421.93	2,240.00	818.07	63.48
MAINTENANCE		.00	45,324.07	52,852.00	7,527.93	85.76

CITY OF CIRCLE PINES
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

GAS UTILITY FUND

		PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
TOTAL GAS OPERATIONS		.00	651,656.84	727,352.00	75,695.16	89.59
GAS ADMINISTRATION						
<hr/>						
609-49-9620-101	GAS-SALARIES FT	.00	335,426.72	354,381.00	18,954.28	94.65
609-49-9620-102	GAS-SALARIES OT	.00	43.10	765.00	721.90	5.63
609-49-9620-103	GAS-SALARIES PT	.00	11,099.60	8,450.00	(2,649.60)	131.36
609-49-9620-120	GAS-PAYROLL TAXES	.00	48,153.18	54,777.00	6,623.82	87.91
609-49-9620-130	GAS-INSURANCE	.00	53,783.19	52,202.00	(1,581.19)	103.03
PERSONNEL		.00	448,505.79	470,575.00	22,069.21	95.31
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609-49-9620-201	GAS-OFFICE SUPPLIES	.00	1,840.16	1,208.00	(632.16)	152.33
609-49-9620-218	GAS-UNIFORMS	.00	597.06	542.00	(55.06)	110.16
609-49-9620-219	GAS-MISC SUPPLIES	.00	412.74	496.00	83.26	83.21
SUPPLIES		.00	2,849.96	2,246.00	(603.96)	126.89
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609-49-9620-301	GAS-AUDITING	.00	12,409.81	12,258.00	(151.81)	101.24
609-49-9620-303	GAS-ENGINEERING	.00	.00	250.00	250.00	.00
609-49-9620-304	GAS-LEGAL	.00	1,000.00	4,100.00	3,100.00	24.39
609-49-9620-307	GAS-CONSULTING	.00	15,768.75	27,776.00	12,007.25	56.77
609-49-9620-314	GAS-CONTRACT SERVICE	.00	4,306.50	5,401.00	1,094.50	79.74
609-49-9620-321	GAS-TELEPHONE	.00	3,269.01	3,157.00	(112.01)	103.55
609-49-9620-322	GAS-POSTAGE	.00	26,648.20	10,109.00	(16,539.20)	263.61
609-49-9620-331	GAS-TRAVEL	.00	3,295.91	5,389.00	2,093.09	61.16
609-49-9620-350	GAS-PUBLISH PRINT	.00	8,596.28	11,453.00	2,856.72	75.06
609-49-9620-360	GAS-INSURANCE	.00	43,008.00	43,012.00	4.00	99.99
609-49-9620-380	GAS-UTILITIES	.00	4,732.74	4,665.00	(67.74)	101.45
CONTRACTED SERVICES		.00	123,035.20	127,570.00	4,534.80	96.45
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609-49-9620-401	GAS-BUILDING MAINT	.00	956.31	2,632.00	1,675.69	36.33
609-49-9620-404	GAS-REPAIR MTC EQUIPMENT	.00	562.77	788.00	225.23	71.42
609-49-9620-405	GAS-MAINTENANCE CONTRACTS	.00	34,833.50	39,606.00	4,772.50	87.95
609-49-9620-420	GAS-DEPRECIATION	.00	318,543.00	318,543.00	.00	100.00
609-49-9620-431	GAS-CASH SHORT (OVER)	.00	(.01)	.00	.01	.00
609-49-9620-432	GAS-UNCOLLECTABLE ACCOUNTS	.00	1,485.90	3,950.00	2,464.10	37.62
609-49-9620-433	GAS-DUES SUBSCRIPTION	.00	6,603.39	7,219.00	615.61	91.47
609-49-9620-435	GAS-BOOK PAMPHLETS	.00	.00	400.00	400.00	.00
609-49-9620-440	GAS-BANK CHARGES	.00	34,369.42	27,880.00	(6,489.42)	123.28
609-49-9620-495	GAS-MISCELLANEOUS	.00	13,998.50	16,200.00	2,201.50	86.41
MAINTENANCE		.00	411,352.78	417,218.00	5,865.22	98.59

