



Nowthen City Council
April 9, 2024
7:00pm – Regular Council Meeting

Regular Council Meeting

1. Call to Order

- Pledge of Allegiance
- Roll Call
- Approve Agenda

2. Public Forum

The public forum is intended to afford the public an opportunity to address concerns to the City Council. The public forum will be no longer than 30 minutes in length and each presenter will have no more than three (3) minutes to speak. Topics of discussion are restricted to City governmental topics rather than private or political agendas. Topics may be addressed at the public forum that are on the agenda. However, topics that are the subject of a public hearing are best addressed at the public hearing, not at public forum. Therefore, topics may not be addressed at public forum if: (i) the topic has been the subject of a public hearing before the City Council or any City Advisory Committee and/or Commission and the Council has not acted on the topic; or (ii) if the topic is the subject of a public hearing for which notice has been published in the City's official newspaper, or a continued public hearing or public information hearing before the City Council or any City Advisory Committee and/or Commission. The City Council may discuss but will not take formal action on public forum presentations. Matters that are the subject of pending litigation are not appropriate for the forum.

3. Consent Agenda

Those items on the Council Agenda which are considered routine or non-controversial are included as part of the consent agenda. Unless the Mayor or a council member specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed on the council agenda under Items Removed Consent Agenda Items.

- a. Approval of City Council Meeting Minutes March 12, 2024, and Work Session March 18, 2024.
- b. Approval of Claims March 10th, 2024 – April 5th, 2024.
- c. Accept the Resignation of Fire Fighter Haily Artman.
- d. Accept the official notice of Retirement for Fire Captain Mike Suchy.
- e. Educational Opportunities for City Administrator and City Council Members.

4. Engineering

- a. Rogers Lake Road Project (Waco St, Waco Dr, 182nd Ave & Ventre Ln)
 - RCA/Resolution 2024-XX to approve Plans and Specifications and Ordering Advertisement for Bids.
 - RCA/Resolution 2024-XX to Declare Costs to be Assessed, Prepare for Assessment Hearing and Notice of Hearing.

5. Fire Department
 - a. Monthly Report
6. Sheriff's Department
 - a. Monthly Report
7. Planning and Zoning
 - a. Ordinance Amendment – Home occupations related to C1 zoning district.
 - b. IUP for Sota Solar
8. Administrator Update
 - a. Status of open Fire Chief position.
 - b. ACTION ITEM FROM 2/13/24 - Administrator Lehner to coordinate a time for Public Works to meet with Brady Kreger about grading. **HAS BEEN COMPLETED 03/20/2024**
 - c. Team building event.
9. City Council
 - a) **OLD BUSINESS and ACTION ITEMS**
 1. Attorney Glaser Process for Uncompliant Properties – Attorney Ruppe has contacted him. **Still no response.**
 2. ATV Ordinance Update.
 3. ACTION ITEM FROM 2/13/24 – Council Member Breyen to get schematic drawing after sprinklers installed at Memorial Park.
 - b) **NEW BUSINESS**
 1. Discuss changing the Agent of Record for Liability Insurance and Workman's Compensation.
 2. Compost Class.
 3. Anoka County Fire Protection Council.
 4. Listing of events for Nowthen Historical Power Association.
 - c) **ITEMS MOVED FROM CONSENT AGENDA (IF NEEDED)**
10. Adjourn

Nowthen City Council

March 12, 2024

7:00 p.m. Regular Council Meeting Minutes

1. CALL TO ORDER

Mayor Pilon called the work session to order at 7:01 p.m.

Council Member Rainville is attending via Zoom from 5601 Highway A1A, #200, Indian River Shores, FL 32963. Anyone wishing to participate from this location should call 612-964-5228 for assistance.

Roll Call by Administrator Lehner.

Present: Mayor Pilon, Council Members Rainville, Breyen, Alders.

Council Member Fladebo was excused.

Also Present: Chief Deputy Jacobson, Deputy Clerk Johnson, Project Manager Hirschboeck and Administrator Lehner.

2. AGENDA

Mayor Pilon pulled 3C - Approval of Resolution 2024-XX Approving a Contract with Nowthen Knights Lawn Service Contact for the baseball fields.

