

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

**February 25, 2025  
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 – January 28, 2025
- 2. Disbursement List
- 3. Financial Statement

Commission Action \_\_\_\_\_

**b. 2025 Stormwater Pond Payment Request #1 (Memo)**

Commission Action \_\_\_\_\_

**c.** \_\_\_\_\_

Commission Action \_\_\_\_\_

**6. ADJOURN TO WORK SESSION**

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

**Tuesday, January 28, 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, Curtis Theis, and Dwight Benoy were present. City Administrator Patrick Antonen represented the staff. Commission Member Eric Peterson was present via interactive technology.

**3. SETTING OF AGENDA**

Swap items b. 2025 Utility Budget and c. Policy 12 – 2025 Rate Sheet

**4. COMMENTS**

**a. Public Comments**

There were no public comments.

**b. Commission Member Comments**

There were no commission member comments.

**5. COMMISSION BUSINESS**

**a. Consent Agenda Items:**

1. Minutes – December 23, 2024
2. Disbursement List
3. Financial Statement

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

**Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.**

**b. Policy 12 – 2025 Rate Sheet**

Antonen explained that a few updates to the policy have been made, which included increases to sewer and storm sewer rates. These are the only increases that are being requested for the budget. On average, residents should anticipate a total increase of approximately \$4.00 per month, provided the following details.

- The sewer residential monthly flat rate for will increase from \$13.75 to \$14.75; the usage rate per 1,000 gallons will increase from \$5.75 to \$6.15.
- The commercial rate will increase from \$23.65 to \$25.35; the usage rate per 1,000 gallons will increase from \$5.75 to \$6.15.
- The storm sewer monthly rate will increase from \$9.00 to \$10.00.

**Motion:** This moved, seconded by Benoy, to approve the Policy 12 - 2025 Rate Sheet.  
**Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.**

**c. 2025 Utility Budget – PowerPoint Presentation**

Kate Manson, Finance Director for Centennial Utilities, explained that quite a bit of discussion and time has been spent on the budget over the last few months. The idea behind this presentation is to give an overview of some of the more significant changes that have been made to the budget, as well as review the prior year to see what was accomplished with 2024’s budget.

**Highlights from the presentation included the following:**

- **Purpose of Budgeting:** Communication of the upcoming year’s financial plan, outlining priorities and goals, measuring operational needs, and evaluating external conditions.
- **Proposed Budget Expenditures for 2025** (*excluding the cost of sales*): **\$3,573,414, a 4% or about \$150,000 reduction to the overall budget expenditures** (*On average from 2020 of actual spending to 2025 budgeted, seeing an average annual increase of 5%*)
- **Reduction in Budget Expenditures**
  - Interfund Loan \$103,479
  - Debt Payments \$53,020
  - Workers Compensation Insurance \$25,079
  - Met Council Fees \$14,248
  - Payroll \$10,385
- **Increase in Budget Expenditures**
  - Depreciation for Projects & Equipment Purchases about \$32,000
- **Rate History:**
  - No Changes to Natural Gas and Water
  - Sewer: Increase
    - Monthly Flat Fee: 2015 to 2025 an annual average increase of 3.4%
    - Usage Fee: 2015 to 2025 an annual average increase of 6.2% lower tier rate
  - Storm Sewer: Increase
    - Monthly Flat Fee: 2015 to 2025 an annual average increase of 5.4%

*(Overall impact to the customer would be about a \$4 increase per month, which comes to about \$48 per year)*
- **2024 Budget Accomplishments:**
  - City Hall – Entrance Tower Painted & Folding Machine Replaced
  - Public Works - Roof Replacement
  - Replaced: 181 Gas Meters and 167 Water Meters
  - Natural Gas Locator Tool

- Utility Truck Replacement
- New Gas Service – Lino Lakes Tech Center & Storage Facility
- Kerotest Valves Replaced
- Stormwater Outlet Repairs – E Golden Lake Road
- Rebuilt Sewer Manhole – Resident yard off School Road
- Control Panel Replacement – Indian Hills Lift Station
- Updated Panel Board – Wellhouse #2 & #3
- Automatic Transfer Switch Upgrade – Water Filtration Plant

Commission members thanked Manson for doing a great job on the budget and presentation.

**Motion:** Benoy moved, seconded by Olson, to approve the Proposed 2025 Utility Budget as presented.

**Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.**

**6. ADJOURNMENT**

**Motion:** Benoy moved, seconded by Theis, to adjourn the meeting at 5:35 p.m.

**Motion carried by Roll Call Vote of 5 Ayes and 0 Nays.**

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Chair

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City Administrator



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[www.centennialutilities.com](http://www.centennialutilities.com)

# Memo

## Agenda Item 5.a.3.

To: Utility Commission  
From: Kate Manson  
Date: February 20, 2025  
Re: January Utility Funds Financials

For those of you who have been viewing these financials for years, I have reorganized the order of the funds placing natural gas last. The software doesn't allow me to reorganize the detailed financial statements, so to avoid constant reorganizing of pdfs, I made this switch.

Operating at a net income of \$187,182, driven predominantly by natural gas revenue, January's report looks promising for a strong year ahead. Gross profit is over \$60,000 higher than last year, but that is somewhat offset by higher operating expenses tracking net income over \$28,000 ahead of last year. The elevated operating expenses are mainly caused by a timing difference with 2025 salaries expensing through January 31 and 2024 salaries through January 19.

Natural gas sales are trending higher at around 79,000 MMBtu's; historically January ranges from 63,000 to 84,000. Increased usage sales compared to last year at this time and similarly priced monthly gas purchased is achieving 16% higher gross profit.

The water fund's revenue surpasses expenses by \$22,974. Throughout the winter months, usage sales are usually quite predictable, and this year is no different with 7.6 million gallons sold compared to prior years at 7.5 to 7.9 million gallons. Most of the discrepancy in the winter exists around the number of days billed in the month and not the varied use.

Adjusting for the Metropolitan Council's \$30,000 pre-bill disposal expense, the sewer fund's net loss of \$25,251 transforms into a gain of approximately \$5,000. A 7% rate increase for January is helping to maintain pace.

Stormwater had an 11% rate increase beginning January 1 and is expected to utilize reserves, so the \$7,240 loss is no surprise.

Natural gas income is looking elevated in our first winter month, but as the weather warms up this net income will be reduced quickly. The budget for Water, Sewer, and Stormwater planned for reserves used, so January's results are somewhat better than anticipated.

KM

Enclosures:

(1) January Financial Summary

January 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      |                |               |                |               |                |               |                |               |                |               |
| <b>UTILITY SALES</b>            |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
| Residential                     | 37,709        | 44.9%         | 37,955        | 46.0%         | 70,428          | 76.0%         | 67,681          | 78.8%         | 18,707         | 84.0%         | 16,841         | 83.6%         | 454,044        | 62.0%         | 380,993        | 62.6%         | 580,888        | 62.3%         | 503,470        | 63.1%         |
| Commercial                      | 1,031         | 1.2%          | 971           | 1.2%          | 12,419          | 13.4%         | 12,314          | 14.3%         | 3,488          | 15.7%         | 3,212          | 16.0%         | 210,101        | 28.7%         | 177,315        | 29.1%         | 227,039        | 24.4%         | 193,811        | 24.3%         |
| Interruptible                   | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | 43,775         | 6.0%          | 30,036         | 4.9%          | 43,775         | 4.7%          | 30,036         | 3.8%          |
| Penalties                       | 176           | 0.2%          | 188           | 0.2%          | 313             | 0.3%          | 337             | 0.4%          | 81             | 0.4%          | 84             | 0.4%          | 2,058          | 0.3%          | 1,357          | 0.2%          | 2,628          | 0.3%          | 1,966          | 0.2%          |
| Other / Grant                   | 45,143        | 53.7%         | 43,406        | 52.6%         | 9,496           | 10.2%         | 5,600           | 6.5%          | -              | 0.0%          | -              | 0.0%          | 144            | 0.0%          | 158            | 0.0%          | 54,783         | 5.9%          | 49,164         | 6.2%          |
| Franchise Fees                  | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | 22,604         | 3.1%          | 19,026         | 3.1%          | 22,604         | 2.4%          | 19,026         | 2.4%          |
| Investment Earnings             | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          |
| Bad Debt Recovery               | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          |
| Gain/Loss on Asset Disposal     | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          |
| <b>TOTAL UTILITY SALES</b>      | <b>84,059</b> | <b>100.0%</b> | <b>82,520</b> | <b>100.0%</b> | <b>92,656</b>   | <b>100.0%</b> | <b>85,931</b>   | <b>100.0%</b> | <b>22,276</b>  | <b>100.0%</b> | <b>20,137</b>  | <b>100.0%</b> | <b>732,727</b> | <b>100.0%</b> | <b>608,884</b> | <b>100.0%</b> | <b>931,717</b> | <b>100.0%</b> | <b>797,472</b> | <b>100.0%</b> |
| <b>COST OF SALES</b>            |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
| Gas Purchase                    | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | 353,219        | 48.2%         | 282,723        | 46.4%         | 353,219        | 37.9%         | 282,723        | 35.5%         |
| Water & Sewer Pumping           | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          |
| MCES Sewer Contract             | -             | 0.0%          | -             | 0.0%          | 60,494          | 65.3%         | 62,868          | 73.2%         | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | 60,494         | 6.5%          | 62,868         | 7.9%          |
| Franchise Fees                  | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | 22,604         | 3.1%          | 19,026         | 3.1%          | 22,604         | 2.4%          | 19,026         | 2.4%          |
| <b>TOTAL COST OF SALES</b>      | <b>-</b>      | <b>0.0%</b>   | <b>-</b>      | <b>0.0%</b>   | <b>60,494</b>   | <b>65.3%</b>  | <b>62,868</b>   | <b>73.2%</b>  | <b>-</b>       | <b>0.0%</b>   | <b>-</b>       | <b>0.0%</b>   | <b>375,823</b> | <b>51.3%</b>  | <b>301,748</b> | <b>49.6%</b>  | <b>436,317</b> | <b>46.8%</b>  | <b>364,617</b> | <b>45.7%</b>  |
| <b>GROSS PROFIT</b>             | <b>84,059</b> | <b>100.0%</b> | <b>82,520</b> | <b>100.0%</b> | <b>32,162</b>   | <b>34.7%</b>  | <b>23,063</b>   | <b>26.8%</b>  | <b>22,276</b>  | <b>100.0%</b> | <b>20,137</b>  | <b>100.0%</b> | <b>356,904</b> | <b>48.7%</b>  | <b>307,136</b> | <b>50.4%</b>  | <b>495,401</b> | <b>53.2%</b>  | <b>432,856</b> | <b>54.3%</b>  |
| <b>OPERATING EXPENSES</b>       |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
| <b>OPERATIONS</b>               |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
| Personal Services               | 10,141        | 12.1%         | 8,573         | 10.4%         | 7,527           | 8.1%          | 6,072           | 7.1%          | 669            | 3.0%          | 656            | 3.3%          | 45,156         | 6.2%          | 34,059         | 5.6%          | 63,492         | 6.8%          | 49,360         | 6.2%          |
| Supplies                        | 215           | 0.3%          | 134           | 0.2%          | 215             | 0.2%          | 130             | 0.2%          | -              | 0.0%          | -              | 0.0%          | 793            | 0.1%          | 471            | 0.1%          | 1,223          | 0.1%          | 734            | 0.1%          |
| Contracted Services             | 505           | 0.6%          | 64            | 0.1%          | 493             | 0.5%          | 269             | 0.3%          | 53             | 0.2%          | 56             | 0.3%          | 1,341          | 0.2%          | 261            | 0.0%          | 2,392          | 0.3%          | 650            | 0.1%          |
| Bldg/Equip Rental/Repair        | 130           | 0.2%          | 2,890         | 3.5%          | 121             | 0.1%          | 174             | 0.2%          | 6,370          | 28.6%         | 6,680          | 33.2%         | 2,063          | 0.3%          | 586            | 0.1%          | 8,684          | 0.9%          | 10,330         | 1.3%          |
| <b>TOTAL OPERATIONS</b>         | <b>10,991</b> | <b>13.1%</b>  | <b>11,661</b> | <b>14.1%</b>  | <b>8,356</b>    | <b>9.0%</b>   | <b>6,645</b>    | <b>7.7%</b>   | <b>7,091</b>   | <b>31.8%</b>  | <b>7,392</b>   | <b>36.7%</b>  | <b>49,353</b>  | <b>6.7%</b>   | <b>35,376</b>  | <b>5.8%</b>   | <b>75,791</b>  | <b>8.1%</b>   | <b>61,074</b>  | <b>7.7%</b>   |
| <b>FILTRATION EXPENSES</b>      |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
| IESF                            | 4,985         | 5.9%          | 8,128         | 9.8%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | 4,985          | 0.5%          | 8,128          | 1.0%          |
|                                 | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          |
| <b>ADMINISTRATION</b>           |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
| Personal Services               | 13,121        | 15.6%         | 9,935         | 12.0%         | 12,337          | 13.3%         | 9,269           | 10.8%         | -              | 0.0%          | -              | 0.0%          | 53,206         | 7.3%          | 41,064         | 6.7%          | 78,664         | 8.4%          | 60,268         | 7.6%          |
| Supplies                        | 17            | 0.0%          | 4             | 0.0%          | 16              | 0.0%          | 4               | 0.0%          | -              | 0.0%          | -              | 0.0%          | 56             | 0.0%          | 14             | 0.0%          | 90             | 0.0%          | 22             | 0.0%          |
| Contracted Services             | 2,393         | 2.8%          | 1,787         | 2.2%          | 2,306           | 2.5%          | 1,759           | 2.0%          | 500            | 2.2%          | -              | 0.0%          | 13,781         | 1.9%          | 12,209         | 2.0%          | 18,979         | 2.0%          | 15,756         | 2.0%          |
| Bldg/Equip Rental/Repair        | 4,008         | 4.8%          | 3,956         | 4.8%          | 3,763           | 4.1%          | 3,816           | 4.4%          | -              | 0.0%          | -              | 0.0%          | 17,263         | 2.4%          | 15,110         | 2.5%          | 25,034         | 2.7%          | 22,882         | 2.9%          |
| Interest on Bonds               | 7,387         | 8.8%          | 8,648         | 10.5%         | 8,550           | 9.2%          | 9,987           | 11.6%         | 5,800          | 26.0%         | 6,606          | 32.8%         | -              | 0.0%          | -              | 0.0%          | 21,737         | 2.3%          | 25,241         | 3.2%          |
| Contingency                     | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          |
| <b>TOTAL ADMINISTRATION</b>     | <b>26,926</b> | <b>32.0%</b>  | <b>24,331</b> | <b>29.5%</b>  | <b>26,973</b>   | <b>29.1%</b>  | <b>24,835</b>   | <b>28.9%</b>  | <b>6,300</b>   | <b>28.3%</b>  | <b>6,606</b>   | <b>32.8%</b>  | <b>84,306</b>  | <b>11.5%</b>  | <b>68,397</b>  | <b>11.2%</b>  | <b>144,504</b> | <b>15.5%</b>  | <b>124,169</b> | <b>15.6%</b>  |
| <b>DEPRECIATION EXPENSE</b>     |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
|                                 | 18,184        | 21.6%         | 17,686        | 21.4%         | 22,085          | 23.8%         | 21,643          | 25.2%         | 16,125         | 72.4%         | 15,569         | 77.3%         | 26,545         | 3.6%          | 25,465         | 4.2%          | 82,939         | 8.9%          | 80,362         | 10.1%         |
| <b>TOTAL OPERATING EXPENSES</b> | <b>61,085</b> | <b>72.7%</b>  | <b>61,805</b> | <b>74.9%</b>  | <b>57,413</b>   | <b>62.0%</b>  | <b>53,123</b>   | <b>61.82%</b> | <b>29,516</b>  | <b>132.5%</b> | <b>29,567</b>  | <b>146.8%</b> | <b>160,204</b> | <b>21.9%</b>  | <b>129,238</b> | <b>21.2%</b>  | <b>308,218</b> | <b>33%</b>    | <b>273,732</b> | <b>34.3%</b>  |
| <b>TRANSFER IN</b>              |               |               |               |               |                 |               |                 |               |                |               |                |               |                |               |                |               |                |               |                |               |
|                                 | -             | 0.0%          | -             | 0.0%          | -               | 0.0%          | -               | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          | -              | 0.0%          |
| <b>OPERATING INCOME (LOSS)</b>  | <b>22,974</b> | <b>27.3%</b>  | <b>20,716</b> | <b>25.1%</b>  | <b>(25,251)</b> | <b>-27.3%</b> | <b>(30,060)</b> | <b>-35.0%</b> | <b>(7,240)</b> | <b>-32.5%</b> | <b>(9,430)</b> | <b>-46.8%</b> | <b>196,700</b> | <b>26.8%</b>  | <b>177,898</b> | <b>29.2%</b>  | <b>187,182</b> | <b>20.1%</b>  | <b>159,123</b> | <b>20.0%</b>  |

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 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   |
| TOTAL MISCELLANEOUS                            | .00           | .00        | 28,029.00  | 28,029.00  | .00   |
| <u>SALES REVENUE</u>                           |               |            |            |            |       |
| 601-37-7110-000 RESIDENTIAL WATER SALES        | 35,292.61     | 35,292.61  | 465,351.00 | 430,058.39 | 7.58  |
| 601-37-7111-000 RESIDENTIAL WATER SALES - IRRI | .00           | .00        | 24,949.00  | 24,949.00  | .00   |
| 601-37-7112-000 RESIDENTIAL WATER SALES - MULT | 2,416.38      | 2,416.38   | 33,210.00  | 30,793.62  | 7.28  |
| 601-37-7120-000 COMMERCIAL WATER SALES         | 1,031.28      | 1,031.28   | 19,882.00  | 18,850.72  | 5.19  |
| 601-37-7170-000 MISC WATER SALES               | .00           | .00        | 300.00     | 300.00     | .00   |
| 601-37-7250-000 WATER TOWER LEASE              | 45,142.58     | 45,142.58  | 70,231.00  | 25,088.42  | 64.28 |
| 601-37-7560-000 PENALTIES                      | 175.80        | 175.80     | 4,075.00   | 3,899.20   | 4.31  |
| TOTAL SALES REVENUE                            | 84,058.65     | 84,058.65  | 617,998.00 | 533,939.35 | 13.60 |
| <u>OTHER FINANCING SOURCES</u>                 |               |            |            |            |       |
| 601-39-9205-000 TRANSFER FROM WATER FILTRATION | .00           | .00        | 98,337.00  | 98,337.00  | .00   |
| TOTAL OTHER FINANCING SOURCES                  | .00           | .00        | 98,337.00  | 98,337.00  | .00   |
| TOTAL FUND REVENUE                             | 84,058.65     | 84,058.65  | 744,364.00 | 660,305.35 | 11.29 |