CITY OF CIRCLE PINES
 EXPENSES COMPARED TO BUDGET BY EXPENSE CODES
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

GAS UTILITY FUND

	PERIOD ACTUAL		BUDGET	UNEXPENDED	PCNT
609-49-9620-650 GAS-AMORT UTILITY RIGHTS	.00	.00	4,300.00	4,300.00	.00
609-49-9620-900 GAS-CONTINGENCY	.00	.00	151,323.00	151,323.00	.00
OTHER	.00	.00	155,623.00	155,623.00	.00
TOTAL GAS ADMINISTRATION	.00	985,743.73	1,173,232.00	187,488.27	84.02
TOTAL GAS UTILITY FUND	.00	3,575,126.37	3,871,289.00	296,162.63	92.35
NET REVENUE OVER EXPENDITURES	.00	344,869.76	(1.00)	(344,870.76)	



200 Civic Heights Circle
 Circle Pines, MN 55014
 (763) 784-6751

www.centennialutilities.com

Memo

To: Utility Commission
 From: Patrick Antonen
 Date: January 23, 2026
 Re: Policies 12 & 4

The proposed Policy 12 contains some minor rate increases following the recommendations in the 2022 rate study. To keep up with the costs of upgrading the entire utility system over the last 18 years, we are recommending increases to sewer and storm sewer, but no increases to gas or water rates. The sewer monthly flat rate will increase from \$14.75 to \$15.78, along with the usage rate increasing from \$6.15 to \$6.58 per 1,000 gallons. The storm sewer monthly rate will increase from \$10.00 to \$10.50. A residential moderate water consumer should anticipate a total increase of approximately \$3.68 per month.

Other rates adjusted in the policy include bank fees. Staff would recommend moving away from an NSF charge when a customer writes a bad check to a system of fees based on what the bank charges the utility for returns. Most payments are by electronic means, and fees fluctuate for different reasons, such as an account being closed or funds not being available. Simple mistakes, like an account number being misheard, have caused a significant charge to the customer. Staff would like the flexibility to right-size a charge to the customer based on the fee that the bank is charging instead of a blanket \$30 any time a return occurs. Most fees are \$14 currently, but they can be upwards of \$30 if the error is significant.

Another proposed change to Policy 12 is regarding the fee for disconnecting and reconnecting gas service to a customer. As Policy 4's changes showcase, staff are recommending moving away from a 10% charge when a customer is eventually reconnected and instead implementing a series of fees based on the burden required of staff to collect the delinquent customer balances. Currently, a customer with a 4-month-old \$60 gas balance may require our staff to show up at the service address up to three times, which includes a warning tag to be hung, the process of shutting the gas off, and finally reconnecting the service. With the existing policy, they wouldn't get charged a fee until their gas is turned back on, which could be several months later, especially if there is no need for natural gas in the summer, and only pay \$6 of a reconnect fee plus one hour of labor. It is believed that the customer will pay earlier in the process if they are billed each time staff need to visit their property, thus saving the utility from the burden of visiting each property three times.

Finally, Policy 12 updates winter construction costs. Frost charges are no longer applicable since the utility no longer uses ground warmers. Winter installation now requires hydrovac excavation, and the work is performed by a private contractor. These revisions ensure Centennial Utilities recovers the full cost of winter construction, which is significantly more expensive and not offered by all utilities.