Add: 2023 Budge Resolution under old business #5.

MOTION BY COUNCIL MEMBER BREYEN, SECOND BY MAYOR PILON TO APPROVE THE AGENDA AS AMENDED. 4 AYES VIA ROLL CALL.

3. PUBLIC FORUM

Resident Jeff Lawrence asked the council to speak about the most recent legislation that will affect Nowthen if it passes. Mayor Pilon addressed Mr. Lawrence with the information regarding the bills being pushed through legislation. They will remove or limit the local control regarding zoning, lot size, density, architectural structure. The City Council and the residents will have no say/no voice. The city has fought this for five (5) years running, For the past six (6) years Nowthen has been exempt from the Met-Council and a portion of Oak Grove. That the Legislation is trying to repeal. It currently has bi-partisan support with the thought this will create "Affordable Housing" but does not take into consideration the infrastructure issues, plows, public safety, or public utilities. Nowthen has well and septic – the Met Council has made exceptions for communities like ours. All these issues have been brought to the Met Council, but falling on deaf ears. The League of MN Cities is working on behalf of smaller cities. What can residents do to help? They can have residents, family and friends contact our State Senators and Legislators.

4. CONSENT AGENDA

MOTION BY COUNCIL MEMBER BREYEN, SECOND BY MAYOR PILOIN TO APPROVE THE CONSENT AGENDA AS AMENDED. 4 AYES VIA ROLL CALL.

5. **ENGINEERING**

None

6. **FIRE DEPARTMENT**

None. The fire department is having issues with the new reporting system.

7. **SHERIFF' REPORT**

Presented by Chief Deputy Jacobson.

Calls for Service

Sheriff's deputies responded to 125 calls for service.

February 2024 calls for service included:

- 6 to Bar None
- 2 Alarms
- 14 Medicals
- 8 Animal Complaints

Bar None

On 02/09/2024 at 9:42 PM, ACSO responded to the campus on a report of a juvenile female that fled twice. She was located both times and ultimately agreed to stay on campus.

On 02/15/2024 at 1:59 PM, ACSO responded to the campus on an assault report. The investigating deputy learned that the suspect, a juvenile male, had assaulted a staff member after the staff member attempted to correct his poor behavior. The staff member suffered minor injuries. Charges were recommended against the male for 5th degree assault.

On 02/19/2024 at 1:49 PM, ACSO responded to the campus on a report of a juvenile male who had damaged a vehicle in the parking lot. A deputy arrived and found two vehicles in the parking lot with damaged windshields. The suspect was reportedly upset with staff prior to damaging the vehicles. Charges were recommended for damage to property.

On 02/21/2024 at 6:02 PM, ACSO responded to the campus after a juvenile male fled on foot after assaulting staff. He was located and transported back to the campus. No charges were recommended at the request of the staff members.

On 02/29/2024 at 4:33 PM, ACSO responded to the campus to assist with the non-criminal behavior of a juvenile male.

Noteworthy Incidents

On 02/03/2024 at 11:25 AM, ACSO responded to assist the St. Francis Police Department after SFPD pursued a vehicle into Nowthen. The vehicle was disabled by a pursuit intervention maneuver by SFPD. ACSO assisted with taking the driver into custody at the termination point of the pursuit near 199th Ave NW and Iguana St. NW. The driver had multiple warrants and controlled substances were found in the vehicle. A passenger was also arrested for a controlled substance crime.

On 02/16/2024 at 11:07 AM, ACSO responded to the area of Old Viking Blvd. NW and West Ford Brook Dr. NW on a report of a male dancing in the street and blocking a driveway. The deputy arrived in the area and located the male, who appeared to be under the influence of a controlled substance. The deputy determined the male had a warrant for his arrest for 5th degree felony drugs out of Anoka County. The male was arrested, medically cleared, and then booked at the Anoka County Jail.

On 02/18/2024 at 11:12 AM, ACSO responded to the 19700 block of Nowthen Blvd. NW on a report of a suspicious vehicle. The vehicle was reported to be occupied. A deputy arrived and ran the license plate on the vehicle and learned the owner of the vehicle, an adult male, had an outstanding warrant for his arrest. The warrant was for malicious punishment of a child out of Hennepin County. The driver of the vehicle was determined to be the owner. He was arrested on his warrant and booked at the Anoka County Jail.