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**WATER UTILITY FUND**

|                            |                                  | PERIOD ACTUAL |           | BUDGET     | UNEXPENDED | PCNT  |
|----------------------------|----------------------------------|---------------|-----------|------------|------------|-------|
| <b>POWER &amp; PUMPING</b> |                                  |               |           |            |            |       |
| 601-49-9410-000            | WATER-POWER & PUMPING            | .00           | .00       | 19,300.00  | 19,300.00  | .00   |
|                            | <b>OTHER</b>                     | .00           | .00       | 19,300.00  | 19,300.00  | .00   |
|                            | <b>TOTAL POWER &amp; PUMPING</b> | .00           | .00       | 19,300.00  | 19,300.00  | .00   |
| <b>WATER OPERATIONS</b>    |                                  |               |           |            |            |       |
| 601-49-9430-101            | WATER-SALARIES-FT                | 7,223.56      | 7,223.56  | 89,084.00  | 81,860.44  | 8.11  |
| 601-49-9430-102            | WATER SALARIES-OT                | 591.45        | 591.45    | 5,784.00   | 5,192.55   | 10.23 |
| 601-49-9430-103            | WATER SALARIES-PT                | .00           | .00       | 1,287.00   | 1,287.00   | .00   |
| 601-49-9430-120            | WATER-PAYROLL TAXES              | 1,344.76      | 1,344.76  | 14,646.00  | 13,301.24  | 9.18  |
| 601-49-9430-130            | WATER-INSURANCE                  | 980.99        | 980.99    | 16,855.00  | 15,874.01  | 5.82  |
|                            | <b>PERSONNEL</b>                 | 10,140.76     | 10,140.76 | 127,656.00 | 117,515.24 | 7.94  |
| 601-49-9430-212            | WATER-MOTOR FUEL & LUBS          | .00           | .00       | 3,780.00   | 3,780.00   | .00   |
| 601-49-9430-214            | WATER-TOOLS                      | 9.67          | 9.67      | 408.00     | 398.33     | 2.37  |
| 601-49-9430-215            | WATER-SHOP SUPPLIES              | 205.17        | 205.17    | 1,100.00   | 894.83     | 18.65 |
| 601-49-9430-218            | WATER-UNIFORMS                   | .00           | .00       | 588.00     | 588.00     | .00   |
|                            | <b>SUPPLIES</b>                  | 214.84        | 214.84    | 5,876.00   | 5,661.16   | 3.66  |
| 601-49-9430-306            | WATER-MEDICAL TESTING/PHYSICAL   | .00           | .00       | 50.00      | 50.00      | .00   |
| 601-49-9430-307            | WATER-CONSULTING (FILTRATION)    | .00           | .00       | 630.00     | 630.00     | .00   |
| 601-49-9430-314            | WATER-CONTRACT SERVICES          | 50.70         | 50.70     | 1,286.00   | 1,235.30   | 3.94  |
| 601-49-9430-321            | WATER-TELEPHONE                  | 54.60         | 54.60     | 718.00     | 663.40     | 7.60  |
| 601-49-9430-331            | WATER-TRAVEL                     | 400.00        | 400.00    | 1,400.00   | 1,000.00   | 28.57 |
| 601-49-9430-380            | WATER-UTILITIES                  | .00           | .00       | 1,726.00   | 1,726.00   | .00   |
|                            | <b>CONTRACTED SERVICES</b>       | 505.30        | 505.30    | 5,810.00   | 5,304.70   | 8.70  |
| 601-49-9430-401            | WATER-BUILDING MAINTENANCE       | 128.25        | 128.25    | 1,200.00   | 1,071.75   | 10.69 |
| 601-49-9430-402            | WATER-MAIN WELL & SERV REPAIR    | .00           | .00       | 14,200.00  | 14,200.00  | .00   |
| 601-49-9430-404            | WATER-REP & MTC EQUIPMENT        | 1.67          | 1.67      | 4,149.00   | 4,147.33   | .04   |
| 601-49-9430-495            | WATER-MISCELLANEOUS              | .00           | .00       | 2,180.00   | 2,180.00   | .00   |
|                            | <b>MAINTENANCE</b>               | 129.92        | 129.92    | 21,729.00  | 21,599.08  | .60   |
|                            | <b>TOTAL WATER OPERATIONS</b>    | 10,990.82     | 10,990.82 | 161,071.00 | 150,080.18 | 6.82  |
| <b>WATER FILTRATION</b>    |                                  |               |           |            |            |       |



**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**WATER UTILITY FUND**

|                                 |                               | PERIOD ACTUAL | BUDGET    | UNEXPENDED | PCNT  |
|---------------------------------|-------------------------------|---------------|-----------|------------|-------|
| 601-49-9435-216                 | WATER-FILTRATION CHEMICALS    | 10.00         | 10.00     | 10,000.00  | .10   |
| 601-49-9435-219                 | WATER-FILTRATION SUPPLIES     | .00           | .00       | 200.00     | .00   |
|                                 | <b>SUPPLIES</b>               | 10.00         | 10.00     | 10,200.00  | .10   |
| 601-49-9435-321                 | WATER-FILTRATION TELEPHONE    | 68.75         | 68.75     | 821.00     | 8.37  |
| 601-49-9435-380                 | WATER-FILTRATION UTILITIES    | .00           | .00       | 8,400.00   | .00   |
|                                 | <b>CONTRACTED SERVICES</b>    | 68.75         | 68.75     | 9,221.00   | .75   |
| 601-49-9435-402                 | WATER-FILTRATION REPAIR & MTC | .00           | .00       | 5,850.00   | .00   |
| 601-49-9435-404                 | WATER-FILTRATION EQUIP MAINT  | .00           | .00       | 5,000.00   | .00   |
| 601-49-9435-420                 | WATER-FILTRATION DEPRECIATION | 4,805.75      | 4,805.75  | 57,669.00  | 8.33  |
| 601-49-9435-433                 | WATER FILTRATION-DUES & FEES  | 100.00        | 100.00    | 600.00     | 16.67 |
|                                 | <b>MAINTENANCE</b>            | 4,905.75      | 4,905.75  | 69,119.00  | 7.10  |
|                                 | <b>TOTAL WATER FILTRATION</b> | 4,984.50      | 4,984.50  | 88,540.00  | 5.63  |
| <br><b>WATER ADMINISTRATION</b> |                               |               |           |            |       |
| 601-49-9440-101                 | WATER-SALARIES-FT             | 8,467.39      | 8,467.39  | 86,390.00  | 9.80  |
| 601-49-9440-102                 | WATER-SALARIES-OT             | .00           | .00       | 100.00     | .00   |
| 601-49-9440-103                 | WATER-SALARIES-PT             | .00           | .00       | 2,340.00   | .00   |
| 601-49-9440-120                 | WATER-PAYROLL TAXES           | 1,471.03      | 1,471.03  | 13,357.00  | 11.01 |
| 601-49-9440-130                 | WATER-INSURNACE               | 3,182.15      | 3,182.15  | 12,767.00  | 24.92 |
|                                 | <b>PERSONNEL</b>              | 13,120.57     | 13,120.57 | 114,954.00 | 11.41 |
| 601-49-9440-201                 | WATER-OFFICE SUPPLIES         | 6.58          | 6.58      | 374.00     | 1.76  |
| 601-49-9440-218                 | WATER-UNIFORMS                | .00           | .00       | 175.00     | .00   |
| 601-49-9440-219                 | WATER-MISC SUPPLIES           | 10.79         | 10.79     | 160.00     | 6.74  |
|                                 | <b>SUPPLIES</b>               | 17.37         | 17.37     | 709.00     | 2.45  |

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**WATER UTILITY FUND**

|  | PERIOD ACTUAL    | BUDGET           | UNEXPENDED        | PCNT                   |
|--|------------------|------------------|-------------------|------------------------|
| 601-49-9440-301 WATER-AUDITING                 | .00              | .00              | 4,715.00          | 4,715.00 .00           |
| 601-49-9440-303 WATER-ENGINEERING              | .00              | .00              | 8,000.00          | 8,000.00 .00           |
| 601-49-9440-304 WATER-LEGAL                    | .00              | .00              | 500.00            | 500.00 .00             |
| 601-49-9440-307 WATER-CONSULTING               | 3.49             | 3.49             | 1,589.00          | 1,585.51 .22           |
| 601-49-9440-314 WATER-CONTRACT SERVICES        | 99.96            | 99.96            | 1,742.00          | 1,642.04 5.74          |
| 601-49-9440-321 WATER-TELEPHONE                | 209.19           | 209.19           | 985.00            | 775.81 21.24           |
| 601-49-9440-322 WATER-POSTAGE                  | .00              | .00              | 3,694.00          | 3,694.00 .00           |
| 601-49-9440-331 WATER-TRAVEL                   | 52.00            | 52.00            | 1,331.00          | 1,279.00 3.91          |
| 601-49-9440-350 WATER-PRINTING & PUBLISHING    | 953.51           | 953.51           | 2,366.00          | 1,412.49 40.30         |
| 601-49-9440-360 WATER-INSURANCE                | 1,075.00         | 1,075.00         | 12,904.00         | 11,829.00 8.33         |
| 601-49-9440-380 WATER-UTILITIES                | .00              | .00              | 555.00            | 555.00 .00             |
| <b>CONTRACTED SERVICES</b>                     | <b>2,393.15</b>  | <b>2,393.15</b>  | <b>38,381.00</b>  | <b>35,987.85 6.24</b>  |
| 601-49-9440-401 WATER-BUILDING MAINT           | .00              | .00              | 329.00            | 329.00 .00             |
| 601-49-9440-404 WATER-REP & MTC EQUIPMENT      | .00              | .00              | 145.00            | 145.00 .00             |
| 601-49-9440-405 WATER-MAINTENANCE CONTRACTS    | 3,664.35         | 3,664.35         | 20,021.00         | 16,356.65 18.30        |
| 601-49-9440-420 WATER-DEPRECIATION             | 18,183.83        | 18,183.83        | 218,206.00        | 200,022.17 8.33        |
| 601-49-9440-432 WATER-UNCOLLECTABLE ACCOUNTS   | .00              | .00              | 500.00            | 500.00 .00             |
| 601-49-9440-433 WATER-DUES & SUBSCRIPTIONS     | 343.80           | 343.80           | 1,099.00          | 755.20 31.28           |
| 601-49-9440-440 WATER-BANK CHARGES             | .00              | .00              | 4,510.00          | 4,510.00 .00           |
| 601-49-9440-492 WATER - WATER EFFICIENCY GRANT | .00              | .00              | 1,000.00          | 1,000.00 .00           |
| 601-49-9440-495 WATER-MISCELLANEOUS            | .00              | .00              | 500.00            | 500.00 .00             |
| <b>MAINTENANCE</b>                             | <b>22,191.98</b> | <b>22,191.98</b> | <b>246,310.00</b> | <b>224,118.02 9.01</b> |
| 601-49-9440-611 WATER-BOND INTEREST            | 7,386.67         | 7,386.67         | 74,689.00         | 67,302.33 9.89         |
| 601-49-9440-620 WATER-BOND SERVICE FEES        | .00              | .00              | 410.00            | 410.00 .00             |
| <b>OTHER</b>                                   | <b>7,386.67</b>  | <b>7,386.67</b>  | <b>75,099.00</b>  | <b>67,712.33 9.84</b>  |
| <b>TOTAL WATER ADMINISTRATION</b>              | <b>45,109.74</b> | <b>45,109.74</b> | <b>475,453.00</b> | <b>430,343.26 9.49</b> |
| <b>TOTAL WATER UTILITY FUND</b>                | <b>61,085.06</b> | <b>61,085.06</b> | <b>744,364.00</b> | <b>683,278.94 8.21</b> |
| <b>NET REVENUE OVER EXPENDITURES</b>           | <b>22,973.59</b> | <b>22,973.59</b> | <b>.00</b>        | <b>( 22,973.59)</b>    |