Enclosures:

- (1) Centennial Utilities Policy 12
- (2) Centennial Utilities Policy 4

Centennial Utilities Rate & Fee Schedule

Water Rates and Fees

Residential & Commercial Meter Sizes	Monthly Flat Rate	Effective Date
Less than 1.5" Without AMR	\$9.90 \$34.10	1/1/24 1/1/24
1.5 Meter	\$11.00	1/1/24
2" Meter	\$15.40	1/1/24
3" Meter	\$15.95	1/1/24
4" Meter	\$21.45	1/1/24
6" Meter	\$24.75	1/1/24

Volumetric Water Rates Based on Monthly Usage

RESIDENTIAL (with 1 meter)			COMMERCIAL		
Tier	Rate per 1,000	Effective Date	Tier	Rate per 1,000	Effective Date
0 – 4,000	\$2.45	1/1/23	0 – 8,000	\$2.45	1/1/23
4,001 – 9,000	\$2.94	1/1/23	8,001 – 20,000	\$2.70	1/1/23
9,001 – 21,000	\$3.68	1/1/23	20,001 – 36,000	\$3.23	1/1/23
21,000+	\$4.59	1/1/23	36,000+	\$3.72	1/1/23
MULTI FAMILY			IRRIGATION		
Tier	Rate per 1,000	Effective Date	Tier	Rate per 1,000	Effective Date
All Usage	\$2.70	1/1/23	0 – 6,000	\$2.94	1/1/23
			6,000+	\$3.68	1/1/23

MN Safe Drinking Water Fee*

\$1.27 per water service connection
(Effective 1/1/26)

Commercial Bulk Water Sales

\$800 deposit + \$25 per month fee +
\$2.9400/1,000 Gallons

Water Reconnection Fee

Standard labor rates apply

Water Access Charge

\$1800 per residential equivalency (REC)

Water Access Charge-Filtration Plant

\$1450 per residential equivalency (REC)

New Residential Water Connection Charge

\$100 + surcharge +WAC

New Commercial Water Connection Charge

\$100 + surcharge +WAC

Connection to Residential Repair

\$100 + surcharge

Connection to Commercial Repair

\$100 + surcharge

Sewer Rates and Fees

RESIDENTIAL					APARTMENT/COMMERCIAL				
Tier	Monthly Flat Fee	Effective Date	Rate per 1,000	Effective Date	Tier	Per REC Monthly Fee	Effective Date	Rate Per 1,000	Effective Date
ALL Usage	\$ 14.75 15.78	1/1/ 25 26	\$ 6.15 6.58		ALL USAGE	\$ 25.35 27.12	1/1/ 25 26	\$ 6.15 6.58	

Met Council Sewer Access Charge (SAC)*	\$2,485 <i>(Effective Date 1/1/14)</i>
Local Sewer Access Charge (SAC)	\$1,500 per residential equivalency (REC)
New Residential Sewer Connection Charge	\$100 + surcharge +SAC
New Commercial Sewer Connection Charge	\$100 + surcharge +SAC
Connection to Residential Repair	\$100 + surcharge
Connection to Commercial Repair	\$100 + surcharge

Storm Sewer Rates and Fees

Rate Class	Monthly Flat Fee	Effective Date
Residential/Commercial	\$ 10.00 10.50/residential equivalency (REC)	1/1/ 25 26

Natural Gas Rates and Fees

Type of Service	Distribution Rates	Effective Date
Residential/Commercial/Municipal/State	.350/ccf	1/1/23
Small Volume Interruptible	Set Monthly	
Large Volume Interruptible	Set Monthly	

Meter Fees	Monthly Fee	Effective Date
Residential	\$15.00	1/1/23
Commercial		
Less than 800/ccf	\$25.00	1/1/23
800 - 1999/ccf	\$50.00	1/1/23
2,000 - 4999/ccf	\$80.00	1/1/23
5,000/ccf plus	\$115.00	1/1/23
BPI per unit	\$50.00	1/1/13
Small Volume Interruptible	\$155.00	1/1/23
Large Volume Interruptible	\$850.00	1/1/23
Municipal/State	\$5.00 less than commercial meter fee	1/1/23

Franchise fees will be shown as a separate line item on the gas portion of the bill. The amount collected will be a direct pass through of the amount charged by the customers' city.