Discussion regarding the status of the Sheriff's Department recruiting. The Sheriff's Department is fully staffed with licensed staff – yet having trouble filling the non-licensed positions with jail staff.

8. PLANNING AND ZONING

New City Planner Cindy Nash of Collaborative Planning was introduced and welcomed to the city of Nowthen. This is her first official meeting with the City of Nowthen and she is glad to be here.

Planner Nash prepared the Monthly Report and it was presented by Mayor Pilon.

Development Applications in Review

- IUP for 8150 Viking (Sota Solar) – Application review 2-22-24 at the Planning & Zoning meeting and continued to the March Meeting.
- MacKenzie Hills – Final Plat was submitted and in review. This will be on the March Planning & Zoning agenda.
- Peterson Acres – A preliminary plat application was submitted and in review. A public hearing will be held at the March P&Z meeting.

Other Items

- Nowthen Acres – Preliminary discussions about this proposed subdivision. An application is anticipated to be submitted for the April P&Z meeting.
- A&B Welding Residential – Preliminary discussions regarding a proposed subdivision on this property.
- Zoning Ordinance – Recent adopted ordinance amendments are not all included within the Zoning Ordinance. Gathering information needed to include these adopted amendments within the ordinance, and revisions are being prepared to the home occupation section and will be reviewed at the March P&Z meeting.

9. ADMINISTRATOR'S UPDATE

A. Update on the Fire Chief Position – Ongoing.

B. Presidential Nomination Primary – Deputy Clerk Johnson report that 541 voters turned out. The new location using the Nowthen Alliance Church was a success. The city staff extends appreciation to the Pastors and especially to Adrienne for all the help and the use of the facilities. Thank you to the Eleven

(11) judges Ten (10) of which stayed from 6:15 am to 9:15 pm. Thank you notes have been delivered to the church and church staff. Reimbursement costs have been sent to the SOS. The next election will be the Primary Election on August 13, with early voting beginning June 28th.

C. Transition from MnSpect to Rum River Consultants has been going well. City staff and RCC are working together to get new systems in place. Staff worked hard to close as many permits with MnSpect as possible – there are approximately 120 outstanding. RRC expects the worst-case scenario to close them all out not to exceed \$20,000 and hoping for less.

D. Recycling Center Update: The 2023 grant was not as much as anticipated as the city did not do the capital improvements as expected for a new bailer and new roll-off. There is currently \$13,132 fund balance and will need 25,000 from fund balance for 2024 leaving a deficit of \$9,156.43 by the end of 2024. Discussion about what can be done to get it back in line. Council Member Rainville stated she did not recall having a new bailer or roll off or would have followed up on it. The city did spend \$9,000 repairing the existing bailer. Council Member Rainville worked with Sue Doll from the county extensively with the tonnage reports and she still has questions. She will be meeting with her when she is back in town. She also stated the bulbs are a big expense where the city is losing money. A few questions raised, wondering if the city can be reimbursed for the repairs to the bailer, Deputy Clerk Johnson stated Sue Doll told her it was reimbursed with the report. Administrative Assistant Sue Schmit has been working on the expenses and revenues to try to get expenses down, the most recent was changing companies for shredding.

E. Action Item from 2/13/24 Meeting: Public Works staff to meet with Brady Kreger regarding road grading. Administrator Lehner stated the original date scheduled didn't work. It is being rescheduled for later in March. Public works employees are currently hauling gravel and it is hard to identify four (4) hours to get them all together. Mayor Pilon stated he wanted to apologize to the council for not taking this meeting to a vote. He felt Administrator Lehner should take care of this meeting request.

F. Action Item from 2/13/24 Meeting: Set a date for a Work Session to work on Phase 2 of the Personnel Policy. March 18, 2024 at 6:00 pm is brought up to have a meeting. All council members are available, except CM Rainville, she'll try to see if she can make it. Project Manager Hirschboeck stated this will take at least two (2) meetings to get through. There are several policies that need updating, including but not limited to Technology, Drug and Alcohol testing, and other recommendations from the LMC. There are items based on LMC, State and Federal laws that won't need much discussion, review, or clarification as they are required. Administrator Lehner thanked the council for making March 18th work.