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**  
**SEWER FUND**

|   | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEARNED    | PCNT   |
|---|---------------|------------|--------------|-------------|--------|
| <u>MISCELLANEOUS</u>                        |               |            |              |             |        |
| 602-36-6220-000 EQUIPMENT RENTAL FROM SEWER | 5,600.00      | 5,600.00   | 5,600.00     | .00         | 100.00 |
| TOTAL MISCELLANEOUS                         | 5,600.00      | 5,600.00   | 5,600.00     | .00         | 100.00 |
| <u>SALES REVENUE</u>                        |               |            |              |             |        |
| 602-37-7210-000 RESIDENTIAL SEWER SALES     | 70,427.55     | 70,427.55  | 797,196.00   | 726,768.45  | 8.83   |
| 602-37-7220-000 COMMERCIAL SEWER SALES      | 12,419.48     | 12,419.48  | 168,558.00   | 156,138.52  | 7.37   |
| 602-37-7290-000 REFUNDS & REIMBURSEMENTS    | 3,896.00      | 3,896.00   | .00          | ( 3,896.00) | .00    |
| 602-37-7560-000 PENALTIES                   | 312.95        | 312.95     | 7,243.00     | 6,930.05    | 4.32   |
| TOTAL SALES REVENUE                         | 87,055.98     | 87,055.98  | 972,997.00   | 885,941.02  | 8.95   |
| <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                          | 92,655.98     | 92,655.98  | 1,013,590.00 | 920,934.02  | 9.14   |

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**SEWER FUND**

|                                     |                                  | PERIOD ACTUAL |           | BUDGET     | UNEXPENDED | PCNT  |
|-------------------------------------|----------------------------------|---------------|-----------|------------|------------|-------|
| <b><u>POWER &amp; PUMPING</u></b>   |                                  |               |           |            |            |       |
| 602-49-9410-000                     | SEWER-POWER & PUMPING            | .00           | .00       | 1,750.00   | 1,750.00   | .00   |
|                                     | <b>OTHER</b>                     | .00           | .00       | 1,750.00   | 1,750.00   | .00   |
|                                     | <b>TOTAL POWER &amp; PUMPING</b> | .00           | .00       | 1,750.00   | 1,750.00   | .00   |
| <b><u>SEWER OPERATIONS</u></b>      |                                  |               |           |            |            |       |
| 602-49-9460-101                     | SEWER-SALARIES-FT                | 5,265.70      | 5,265.70  | 63,631.00  | 58,365.30  | 8.28  |
| 602-49-9460-102                     | SEWER-SALARIES-OT                | 562.07        | 562.07    | 5,546.00   | 4,983.93   | 10.13 |
| 602-49-9460-120                     | SEWER-PAYROLL TAXES              | 997.44        | 997.44    | 10,606.00  | 9,608.56   | 9.40  |
| 602-49-9460-130                     | SEWER-INSURANCE                  | 701.85        | 701.85    | 12,043.00  | 11,341.15  | 5.83  |
|                                     | <b>PERSONNEL</b>                 | 7,527.06      | 7,527.06  | 91,826.00  | 84,298.94  | 8.20  |
| 602-49-9460-212                     | SEWER-MOTOR FUEL & LUBS          | .00           | .00       | 4,820.00   | 4,820.00   | .00   |
| 602-49-9460-214                     | SEWER-TOOLS                      | 9.67          | 9.67      | 1,058.00   | 1,048.33   | .91   |
| 602-49-9460-215                     | SEWER-SHOP SUPPLIES              | 205.17        | 205.17    | 1,080.00   | 874.83     | 19.00 |
| 602-49-9460-218                     | SEWER-UNIFORMS                   | .00           | .00       | 420.00     | 420.00     | .00   |
|                                     | <b>SUPPLIES</b>                  | 214.84        | 214.84    | 7,378.00   | 7,163.16   | 2.91  |
| 602-49-9460-307                     | SEWER-CONSULTING                 | .00           | .00       | 630.00     | 630.00     | .00   |
| 602-49-9460-314                     | SEWER-CONTRACT SERVICES          | 50.70         | 50.70     | 7,566.00   | 7,515.30   | .67   |
| 602-49-9460-321                     | SEWER-TELEPHONE                  | 42.25         | 42.25     | 551.00     | 508.75     | 7.67  |
| 602-49-9460-331                     | SEWER-TRAVEL                     | 400.00        | 400.00    | 1,700.00   | 1,300.00   | 23.53 |
|                                     | <b>CONTRACTED SERVICES</b>       | 492.95        | 492.95    | 10,447.00  | 9,954.05   | 4.72  |
| 602-49-9460-401                     | SEWER-BUILDING MAINTENANCE       | 119.70        | 119.70    | 1,120.00   | 1,000.30   | 10.69 |
| 602-49-9460-402                     | SEWER-MAIN & LIFT STAT REPAIR    | .00           | .00       | 13,200.00  | 13,200.00  | .00   |
| 602-49-9460-404                     | SEWER-MTC & REP EQUIPMENT        | 1.59          | 1.59      | 5,091.00   | 5,089.41   | .03   |
| 602-49-9460-495                     | SEWER-MISCELLANEOUS              | .00           | .00       | 130.00     | 130.00     | .00   |
|                                     | <b>MAINTENANCE</b>               | 121.29        | 121.29    | 19,541.00  | 19,419.71  | .62   |
|                                     | <b>TOTAL SEWER OPERATIONS</b>    | 8,356.14      | 8,356.14  | 129,192.00 | 120,835.86 | 6.47  |
| <b><u>SEWAGE TREATMENT-MWCC</u></b> |                                  |               |           |            |            |       |
| 602-49-9480-314                     | SEWAGE TREATMENT-MWCC CONTRACT   | 60,493.64     | 60,493.64 | 373,777.00 | 313,283.36 | 16.18 |
|                                     | <b>CONTRACTED SERVICES</b>       | 60,493.64     | 60,493.64 | 373,777.00 | 313,283.36 | 16.18 |