~~Purchased gas costs~~ Cost of gas will be billed as a ~~pass-through~~ pass-through cost, which rate is to be set monthly.

The rates listed for the above services are not designed to guarantee continuous service.

Installation Fees

Circle Pines - \$450 first 40 feet plastic lines, \$8 per foot over 40 feet

Franchise Areas – Recovered in rates

Frost Charges - \$10 per foot all areas Winter Construction – Any private contractor work specifically due to winter construction will be passed on to the customer with no markup.

Labor Rate 0.5 Hour \$53.00 1 Hour 106.00
 There is a one-half hour minimum and charges will be billed to the nearest one-quarter hour. After hours: \$159.00/hour with a two-hour minimum (\$318.00) After hours rates apply from 3:30 p.m. to 7 a.m. Monday – Thursday, and after 3:30 p.m. Friday until 7 a.m. Monday.

Reconnection/~~(Non-Delinquent)~~ 0.5 Hour Labor Charge

Disconnect/Reconnection-~~(Delinquent)~~Charge 0.5 Hour Labor Charge minimum each time a visit to the service address is necessary; see policy 4

~~10% of the balance that is due. 1 hour labor charge at above rates.~~

Garbage Rates – Effective January 1, 2022

Container Size	Monthly Rate	Senior Rate/Income Driven
35 Gallon	\$8.28	\$7.45
64 Gallon	\$11.90	\$10.71
96 Gallon	\$17.08	\$15.37

Garbage Stickers (curbside disposal) \$2.00 per bag
 Garbage Disconnection Fee \$15; see policy 17

Recycling Rates – Effective January 1, 2021

Monthly Rate \$4.15
 Senior Monthly Rate \$3.75

Yard Waste Rates

Seasonal Weekly Pickup \$95.00
 Extra Cart \$35.00
 Yard Waste Stickers (curbside disposal) \$3.00 per bag

Organic Recycling Rate

Monthly Rate \$7.50

Miscellaneous Charges

Bank Return Fee (NSF-Charge, Account Closed) \$14*30

**Rates are subject to change as they are set by outside organizations.*

Revision: 01-20265
Effective: January 1, 20265

Centennial Utilities Gas Policies

1.0 Rate Policies (Revised July 19, 2023)

Centennial Utilities shall operate with Interruptible, Commercial, Municipal, and Residential rates.

The following rates and policies are listed below:

Interruptible Rate

The interruptible rate shall be charged at a level to make it competitive with alternative fuel, such as fuel oil. As a reference point Centennial Utilities rates shall be competitive with other utilities for small interruptible customers.

Commercial Rate

The commercial rate charges shall be designed to provide a return equivalent to no greater than the residential service rate.

Municipal Rate

The municipal rate is for municipal buildings and/or gas driven engines operated by the municipality.

Residential Rate

The residential rate is designed to provide the necessary returns for the profitable operation of Centennial Utilities, for those customers who either have paid for the installation of mains and services, or have had the mains contributed by the developer.

Weather Normalized Rates (Revised November 20, 2013 – Effective January 2014)

Centennial Utilities normal gas rates are designed to simply recover cost and does not have sufficient built in margin to cover significant swings in weather patterns. In order to keep rates as low as possible and to assure sufficient operating income, as well as minimize over collection, the Utilities Commission hereby implements Weather Normalized Rates for the main winter heating months.

To implement Weather Normalized Rates the gas utility budget will include a monthly sales projection for the November through March heating season. The implementation of weather normalized rates will require both a cumulative variance during January, February, March, November and December greater than 7,500 Mmbtu plus a monthly variance greater than the amounts indicated.