G. Action Item from 2/13/24 – Update Facility Rental Form to reflect the sprinkler heads on the field. This has been completed.

H. Action Item from 2/13/24 – Provide class list to council for Deputy Clerk Johnson at the MCFOA. This has been completed.

I. Action Item from 2/13/24 – Staffs to get bids for the Newsletter printing. This has been completed and Rogers Printing is still the best value.

J. Update on the arrival of the fire truck and new public works truck with regards to the bond. Administrator Lehner updated council on the anticipated date for the new public works truck should be in April, it will then go to the outfitters and back to the shop by the end of the summer. The fire truck is still expected later in the year.

K. Update on the Population Signs: Great news, the county is updating all the city population signs with the city logo, they will be uniform in size and put up by the county starting in April at no cost to the city. The council thanks Project Manager Hirschboeck for all the hard work in getting these signs made.

L. 2024 City Council Goals: Administrator Lehner asked the city council to provide 3-5 goals they have for the city staff to be focused on for 2024 by March 29th, he will then compile them, discuss and bring to the April Meeting to be sure City Staff and City Council are in lock step together for the remainder of 2024.

M. Update on burglaries and thefts from the storage facilities. Both Administrator Lehner and Chief Deputy Jacobson commented on the subject stating ACSO detectives have met with the owners of the storage facility. It has been discussed that the recommendation is a "flock" system, which is a license plate reader. This has been used on public roads. There are state statues about when, how, and how long the information can be used. It is searchable for the make, model, and colors of the vehicles. In fact, Lowe's will be installing them and entering into an agreement to work with ASCO. It is not inexpensive. The ACSO deputies have talked to the owners about having owners and deputies contacted with any locks cut off. Additional patrols by both Reserve Officers and CSO officers have been added to watch the storage units as well. A question asked "what is the difference between CSO's and Reserve Officers" - Chief Deputy Jacobson explained that Reserve Officers have the property on their radar and are countywide daily. They are not paid officers, they are volunteers. They are in cars, in uniforms, they are an extra set of eyes. They carry weapons, such as tasers. They are highly trained; they are trained to protect themselves and call deputies when assistance is needed. CSO officers are paid, law enforcement students, they help direct traffic, help as needed in the communities.

10. CITY COUNCIL

A. OLD BUSINESS

1. Attorney Glaser process for uncompliant properties. Still no response.

ACTION ITEM: Administrator Lehner to reach out to Attorney Ruppe again, contact the LMC to ask for recommendations or contact his partners.

2. ATV Ordinance Update – Still in process, need to schedule a work session to discuss and update.

3. Action Item from 2/13/24 – Council Member Breyen to provide schematic drawing after sprinklers are installed at Memorial Park Baseball Fields. This will be completed once the work is completed.

4. Action Item from 2/13/24 – Council Member Breyen to notify Jamie at URRWMO that the budget is ratified. CM Breyen stated that this was completed.

5. Approve Resolution to move money for the goats.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY ALDERS TO APPROVE RESOLUTION 2024-31 TO AMEND THE 2023 BUDGET. VOTE VIA ROLL CALL. 4 AYES. MOTION CARRIES.

B. NEW BUSINESS

1) Project Manager Options. The six (6) month time period will be up on March 29. The council reviewed projects completed and the projects left to be completed. One option discussed is to take a 35-day break then bring Project Manager Hirschboeck back to work on additional projects. The other option is to bring her on as a subcontractor, however, to do this, money would have to be found in the budget. The recommendation from Administrator Lehner is to give a 35-day break, then bring her back at the same rate on May 3 until October 30th, this is the max she could work for the city in a 24-month period. There is work to do on the ordinances for RRC to help with code compliance. Discussion regarding how, costs, who. Council Member Alders stated the details of code compliance are off topic and get back to the project manager position decision. The mayor explained that his concern is about the cost to update and review the ordinances.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY ALDERS TO APPROVE THE EXTENSION OF THE PROJECT MANAGER POSITON FOR GENEVIEVE HIRSCHENBACH FOR 6 MONTHS AT THE SAME RATE.