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**SEWER FUND**

|                                    |                             | PERIOD ACTUAL |           | BUDGET     | UNEXPENDED | PCNT  |
|------------------------------------|-----------------------------|---------------|-----------|------------|------------|-------|
| <b>TOTAL SEWAGE TREATMENT-MWCC</b> |                             | 60,493.64     | 60,493.64 | 373,777.00 | 313,283.36 | 16.18 |
| <b>SEWER ADMINISTRATION</b>        |                             |               |           |            |            |       |
| 602-49-9490-101                    | SEWER-SALARIES-FT           | 7,977.95      | 7,977.95  | 81,006.00  | 73,028.05  | 9.85  |
| 602-49-9490-102                    | SEWER-SALARIES-OT           | .00           | .00       | 100.00     | 100.00     | .00   |
| 602-49-9490-103                    | SEWER-SALARIES-PT           | .00           | .00       | 2,210.00   | 2,210.00   | .00   |
| 602-49-9490-120                    | SEWER-PAYROLL TAXES         | 1,378.21      | 1,378.21  | 12,526.00  | 11,147.79  | 11.00 |
| 602-49-9490-130                    | SEWER-INSURANCE             | 2,980.62      | 2,980.62  | 11,982.00  | 9,001.38   | 24.88 |
| <b>PERSONNEL</b>                   |                             | 12,336.78     | 12,336.78 | 107,824.00 | 95,487.22  | 11.44 |
| 602-49-9490-201                    | SEWER-OFFICE SUPPLIES       | 6.58          | 6.58      | 367.00     | 360.42     | 1.79  |
| 602-49-9490-218                    | SEWER-UNIFORMS              | .00           | .00       | 158.00     | 158.00     | .00   |
| 602-49-9490-219                    | SEWER-MISC SUPPLIES         | 9.71          | 9.71      | 144.00     | 134.29     | 6.74  |
| <b>SUPPLIES</b>                    |                             | 16.29         | 16.29     | 669.00     | 652.71     | 2.43  |
| 602-49-9490-301                    | SEWER-AUDITING              | .00           | .00       | 4,243.00   | 4,243.00   | .00   |
| 602-49-9490-303                    | SEWER-ENGINEERING           | .00           | .00       | 500.00     | 500.00     | .00   |
| 602-49-9490-304                    | SEWER-LEGAL                 | .00           | .00       | 500.00     | 500.00     | .00   |
| 602-49-9490-307                    | SEWER-CONSULTING            | 3.15          | 3.15      | 1,682.00   | 1,678.85   | .19   |
| 602-49-9490-314                    | SEWER-CONTRACT SERVICES     | 89.97         | 89.97     | 1,568.00   | 1,478.03   | 5.74  |
| 602-49-9490-321                    | SEWER-TELEPHONE             | 188.27        | 188.27    | 909.00     | 720.73     | 20.71 |
| 602-49-9490-322                    | SEWER-POSTAGE               | .00           | .00       | 3,499.00   | 3,499.00   | .00   |
| 602-49-9490-331                    | SEWER-TRAVEL                | 45.90         | 45.90     | 1,250.00   | 1,204.10   | 3.67  |
| 602-49-9490-350                    | SEWER-PRINTING & PUBLISHING | 903.32        | 903.32    | 2,052.00   | 1,148.68   | 44.02 |
| 602-49-9490-360                    | SEWER-INSURANCE             | 1,075.00      | 1,075.00  | 12,904.00  | 11,829.00  | 8.33  |
| 602-49-9490-380                    | SEWER-UTILITIES             | .00           | .00       | 555.00     | 555.00     | .00   |
| <b>CONTRACTED SERVICES</b>         |                             | 2,305.61      | 2,305.61  | 29,662.00  | 27,356.39  | 7.77  |
| 602-49-9490-401                    | SEWER-BUILDING MAINT        | .00           | .00       | 329.00     | 329.00     | .00   |
| 602-49-9490-404                    | SEWER-REP & MTC EQUIPMENT   | .00           | .00       | 134.00     | 134.00     | .00   |
| 602-49-9490-405                    | SEWER-MTC CONTRACTS         | 3,436.09      | 3,436.09  | 10,052.00  | 6,615.91   | 34.18 |
| 602-49-9490-420                    | SEWER-DEPRECIATION          | 22,084.58     | 22,084.58 | 265,015.00 | 242,930.42 | 8.33  |
| 602-49-9490-432                    | SEWER-UNCOLLECABLE ACCOUNTS | .00           | .00       | 500.00     | 500.00     | .00   |
| 602-49-9490-433                    | SEWER-DUES & SUBSCRIPTIONS  | 327.30        | 327.30    | 715.00     | 387.70     | 45.78 |
| 602-49-9490-440                    | SEWER-BANK CHARGES          | .00           | .00       | 6,150.00   | 6,150.00   | .00   |
| <b>MAINTENANCE</b>                 |                             | 25,847.97     | 25,847.97 | 282,895.00 | 257,047.03 | 9.14  |
| 602-49-9490-611                    | SEWER-BOND INTEREST         | 8,550.43      | 8,550.43  | 87,333.00  | 78,782.57  | 9.79  |
| 602-49-9490-620                    | SEWER-BOND SERVICE FEES     | .00           | .00       | 489.00     | 489.00     | .00   |
| <b>OTHER</b>                       |                             | 8,550.43      | 8,550.43  | 87,822.00  | 79,271.57  | 9.74  |

CITY OF CIRCLE PINES  
 EXPENSES COMPARED TO BUDGET BY EXPENSE CODES  
 FOR THE 1 MONTHS ENDING JANUARY 31, 2025

**SEWER FUND**

|                                   | PERIOD ACTUAL |              | BUDGET       | UNEXPENDED | PCNT  |
|-----------------------------------|---------------|--------------|--------------|------------|-------|
| <b>TOTAL SEWER ADMINISTRATION</b> | 49,057.08     | 49,057.08    | 508,872.00   | 459,814.92 | 9.64  |
| <b>TOTAL SEWER FUND</b>           | 117,906.86    | 117,906.86   | 1,013,591.00 | 895,684.14 | 11.63 |
| NET REVENUE OVER EXPENDITURES     | ( 25,250.88)  | ( 25,250.88) | ( 1.00)      | 25,249.88  |       |

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**  
**STORM WATER 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         |
| TOTAL SOURCE 36                               | .00                  | .00               | 3,538.00       | 3,538.00        | .00         |
| <br><u>SALES REVENUE</u>                      |                      |                   |                |                 |             |
| 603-37-7110-000 RESIDENTIAL STORM WATER SALES | 18,706.96            | 18,706.96         | 224,400.00     | 205,693.04      | 8.34        |
| 603-37-7120-000 COMMERCIAL STORM WATER SALES  | 3,487.56             | 3,487.56          | 41,850.00      | 38,362.44       | 8.33        |
| 603-37-7560-000 PENALTIES                     | 81.00                | 81.00             | 1,997.00       | 1,916.00        | 4.06        |
| TOTAL SALES REVENUE                           | 22,275.52            | 22,275.52         | 268,247.00     | 245,971.48      | 8.30        |
| <br><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         |
| <br>TOTAL FUND REVENUE                        | <br>22,275.52        | <br>22,275.52     | <br>309,704.00 | <br>287,428.48  | <br>7.19    |

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**STORM WATER FUND**

|                                    |  | PERIOD ACTUAL    |                  | BUDGET            | UNEXPENDED        | PCNT         |
|------------------------------------|--|------------------|------------------|-------------------|-------------------|--------------|
| <b>STORM WATER OPS &amp; ADMIN</b> |  |                  |                  |                   |                   |              |
| 603-49-9530-101                    | STORM WATER-SALARIES FT                  | 510.09           | 510.09           | 6,363.00          | 5,852.91          | 8.02         |
| 603-49-9530-120                    | STORM WATER-PAYROLL TAXES                | 88.94            | 88.94            | 977.00            | 888.06            | 9.10         |
| 603-49-9530-130                    | STORM WATER-INSURANCE                    | 69.78            | 69.78            | 1,201.00          | 1,131.22          | 5.81         |
|                                    | <b>PERSONNEL</b>                         | <b>668.81</b>    | <b>668.81</b>    | <b>8,541.00</b>   | <b>7,872.19</b>   | <b>7.83</b>  |
| 603-49-9530-218                    | STORM WATER-UNIFORMS                     | .00              | .00              | 42.00             | 42.00             | .00          |
|                                    | <b>SUPPLIES</b>                          | <b>.00</b>       | <b>.00</b>       | <b>42.00</b>      | <b>42.00</b>      | <b>.00</b>   |
| 603-49-9530-301                    | STORM WATER-AUDITING                     | .00              | .00              | 2,357.00          | 2,357.00          | .00          |
| 603-49-9530-303                    | STORM WATER-ENGINEERING                  | .00              | .00              | 10,500.00         | 10,500.00         | .00          |
| 603-49-9530-307                    | STORM WATER-CONSULTING                   | .00              | .00              | 416.00            | 416.00            | .00          |
| 603-49-9530-314                    | STORMWATER-CONTRACT SERVICES             | .00              | .00              | 1,000.00          | 1,000.00          | .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                | 52.53            | 52.53            | 1,254.00          | 1,201.47          | 4.19         |
| 603-49-9530-380                    | STORMWATER-UTILITIES                     | .00              | .00              | 200.00            | 200.00            | .00          |
|                                    | <b>CONTRACTED SERVICES</b>               | <b>52.53</b>     | <b>52.53</b>     | <b>18,365.00</b>  | <b>18,312.47</b>  | <b>.29</b>   |
| 603-49-9530-402                    | STORMWATER-POND REPAIR & MTC             | .00              | .00              | 7,000.00          | 7,000.00          | .00          |
| 603-49-9530-403                    | STORMWATER-CATCH BASIN REPAIR            | .00              | .00              | 10,000.00         | 10,000.00         | .00          |
| 603-49-9530-415                    | STORMWATER-EQUIPMENT RENTAL              | 5,600.00         | 5,600.00         | 5,600.00          | .00               | 100.00       |
| 603-49-9530-420                    | STORMWATER-DEPRECIATION                  | 16,125.00        | 16,125.00        | 193,500.00        | 177,375.00        | 8.33         |
| 603-49-9530-433                    | STORMWATER-DUES & MEMBERSHIPS            | 770.00           | 770.00           | 1,680.00          | 910.00            | 45.83        |
| 603-49-9530-495                    | STORM WATER-MISCELLANEOUS                | .00              | .00              | 500.00            | 500.00            | .00          |
|                                    | <b>MAINTENANCE</b>                       | <b>22,495.00</b> | <b>22,495.00</b> | <b>218,280.00</b> | <b>195,785.00</b> | <b>10.31</b> |
| 603-49-9530-611                    | STORM WATER-BOND INTEREST                | 5,800.00         | 5,800.00         | 58,820.00         | 53,020.00         | 9.86         |
| 603-49-9530-620                    | STORM WATER-BOND SERVICE FEES            | .00              | .00              | 255.00            | 255.00            | .00          |
|                                    | <b>OTHER</b>                             | <b>5,800.00</b>  | <b>5,800.00</b>  | <b>59,075.00</b>  | <b>53,275.00</b>  | <b>9.82</b>  |
|                                    | <b>TOTAL STORM WATER OPS &amp; ADMIN</b> | <b>29,016.34</b> | <b>29,016.34</b> | <b>304,303.00</b> | <b>275,286.66</b> | <b>9.54</b>  |
| <b>IESF</b>                        |  |                  |                  |                   |                   |              |
| 603-49-9531-303                    | STORM WATER-IESF ENGINEERING             | .00              | .00              | 500.00            | 500.00            | .00          |
| 603-49-9531-314                    | STORM WATER-IESF CONTRACT SERV           | .00              | .00              | 500.00            | 500.00            | .00          |
| 603-49-9531-380                    | STORM WATER-IESF UTILITIES               | .00              | .00              | 1,350.00          | 1,350.00          | .00          |
|                                    | <b>CONTRACTED SERVICES</b>               | <b>.00</b>       | <b>.00</b>       | <b>2,350.00</b>   | <b>2,350.00</b>   | <b>.00</b>   |