January	±	3,000 Mmbtu
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February	±	3,000 Mmbtu
March	±	2,000 Mmbtu
November	±	2,000 Mmbtu
December	±	3,000 Mmbtu

When gas units are under or overbilled by the indicated weather normalization parameters the under-billing or overbilling units will be multiplied by 85 percent of the distribution rate. The resulting dollar amount will either be a credit in cold months or a debit in warmer months to be included in the calculation of the monthly purchased gas cost.

2.0 Service Connection Policies (Revised July 19, 2023)

Contracts

Natural gas service is available to property owners within the service area upon entering into a contract with Centennial Utilities.

Upon receipt of a completed Renter Application for Utility Service with both the renter and owners signature, Centennial Utilities will allow for the billing for services in the renters name.

Centennial Utilities billing a renter does not waive the contract with the property owner, nor does it waive the owner's responsibility for payment of charges incurred by the property.

Failure to have a current signed contract, whether it is a rental contract or an owner contract, will result in disconnection of natural gas service 15-days after the owner has been provided notice that no current application/contract is on file and the owner has failed to provide appropriate application to Centennial Utilities.

Unless the utilities receives a replacement Renter Application signed by a new renter and the property owner upon notice of a move out of the existing renter the billing will default to the current property owner.

Outside Installations

Customers shall grant to Centennial Utilities right-of-way on his/her premises for the installation and maintenance of the necessary pipes and appurtenances. The service and meter connections as installed by the utility shall be Centennial Utilities property and shall be maintained by the utility at its own expense. The customer shall provide for the safekeeping of the gas meters and other facilities and shall reimburse Centennial Utility for the cost of any alternations necessitated by the customer and for any loss of or damage to Centennial Utilities property located on the premises unless such loss or damage is occasioned by Centennial Utilities negligence or causes beyond control of the customer. Centennial Utilities will, at the behest of the customer, furnish and install the gas service line from the main line in the street to the most practical

location at the home. The customer will be charged per linear foot of service pipe installed. In frost greater than six (6) inches is encountered, and an additional charge per linear foot will be charged. The cost of the service and appurtenances will be billed to the customer on the first billing month after the service is connected to the premises. In the event the installations occur between Thanksgiving and April 15, the owner shall bear all additional installation costs. All gas mains, valves, fittings and appurtenances shall be maintained and repaired Centennial Utilities.

Gas Meter Relocations

Meter relocation at the request of the customer will be charged the standard hourly service rate and cost of parts for accomplishing the work.

Meter relocations performed as part of a replacement or repair of the service line to the property will have all outside costs borne by the utility. Where the meter relocation requires changes to the interior piping the utility will pay up to a maximum of \$500. Where the customer is unwilling to participate, or otherwise allow the interior work to be performed, the utility will relocate the meter or otherwise protect the meter, as they are best able on an external basis.

Outside Installation Technical Requirements

The gas service location on a single family residence is normally considered to be on the side opposite the garage, a maximum of five (5) feet from the front corner. Any other location must be approved by Utility personnel. Gas service lines will not be constructed before the house stub is projecting or is well marked.

The installation contractor must be present for gas turn-on for permanent or temporary service.

Interior Installations/Conversions

All interior installations and conversions shall be made in accordance with the current Minnesota Heating, Ventilating, Air Conditioning and Refrigeration Rules and the Technical Requirements section of this policy, and all work must be performed by a qualified installer holding a current Certificate of Competency. Final inspection of the work done will be made by the City before the gas is turned on. All installations and conversion costs shall be borne by the customer.

Interior Installation Technical Requirements

Interior Gas Piping

An air test of 25 PSI for two (2) hours is required on all gas piping. Only approved flexible appliances connectors are permitted.

Furnace Installations

The required cold air in-take to the furnace shall not be installed facing toward an adjacent property's driveway. Special care shall be taken when bringing cold air into utility rooms to avoid direct air flow at the water meter and/or interior water piping. Sidedraft chimneys shall be installed exiting the rear of buildings or as directed by the building official.