Discussion: The mayor explained he will recuse himself from the voting regarding the project manager. Council Member Breyen stated it should be re-evaluated in the next five months making sure that existing staff will be able to take over in house. Council Member Rainville stated she was very impressed with the work that has been completed and a transition to staff will be good. The website has never looked better, but staff will be expected to keep up on it.

VOTING ENSUED VIA ROLL CALL. 4 AYES. MOTION CARRIED.

2) Approve Accepting Bicycles at the Recycling Center. Council Member Rainville spoke to this stating many of the bikes will be repaired and given to children in need. There is no cost to the city other than collecting them and the tonnage collected will be applied to the SCORE grant.

MOTION BY COUNCIL MEMBER ALDERS, SECONDED BY RAINVILLE TO APPROVE ACCEPTING BICYCLES AT THE RECYCLING CENTER IMMEDIATLEY. Voting via Roll Call. 4 AYES. MOTION CARRIED.

3) Approval of the Nowthen Knights contract for maintenance of the baseball fields. Mayor Pilon brought up that the contract will renew automatically unless there is written cancellation from either the city or Knights. Council member Breyen explained that we do not have to do this contract annually as the contract has not changed year after year. The mayor asked if they have exclusive use of the field? No, other teams also use the fields and Terry has done a great job, he takes great pride in the Nowthen fields.

MOTION BY COUNCIL MEMBER BREYEN, SECONDED BY RAINVILLE TO APPROVE THE 2024 LAWN SERVICES AGREEMENT WITH THE NOWTHEN KNIGHTS BASEBALL TEAM. VOTING VIA ROLL CALL. 4 AYES. MOTION CARRIED.

MOTION TO ADJOURN BY COUNCIL MEMBER RAINVILLE, SECONDED BY BREYEN TO ADJOURN.

Meeting Adjourned at 8:59 p.m.

Respectfully submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor

DRAFT



SIGN - IN SHEET

Meeting: Regular CC Date: 3/12/24

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FLOOR ITEMS

SIGN - IN SHEET

Meeting: Regular CC Date: 3/12/24

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Nowthen City Council

March 18, 2024

6:00 p.m. Council Work Session Minutes

1. CALL TO ORDER

Mayor Pilon called the work session to order at 6:06 p.m.

Roll Call by Administrator Lehner.

Present: Mayor Pilon, Council Members Fladebo, Breyen, Alders.

Council Member Rainville was excused.

Also Present: Deputy Clerk Johnson, Project Manager Hirschboeck and Administrator Lehner.

2. AGENDA

The mayor added to the agenda that the meeting will be wrapped up at 8:00 p.m.

Add to the agenda as first item. Housing Update from the LMC pushing to include townships to minimize the damage from the many housing bills.

MOTION BY MAYOR PILON, SECONDED BY COUNCIL MEMBER BREYEN TO APPROVE THE AGENDA AS AMENDED. VOTE VIA ROLL CALL. 4 AYES. MOTION CARRIED.

3. Housing Update from the LMC

Discussion about what is happening at the state level of the legislation this session. There are multiple bills introduced that could end up in an Omnibus bill that will affect the City of Nowthen as well as many other small cities in the state. In essence, the city would lose control of zoning, lot sizes, multi-family housing. Parking spaces could be limited or determined by the builder. Accessory buildings attached or detached could not be denied, the city will not be able to restrict and there would be no public hearings allowed for residents to voice their opinions. Building permit requests would have to be completed within 60 days with no extensions due to land use restrictions. Things the state leaders are not considering is the lack of infrastructure, that our area is strictly well and septic. Their proposal does not address "Affordable Housing" as housing is still expensive and labor/materials still at record highs. Additionally, the Elkin's bill is naming Nowthen specifically to remove the exemption from the Met Council. Much discussion as to what these bills could do to Nowthen and how it would change the dynamics of our city.

ACTION ITEM: Post a template letter with State Representatives and Senator contact information so residents can let them know how they feel about the loss of local control, lot sizes and infrastructure issues.