CITY OF CIRCLE PINES  
EXPENSES COMPARED TO BUDGET BY EXPENSE CODES  
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

**STORM WATER FUND**

|                 |                               | PERIOD ACTUAL |             | BUDGET     | UNEXPENDED | PCNT  |
|-----------------|-------------------------------|---------------|-------------|------------|------------|-------|
| 603-49-9531-402 | STORM WATER-IESF REPAIR & MTC | .00           | .00         | 1,000.00   | 1,000.00   | .00   |
|                 | <b>MAINTENANCE</b>            | .00           | .00         | 1,000.00   | 1,000.00   | .00   |
|                 | <b>TOTAL IESF</b>             | .00           | .00         | 3,350.00   | 3,350.00   | .00   |
| <hr/>           |                               |               |             |            |            |       |
| 603-49-9540-350 | STORM WATER-PRINT & PUBLISH   | 499.51        | 499.51      | .00        | ( 499.51)  | .00   |
|                 | <b>CONTRACTED SERVICES</b>    | 499.51        | 499.51      | .00        | ( 499.51)  | .00   |
| 603-49-9540-440 | STORMWATER-BANK CHARGES       | .00           | .00         | 2,050.00   | 2,050.00   | .00   |
|                 | <b>MAINTENANCE</b>            | .00           | .00         | 2,050.00   | 2,050.00   | .00   |
|                 |                               | 499.51        | 499.51      | 2,050.00   | 1,550.49   | 24.37 |
|                 | <b>TOTAL STORM WATER FUND</b> | 29,515.85     | 29,515.85   | 309,703.00 | 280,187.15 | 9.53  |
|                 | NET REVENUE OVER EXPENDITURES | ( 7,240.33)   | ( 7,240.33) | 1.00       | 7,241.33   |       |

**CITY OF CIRCLE PINES**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 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    |
| TOTAL MISCELLANEOUS                        | .00           | .00        | 976.00       | 976.00       | .00    |
| <u>SALES REVENUE</u>                       |               |            |              |              |        |
| 609-37-7510-000 RESIDENTIAL GAS SALES-CP   | 283,662.58    | 283,662.58 | 1,474,340.00 | 1,190,677.42 | 19.24  |
| 609-37-7515-000 RESIDENTIAL GAS SALES-LL   | 150,850.09    | 150,850.09 | 797,720.00   | 646,869.91   | 18.91  |
| 609-37-7517-000 RESIDENTIAL GAS SALES-BL   | 19,531.69     | 19,531.69  | 110,575.00   | 91,043.31    | 17.66  |
| 609-37-7530-000 COMMERCIAL GAS SALES-CP    | 46,468.81     | 46,468.81  | 240,520.00   | 194,051.19   | 19.32  |
| 609-37-7535-000 COMMERCIAL GAS SALES-LL    | 144,765.52    | 144,765.52 | 707,790.00   | 563,024.48   | 20.45  |
| 609-37-7537-000 COMMERCIAL GAS SALES-BL    | 18,866.53     | 18,866.53  | 60,650.00    | 41,783.47    | 31.11  |
| 609-37-7545-000 INTERRUPTIBLE GAS SALES-LL | 43,775.31     | 43,775.31  | 336,940.00   | 293,164.69   | 12.99  |
| 609-37-7560-000 PENALTIES-CP               | 1,081.75      | 1,081.75   | 8,574.00     | 7,492.25     | 12.62  |
| 609-37-7565-000 PENALTIES-LL               | 874.88        | 874.88     | 9,212.00     | 8,337.12     | 9.50   |
| 609-37-7567-000 PENALTIES-BL               | 101.71        | 101.71     | 86.00        | ( 15.71)     | 118.27 |
| 609-37-7570-000 MISC GAS SALES             | 144.00        | 144.00     | 5,500.00     | 5,356.00     | 2.62   |
| 609-37-7580-000 FRANCHISE FEES-CP          | 9,904.08      | 9,904.08   | 51,446.00    | 41,541.92    | 19.25  |
| 609-37-7585-000 FRANCHISE FEES-LL          | 12,700.24     | 12,700.24  | 66,959.00    | 54,258.76    | 18.97  |
| TOTAL SALES REVENUE                        | 732,727.19    | 732,727.19 | 3,870,312.00 | 3,137,584.81 | 18.93  |
| TOTAL FUND REVENUE                         | 732,727.19    | 732,727.19 | 3,871,288.00 | 3,138,560.81 | 18.93  |

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**GAS UTILITY FUND**

|                                    |                             | PERIOD ACTUAL |            | BUDGET       | UNEXPENDED   | PCNT  |
|------------------------------------|-----------------------------|---------------|------------|--------------|--------------|-------|
| <b><u>GAS SOURCE OF SUPPLY</u></b> |                             |               |            |              |              |       |
| 609-49-9600-000                    | GAS-SOURCE OF SUPPLY        | 353,218.72    | 353,218.72 | 1,852,300.00 | 1,499,081.28 | 19.07 |
| 609-49-9600-050                    | FRANCHISE FEE               | 22,604.32     | 22,604.32  | 118,405.00   | 95,800.68    | 19.09 |
| <b>OTHER</b>                       |                             | 375,823.04    | 375,823.04 | 1,970,705.00 | 1,594,881.96 | 19.07 |
| <b>TOTAL GAS SOURCE OF SUPPLY</b>  |                             | 375,823.04    | 375,823.04 | 1,970,705.00 | 1,594,881.96 | 19.07 |
| <b><u>GAS OPERATIONS</u></b>       |                             |               |            |              |              |       |
| 609-49-9610-101                    | GAS-SALARIES FT             | 32,636.60     | 32,636.60  | 420,741.00   | 388,104.40   | 7.76  |
| 609-49-9610-102                    | GAS-SALARIES OT             | 2,034.92      | 2,034.92   | 21,070.00    | 19,035.08    | 9.66  |
| 609-49-9610-103                    | GAS-SALARIES PT             | .00           | .00        | 10,296.00    | 10,296.00    | .00   |
| 609-49-9610-120                    | GAS-PAYROLL TAXES           | 5,989.54      | 5,989.54   | 68,524.00    | 62,534.46    | 8.74  |
| 609-49-9610-130                    | GAS-INSURANCE               | 4,494.70      | 4,494.70   | 77,087.00    | 72,592.30    | 5.83  |
| <b>PERSONNEL</b>                   |                             | 45,155.76     | 45,155.76  | 597,718.00   | 552,562.24   | 7.55  |
| 609-49-9610-212                    | GAS-MOTOR FUEL LUBS         | .00           | .00        | 11,935.00    | 11,935.00    | .00   |
| 609-49-9610-214                    | GAS-TOOLS                   | 35.75         | 35.75      | 8,982.00     | 8,946.25     | .40   |
| 609-49-9610-215                    | GAS-SUPPLIES SHOP           | 757.32        | 757.32     | 4,220.00     | 3,462.68     | 17.95 |
| 609-49-9610-218                    | GAS-UNIFORMS                | .00           | .00        | 2,730.00     | 2,730.00     | .00   |
| 609-49-9610-219                    | GAS-SUPPLIES MISC           | .00           | .00        | 2,500.00     | 2,500.00     | .00   |
| <b>SUPPLIES</b>                    |                             | 793.07        | 793.07     | 30,367.00    | 29,573.93    | 2.61  |
| 609-49-9610-306                    | GAS-MEDICAL TESTING & PHYS  | .00           | .00        | 1,414.00     | 1,414.00     | .00   |
| 609-49-9610-307                    | GAS-CONSULTING              | .00           | .00        | 18,580.00    | 18,580.00    | .00   |
| 609-49-9610-314                    | GAS-CONTRACT SERVICES       | 182.72        | 182.72     | 1,886.00     | 1,703.28     | 9.69  |
| 609-49-9610-321                    | GAS-TELEPHONE               | 258.69        | 258.69     | 3,179.00     | 2,920.31     | 8.14  |
| 609-49-9610-331                    | GAS-TRAVEL                  | 900.00        | 900.00     | 5,025.00     | 4,125.00     | 17.91 |
| 609-49-9610-380                    | GAS-UTILITIES               | .00           | .00        | 16,331.00    | 16,331.00    | .00   |
| <b>CONTRACTED SERVICES</b>         |                             | 1,341.41      | 1,341.41   | 46,415.00    | 45,073.59    | 2.89  |
| 609-49-9610-401                    | GAS-BUILDING MAINTENANCE    | 471.48        | 471.48     | 4,080.00     | 3,608.52     | 11.56 |
| 609-49-9610-402                    | GAS-GAS MAIN REPAIR         | .00           | .00        | 8,000.00     | 8,000.00     | .00   |
| 609-49-9610-403                    | GAS-REPAIR CUST SERVICES    | .00           | .00        | 6,000.00     | 6,000.00     | .00   |
| 609-49-9610-404                    | GAS-REPAIR MTC EQUIPMENT    | 5.05          | 5.05       | 10,932.00    | 10,926.95    | .05   |
| 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  | 1,586.28      | 1,586.28   | 18,300.00    | 16,713.72    | 8.67  |
| 609-49-9610-433                    | GAS-DUES SUBSCRIPTIONS      | .00           | .00        | 300.00       | 300.00       | .00   |
| 609-49-9610-495                    | GAS-MISCELLANEOUS           | .00           | .00        | 2,240.00     | 2,240.00     | .00   |
| <b>MAINTENANCE</b>                 |                             | 2,062.81      | 2,062.81   | 52,852.00    | 50,789.19    | 3.90  |