Temporary Gas Service

Furnaces must be vented to the outside, have an operational temporary thermostat, have an electrical switch near the furnace, and contractor personnel must be present for "lite up". All requirements must be met for-gas turn-on.

3.0 Winter Gas Disconnect Procedure (Revised July 19, 2023)

Centennial Utilities will not disconnect the utility service of a residential customer if the disconnection affects the primary heat source for the residential unit when the following conditions are met:

1. the disconnection would occur during the period between October 1 and April 30;
2. the customer has declared inability to pay on forms provided by the utility;
3. the household income of the customer is at or below 50 percent of the state median household income, as documented by the customer to the utility; and
4. The customer enters into a reasonable payment schedule and is reasonably current with payments under the schedule.

Before disconnecting service to a residential customer during the period between October 1 and April 30, Centennial Utilities will provide the following information to a customer:

1. A notice of proposed disconnection;
2. A statement explaining the customer's rights and responsibilities;
3. A list of local energy assistance providers;
4. A form on which to declare inability to pay; and
5. A statement explaining payment plans and other opportunities to secure continued utility service.

Restrictions if Disconnection Necessary

(a) If a residential customer must be involuntarily disconnected between October 1 and April 30 for failure to comply with the above requirements, the disconnection must not occur:

(1) on a Friday, unless the customer declines to enter into a payment agreement offered that day in person or via personal contact by telephone by a Centennial Utilities employee;

(2) on a weekend, holiday, or the day before a holiday;

(3) when utility offices are closed; or

(4) after the close of business on a day when disconnection is permitted, unless a field representative of Centennial Utilities who is authorized to enter into a payment agreement, accept payment, and continue service, offers a payment agreement to the customer.

Further, the disconnection must not occur until at least 30 days after the notice required to residential customer facing disconnection has been mailed to the customer or 15 days after the notice has been personally delivered to the customer.

(b) If a customer does not respond to a disconnection notice, the customer must not be disconnected until the utility investigates whether the residential unit is actually occupied. If the unit is found to be occupied, the utility must immediately inform the occupant of the provisions of this section. If the unit is unoccupied, the utility must give seven days' written notice of the proposed disconnection to the local energy assistance provider before making a disconnection.

(c) If, prior to disconnection, a customer appeals a notice of involuntary disconnection, as provided by the utility's established appeal procedure, the utility must not disconnect until the appeal is resolved.

4.0 Non-winter Gas Disconnection Procedure (Revised July 19, 2023)

The purpose of this policy is to set disconnection standards for dealing with customers who have delinquent accounts. It is also the purpose of this policy to achieve collection in a reasonable time frame to minimize carrying costs to the rest of the Utilities Customers.

An account shall be considered delinquent when payment in full, including appropriate late fees, have not been received fifteen days after the amount was due.

If a delinquent account with a significant balance due has not been paid 15 days after it was originally due, a notice will be sent by mail indicating that shutoff will occur unless payment or payment arrangements have been made.

If 10 days after the notice of shutoff, payment has still not been received, a shutoff notice will be hung at the service address and the gas shut off.

When the delinquent balance is less than \$250, the disconnection process may be deferred an additional 30 days.

If customers have avoided disconnect by making payment arrangements, they are required to follow the specific payment arrangements made, otherwise they will be shut off.

Disconnections will not occur Friday through Sunday.

5.0 Disconnection/Reconnection Charge Policy (Revised January 1, 2026)

There will be a ½ hour of labor charge to the delinquent utility customer in the event of hanging a shut-off notice at the service address, as well as an additional ½ hour of labor charge for shutting off the gas if it occurs. Reconnections, which require two staff at the service address, will have a labor charge of 1 hour. There won't be reconnections scheduled, for customers disconnected due to non-payment, after 2:30 p.m. to avoid compensating staff for overtime and callout. If dispatch is used after hours, there will be an additional ½ hour of labor charge for staff being called.