**CITY OF CIRCLE PINES**  
**EXPENSES COMPARED TO BUDGET BY EXPENSE CODES**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2025**

**GAS UTILITY FUND**

|                             |                            | PERIOD ACTUAL |           | BUDGET     | UNEXPENDED | PCNT  |
|-----------------------------|----------------------------|---------------|-----------|------------|------------|-------|
| <b>TOTAL GAS OPERATIONS</b> |                            | 49,353.05     | 49,353.05 | 727,352.00 | 677,998.95 | 6.79  |
| <b>GAS ADMINISTRATION</b>   |                            |               |           |            |            |       |
| 609-49-9620-101             | GAS-SALARIES FT            | 34,078.00     | 34,078.00 | 354,381.00 | 320,303.00 | 9.62  |
| 609-49-9620-102             | GAS-SALARIES OT            | .00           | .00       | 765.00     | 765.00     | .00   |
| 609-49-9620-103             | GAS-SALARIES PT            | .00           | .00       | 8,450.00   | 8,450.00   | .00   |
| 609-49-9620-120             | GAS-PAYROLL TAXES          | 6,053.36      | 6,053.36  | 54,777.00  | 48,723.64  | 11.05 |
| 609-49-9620-130             | GAS-INSURANCE              | 13,074.85     | 13,074.85 | 52,202.00  | 39,127.15  | 25.05 |
| <b>PERSONNEL</b>            |                            | 53,206.21     | 53,206.21 | 470,575.00 | 417,368.79 | 11.31 |
| 609-49-9620-201             | GAS-OFFICE SUPPLIES        | 19.75         | 19.75     | 1,208.00   | 1,188.25   | 1.63  |
| 609-49-9620-218             | GAS-UNIFORMS               | .00           | .00       | 542.00     | 542.00     | .00   |
| 609-49-9620-219             | GAS-MISC SUPPLIES          | 36.15         | 36.15     | 496.00     | 459.85     | 7.29  |
| <b>SUPPLIES</b>             |                            | 55.90         | 55.90     | 2,246.00   | 2,190.10   | 2.49  |
| 609-49-9620-301             | GAS-AUDITING               | .00           | .00       | 12,258.00  | 12,258.00  | .00   |
| 609-49-9620-303             | GAS-ENGINEERING            | .00           | .00       | 250.00     | 250.00     | .00   |
| 609-49-9620-304             | GAS-LEGAL                  | .00           | .00       | 4,100.00   | 4,100.00   | .00   |
| 609-49-9620-307             | GAS-CONSULTING             | 10.83         | 10.83     | 27,776.00  | 27,765.17  | .04   |
| 609-49-9620-314             | GAS-CONTRACT SERVICE       | 335.09        | 335.09    | 5,401.00   | 5,065.91   | 6.20  |
| 609-49-9620-321             | GAS-TELEPHONE              | 650.20        | 650.20    | 3,157.00   | 2,506.80   | 20.60 |
| 609-49-9620-322             | GAS-POSTAGE                | 6,106.70      | 6,106.70  | 10,109.00  | 4,002.30   | 60.41 |
| 609-49-9620-331             | GAS-TRAVEL                 | 252.10        | 252.10    | 5,389.00   | 5,136.90   | 4.68  |
| 609-49-9620-350             | GAS-PUBLISH PRINT          | 2,821.63      | 2,821.63  | 11,453.00  | 8,631.37   | 24.64 |
| 609-49-9620-360             | GAS-INSURANCE              | 3,584.00      | 3,584.00  | 43,012.00  | 39,428.00  | 8.33  |
| 609-49-9620-380             | GAS-UTILITIES              | 20.25         | 20.25     | 4,665.00   | 4,644.75   | .43   |
| <b>CONTRACTED SERVICES</b>  |                            | 13,780.80     | 13,780.80 | 127,570.00 | 113,789.20 | 10.80 |
| 609-49-9620-401             | GAS-BUILDING MAINT         | .00           | .00       | 2,632.00   | 2,632.00   | .00   |
| 609-49-9620-404             | GAS-REPAIR MTC EQUIPMENT   | .00           | .00       | 788.00     | 788.00     | .00   |
| 609-49-9620-405             | GAS-MAINTENANCE CONTRACTS  | 10,496.03     | 10,496.03 | 39,606.00  | 29,109.97  | 26.50 |
| 609-49-9620-420             | GAS-DEPRECIATION           | 26,545.25     | 26,545.25 | 318,543.00 | 291,997.75 | 8.33  |
| 609-49-9620-432             | GAS-UNCOLLECTABLE ACCOUNTS | 380.37        | 380.37    | 3,950.00   | 3,569.63   | 9.63  |
| 609-49-9620-433             | GAS-DUES SUBSCRIPTION      | 5,786.49      | 5,786.49  | 7,219.00   | 1,432.51   | 80.16 |
| 609-49-9620-435             | GAS-BOOK PAMPHLETS         | .00           | .00       | 400.00     | 400.00     | .00   |
| 609-49-9620-440             | GAS-BANK CHARGES           | .00           | .00       | 27,880.00  | 27,880.00  | .00   |
| 609-49-9620-495             | GAS-MISCELLANEOUS          | 600.00        | 600.00    | 16,200.00  | 15,600.00  | 3.70  |
| <b>MAINTENANCE</b>          |                            | 43,808.14     | 43,808.14 | 417,218.00 | 373,409.86 | 10.50 |

CITY OF CIRCLE PINES  
 EXPENSES COMPARED TO BUDGET BY EXPENSE CODES  
 FOR THE 1 MONTHS ENDING JANUARY 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   |
| <b>OTHER</b>                             | .00           | .00        | 155,623.00   | 155,623.00    | .00   |
| <b>TOTAL GAS ADMINISTRATION</b>          | 110,851.05    | 110,851.05 | 1,173,232.00 | 1,062,380.95  | 9.45  |
| <b>TOTAL GAS UTILITY FUND</b>            | 536,027.14    | 536,027.14 | 3,871,289.00 | 3,335,261.86  | 13.85 |
| NET REVENUE OVER EXPENDITURES            | 196,700.05    | 196,700.05 | ( 1.00)      | ( 196,701.05) |       |



200 Civic Heights Circle  
Circle Pines, MN 55014

Phone: (763) 784-6751 Fax: (763) 785-2859

Agenda Item 5.b.

# Memo

To: Utilities Commission  
From: Patrick Antonen  
Date: February 19, 2025  
Re: 2025 Stormwater Pond Payment Request #1

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Enclosed in the packet is the payment request #1 for the stormwater pond maintenance project. This project revolved around maintenance of the ponds near Tamarack Trail and North Village Parkway. There was a small change order to replace a pipe that we didn't know originally needed to be replaced. The payment request is for \$101,958.84 which equates to 96.4% of the project and the change order is for \$2,765.00. The contractor has some punch list items to clean up over the next few weeks so there will be a final pay request for this project. Overall the project went very well and the engineers are happy with the work. This project is still currently under our estimated budget of \$150,000.

Staff recommends approving this pay request and change order.

Enclosures: (2) Pay Request #1 and Change Order #1

|   |                          |                           |
|---|--------------------------|---------------------------|
| <b>WSB Project No. 027020-000</b>                                   | <b>Owner Project No.</b> | <b>Change Order No. 1</b> |
| Project Title/Description: 2024 Pond Maintenance Project            |                          |                           |
| Owner: City of Circle Pines   |                          |                           |
| Owner Address: 200 Civic Heights Circle Circle Pines, MN 55014-1788 |                          |                           |
| Contractor: Valdes Lawn Care and Snow Removal, LLC.                 |                          |                           |
| Contractor Address: 9591 60th Street North Lake Elmo, MN 55042      |                          |                           |
| <b>Total Change Order Amount: \$2,765.00</b>                        |                          |                           |

**Reason:** The Engineer has determined the Contract needs to be revised.

**Issue:** Adding line items.

**Resolution:**  
The Contractor will add the additional items.

**Entitlement:** NA

**Contract Time:** is not changed

**Estimate Of Cost:** *(Include any increases or decreases in contract items, any negotiated or force account items.)*

| Group/Funding Category              | Item No. | Description       | Unit | Unit Price | + or - Quantity | + or - Amount \$  |
|-------------------------------------|----------|-------------------|------|------------|-----------------|-------------------|
| Local                               | 2104.502 | REMOVE PIPE APRON | EACH | \$275.00   | 1               | \$275.00          |
| Local                               | 2501.502 | 21" RC PIPE APRON | EACH | \$2,490.00 | 1               | \$2,490.00        |
| <b>Net Change This Change Order</b> |          |                   |      |            |                 | <b>\$2,765.00</b> |