~~Centennial Utilities customers disconnected for non-payment will pay the following reconnection charges to have their gas service reconnected. There will be a reconnection charge that is equal to 10% of the balance outstanding as of the date of disconnection. All reconnections that are scheduled after 3:30 p.m. local time will pay to compensate for overtime and callout. The fee for reconnection will be 10% of the balance at the point of disconnection plus a charge equal to one hour of service at the regular service rate.~~

No natural gas utility account shall be reconnected unless the customer responsible has paid one-half of the balance due at disconnection plus the ~~reconnection~~ labor fees and has entered into an appropriate payment plan to pay off the arrears on the account.

6.0 Purchase of Natural Gas Futures (Revised May 17, 2006)

Purpose

Centennial Utilities will utilize future contracts for purchases of natural gas to minimize the cost of gas to its customers and also to minimize the price fluctuation in comparison to historical averages.

Permitted Volumes

During the months of April through October a maximum of 80% of the projected volume may be purchased. In the remaining months a maximum of 70% of the projected volume for that month may be purchased on the natural gas futures market.

Purchase Triggers

In order to proceed with purchases of futures contracts, such purchases must be made when the current price is below the 50 day simple moving average for the contract month.

Purchase Parameters

Purchase decisions are to be made by the City Administrator and Finance Director. The City Administrator shall report any trades from the previous month to the Utilities Commission at their monthly meetings. Natural gas contract futures may be purchased for up to 18 months into the future. Fixed price contracts may be purchased for up to 60 months into the future. In addition, basis trades, caps and collars on the futures market are allowed when in the judgment of the City Administrator the position is priced so there will likely be savings compared to the actual month's price.

7.0 Advisory Warning Tag/ Inspection Guidelines

Please refer to Centennial Utilities Operations Manual Section 46.

8.0 Billing Policies (Revised July 19, 2023)

Timing

Utility bills will be rendered monthly and will represent the previous month's consumption. It is the responsibility of the customer to return all payments by the due date.

An equal pay plan for payment of utility bills is available to customers without balances in arrears. Further eligibility and estimates for equal payments shall be established by utility staff.

Penalties

Bills not paid by the due date indicated will be assessed a 5% penalty on current charges to be reflected on the following month's bill.

Gas Meter Test Fees (Added October 15, 2014)

Where the customer is disputing the accuracy of a gas meter and request the meter be sent to an independent lab for testing there will be a \$100.00 testing fee charged to the account. The fee will only be credited back if the testing shows that the meter was incorrect by more than + or - 2 percent.

Adjustments

All customers whose readings are determined to have been incorrect shall be subject to a billing adjustment according to the following guidelines.

- All adjustments made due to incorrect readings shall use the best information available to determine the corrected billing. Where specific

data is not available, projected consumption will be calculated using degree day comparisons, or comparable users.

- If the error in billing has occurred for six months or less, the utility will back bill for all used units.
- If the error in meter readings covers a period greater than six months, the utility will bill 50% of the corrected usage for a period not to exceed 24 months.
- When meter testing done by an independent laboratory shows a variance greater than $\pm 2\%$ the utility will correct the billing for a period of up to 6 months.

Disputed Bills

In the event of a disputed bill, the customer should contact Centennial Utilities. If the customer is not satisfied with the results of the contact, their customer may then request a public hearing before the Centennial Utilities Commission. The customer will be notified in writing of the date and time of such hearing.

9.0 General Extension Policies (New January 17, 2007)

Centennial Utilities operates under the general principle that extension is subject to the availability of gas supply, Centennial Utilities will extend, enlarge or change its gas mains or other facilities for supplying gas service to an applicant. The Utilities shall have the option of installing the mains by Centennial Utilities personnel or by contracting through the bidding process for gas main installations. To the extent the cost of the project is not recovered by rates, cost incurred by the Utilities for the installation, shall be borne by the applicant.