Approved By Project Engineer:  \_\_\_\_\_ Date: February 19, 2025

Approved By Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By Owner: \_\_\_\_\_ Date: \_\_\_\_\_



|  |   |
|--|---|
| <b>Client:</b> City of Circle Pines<br>200 Civic Heights Circle<br>Circle Pines, MN 55014-1788 | <b>Contractor:</b> Valdes Lawn Care and Snow Removal, LLC.<br>9591 60th Street North<br>Lake Elmo, MN 55042 |
|--|---|

|                                    |
|------------------------------------|
| <b>WSB Project No.:</b> 027020-000 |
| <b>Client Project No.:</b>         |
| <b>State Project No.:</b>          |
| <b>Federal Project No.:</b>        |

| Contract Amount   |              | Funds Encumbered |              |
|-------------------|--------------|------------------|--------------|
| Original Contract | \$108,797.57 | Original         | \$108,797.57 |
| Contract Changes  | \$2,765.00   | Additional       | N/A          |
| Revised Contract  | \$111,562.57 | Total            | \$108,797.57 |

| Work Certified To Date |              |
|------------------------|--------------|
| Base Bid Items         | \$104,560.10 |
| Contract Changes       | \$2,765.00   |
| Material On Hand       | \$0.00       |
| Total                  | \$107,325.10 |

| Work Certified This Voucher | Work Certified To Date | Less Amount Retained | Less Previous Payments  | Amount Paid This Voucher | Total Amount Paid To Date |
|-----------------------------|------------------------|----------------------|-------------------------|--------------------------|---------------------------|
| \$107,325.10                | \$107,325.10           | \$5,366.26           | \$0.00                  | \$101,958.84             | \$101,958.84              |
| Percent Retained: 5%        |                        |                      | Percent Complete: 96.2% |                          |                           |

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By Valdes Lawn Care and Snow Removal, LLC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved By City of Circle Pines

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved By WSB

\_\_\_\_\_  
Signature

February 19, 2025

\_\_\_\_\_  
Date





| Payment Summary |                 |                            |                             |                         |
|-----------------|-----------------|----------------------------|-----------------------------|-------------------------|
| No.             | Up Through Date | Work Certified Per Voucher | Amount Retained Per Voucher | Amount Paid Per Voucher |
| 1               | 02/19/25        | \$107,325.10               | \$5,366.26                  | \$101,958.84            |

| Funding Category Name | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Voucher | Total Amount Paid To Date |
|-----------------------|------------------------|----------------------|------------------------|--------------------------|---------------------------|
| Local                 | \$107,325.10           | \$5,366.26           | \$0.00                 | \$101,958.84             | \$101,958.84              |

| Accounting Number | Funding Source | Amount Paid This Voucher | Revised Contract Amount | Funds Encumbered To Date | Paid Contractor To Date |
|-------------------|----------------|--------------------------|-------------------------|--------------------------|-------------------------|
| 1                 | Local          | \$101,958.84             | \$111,562.57            | \$108,797.57             | \$101,958.84            |

| Contract Item Status |          |   |      |             |                   |                       |                     |                  |                |
|----------------------|----------|---|------|-------------|-------------------|-----------------------|---------------------|------------------|----------------|
| Line No.             | Item     | Description   | Unit | Unit Price  | Contract Quantity | Quantity This Voucher | Amount This Voucher | Quantity To Date | Amount To Date |
| 1                    | 2021.501 | MOBILIZATION  | LS   | \$1,450.00  | 1                 | 1                     | \$1,450.00          | 1                | \$1,450.00     |
| 2                    | 2051.501 | MAINTENANCE AND RESTORATION OF HAUL ROADS (SPECIAL 1) | LS   | \$1,854.14  | 1                 | 0.8                   | \$1,483.31          | 0.8              | \$1,483.31     |
| 3                    | 2051.501 | MAINTENANCE AND RESTORATION OF HAUL ROADS (SPECIAL 2) | LS   | \$4,017.31  | 1                 | 0.8                   | \$3,213.85          | 0.8              | \$3,213.85     |
| 4                    | 2101.505 | CLEARING  | ACRE | \$5,500.00  | 0.35              | 0.35                  | \$1,925.00          | 0.35             | \$1,925.00     |
| 5                    | 2101.505 | GRUBBING  | ACRE | \$4,500.00  | 0.35              | 0.35                  | \$1,575.00          | 0.35             | \$1,575.00     |
| 6                    | 2104.502 | REMOVE SAFETY GRATE                                   | EACH | \$1,405.00  | 1                 | 1                     | \$1,405.00          | 1                | \$1,405.00     |
| 7                    | 2104.503 | REMOVE SEWER PIPE (STORM)                             | L F  | \$95.00     | 16                | 16                    | \$1,520.00          | 16               | \$1,520.00     |
| 8                    | 2106.601 | DEWATERING  | LS   | \$12,450.00 | 1                 | 1                     | \$12,450.00         | 1                | \$12,450.00    |
| 9                    | 2106.607 | EXCAVATION - CHANNEL AND POND (LV)                    | C Y  | \$13.00     | 1000              | 1127                  | \$14,651.00         | 1127             | \$14,651.00    |
| 10                   | 2106.607 | EXCAVATION - CHANNEL AND POND (LV) (SPECIAL 1)        | C Y  | \$13.00     | 1000              | 966                   | \$12,558.00         | 966              | \$12,558.00    |
| 11                   | 2106.609 | EXCAVATION - CHANNEL AND POND (LV) (SPECIAL 2)        | TON  | \$62.00     | 30                | 42                    | \$2,604.00          | 42               | \$2,604.00     |
| 12                   | 2108.504 | GEOTEXTILE FABRIC TYPE 5                              | S Y  | \$8.25      | 97                | 97                    | \$800.25            | 97               | \$800.25       |
| 13                   | 2211.507 | AGGREGATE BASE (CV) CLASS 5 MODIFIED                  | C Y  | \$65.00     | 115               | 68                    | \$4,420.00          | 68               | \$4,420.00     |
| 14                   | 2501.502 | 15" RC PIPE APRON                                     | EACH | \$1,950.00  | 2                 | 2                     | \$3,900.00          | 2                | \$3,900.00     |
| 15                   | 2501.602 | CLEAN INLET STRUCTURE                                 | EACH | \$975.00    | 6                 | 3                     | \$2,925.00          | 3                | \$2,925.00     |
| 16                   | 2503.503 | 15" RC PIPE SEWER DES 3006 CL V                       | L F  | \$145.00    | 16                | 8                     | \$1,160.00          | 8                | \$1,160.00     |
| 17                   | 2511.507 | RANDOM RIPRAP CLASS III (FIELDSTONE)                  | CY   | \$122.00    | 23                | 28                    | \$3,416.00          | 28               | \$3,416.00     |
| 18                   | 2511.507 | GRANULAR FILTER                                       | C Y  | \$95.00     | 8                 | 19.5                  | \$1,852.50          | 19.5             | \$1,852.50     |

| Contract Item Status |          |                                       |      |             |                   |                       |                     |                     |                |
|----------------------|----------|---------------------------------------|------|-------------|-------------------|-----------------------|---------------------|---------------------|----------------|
| Line No.             | Item     | Description                           | Unit | Unit Price  | Contract Quantity | Quantity This Voucher | Amount This Voucher | Quantity To Date    | Amount To Date |
| 19                   | 2573.502 | STORM DRAIN INLET PROTECTION          | EACH | \$100.00    | 1                 | 0                     | \$0.00              | 0                   | \$0.00         |
| 20                   | 2573.503 | SEDIMENT CONTROL LOG TYPE WOOD FIBER  | L F  | \$3.25      | 750               | 380                   | \$1,235.00          | 380                 | \$1,235.00     |
| 21                   | 2573.602 | TEMPORARY ROCK CONSTRUCTION ENTRANCE  | EACH | \$11,932.50 | 2                 | 2                     | \$23,865.00         | 2                   | \$23,865.00    |
| 22                   | 2575.504 | ROLLED EROSION PREVENTION CATEGORY 20 | S Y  | \$2.15      | 1600              | 2250                  | \$4,837.50          | 2250                | \$4,837.50     |
| 23                   | 2575.505 | SEEDING                               | ACRE | \$425.00    | 0.45              | 0.62                  | \$263.50            | 0.62                | \$263.50       |
| 24                   | 2575.502 | SEED MIXTURE OATS                     | LB   | \$0.92      | 44                | 50                    | \$46.00             | 50                  | \$46.00        |
| 25                   | 2575.502 | SEED MIXTURE RESIDENTIAL TURFGRASS    | LB   | \$3.33      | 9                 | 11                    | \$36.63             | 11                  | \$36.63        |
| 26                   | 2575.502 | SEED MIXTURE WET DITCH                | LB   | \$80.63     | 9                 | 12                    | \$967.56            | 12                  | \$967.56       |
| <b>Bid Totals:</b>   |          |                                       |      |             |                   |                       | <b>\$104,560.10</b> | <b>\$104,560.10</b> |                |

| Project Category Totals |                     |                |
|-------------------------|---------------------|----------------|
| Category                | Amount This Voucher | Amount To Date |
| BASE                    | \$104,560.10        | \$104,560.10   |

| Contract Change Item Status    |        |          |          |                   |       |            |                   |                       |                     |                   |                |
|--------------------------------|--------|----------|----------|-------------------|-------|------------|-------------------|-----------------------|---------------------|-------------------|----------------|
| CC                             | CC No. | Line No. | Item     | Description       | Units | Unit Price | Contract Quantity | Quantity This Voucher | Amount This Voucher | Quantity To Date  | Amount To Date |
| CO                             | 1      | 27       | 2104.502 | REMOVE PIPE APRON | EACH  | \$275.00   | 1                 | 1                     | \$275.00            | 1                 | \$275.00       |
| CO                             | 1      | 28       | 2501.502 | 21" RC PIPE APRON | EACH  | \$2,490.00 | 1                 | 1                     | \$2,490.00          | 1                 | \$2,490.00     |
| <b>Contract Change Totals:</b> |        |          |          |                   |       |            |                   |                       | <b>\$2,765.00</b>   | <b>\$2,765.00</b> |                |

| Contract Change Totals |                 |                    |                     |                |
|------------------------|-----------------|--------------------|---------------------|----------------|
| No.                    | Contract Change | Description        | Amount This Voucher | Amount To Date |
| 1                      | CO              | Adding line items. | \$2,765.00          | \$2,765.00     |

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

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