MOTION BY MAYOR PILON, SECONDED BY COUNCIL MEMBER FLADEBO TO APPROVE RESOLUTION 2024-xx see attached.

Discussion: Do not change any verbiage. Again, the Elkins Bill repeals Nowthen's Exemption. Nowthen has been exempt from Met Council since 2017. If repealed, the council is unsure what the consequences will look like. This would not apply to Elk River (Sherburne County) or North of St. Francis (Isanti County). Senator Lucero was able to get it removed from the Senate Bill, but it is still in the house bill. If the bills do not make it as a standalone, it is likely they will be in an Ominous bill at the end of the session in May. Fire Chief Schmidt stated he felt this legislative session could have the largest impact on our area than anything other sessions he can recall.

VOTING ENSUED. 4 AYES. MOTION CARRIED.

City Council would like to ask residents and their families/friends to contact state leaders to help protect local control.

4. Code Compliance

Code Compliance discussion regarding what does the council want to do about code compliance and gather answers to questions.

With the removal of code compliance from the city planner, Rum River Consulting will be working with the city to help with code compliance. However, upon review, some of the city codes are out of date, processing of complaints and following through on the complaints are not clear. RRC and the planner along with staff or council committee, will need to provide some clear and concise decisions on updating codes, some items in the Zoning Ordinance are actually Nuisance Ordinance items and/or General Ordinance items. It is the recommendation that staff, RRC and Planner Nash work together to update the city code (at an hourly rate), hold public hearings and approve an updated code. The ask is for the council to give direction on how they want these items updated and a process to handle complaints and code compliance. Much discussion about what areas need to do be update, what should be Zoning, Administrative, and General ordinances. Questions regarding how long will it take, how much will it cost, can City Council say use up to a dollar amount? Discussion that the city code should be searchable on the website, easy for residents and the sheriff's department to read and understand, should the city hold off having RRC doing any compliance work for the city? It could be very costly to update the ordinances. Administrator Lehner asked if this is a council high priority?

It was suggested that any complaints should go to the Administrator for review first, he will decide if the complaint is valid by driving by or talking to the complainant. It would be nice if neighbors talked to each other first instead of filing a complaint against each other, if possible. If a complaint is verified and needs to be followed up on, it will be handled in house for the time being until the steps can be determined for RRC. The current code violation list is quite extensive, and many properties have been on the list for years with no resolution. What are the councils' desires on how to handle these? Will the list be wiped clean until additional complaints are filed? Repeat violators are assessed or fined to help cover some of the costs of compliance.

ACTION ITEM: Ask RRC for a Flow Chart how code compliance is handled and examples of the letters to be sent to residents in non-compliance.

Discussion when the last time the code was updated and codified. A current and complete City Ordinance file has not been found. Would it make sense to have a 3rd party work on the code compliance

or keep it in house by office staff? Noting that all residents need to be treated following the process in place and all treated the same.

ACTION ITEM: If kept status quo for the next 6-months, what is the process? Create a paint by numbers? Find out if a spreadsheet of violators is kept, is it subject to data practices? People who file the complaint are required to remain anonymous.

ACTION ITEM: What happens when an ordinance is passed or amended? What is the process? How does it get codified into the code?

ACTION ITEM: Council Member Breyen suggested the council go through the codes; would this be more cost effective. Then put the code into adobe in one document that is book marked and searchable. Make it a standard document/format where pages can be inserted or removed easily. It was mentioned that the project manager is finished with the city in 1.5 weeks with 35 days off before she comes back for a final six (6) months. It will not be able to be done in that time frame.

Council Member Fladebo offered to meet with the project manager so she could work on some while the project manager was out of the office and Council Member Breyen offered to see if he can convert the PDF to Word without too many discrepancies.

Discussion that it is getting late, past 8:00 p.m. Address what can be addressed before the next work session, no direction for RRC or Collaborative Planning to work on the ordinances at this time.

MOTION TO ADJOURN.

Meeting Adjourned at 8:31p.m.

Respectfully submitted,

Scott Lehner, City Administrator

Jeffrey M. Pilon, Mayor



RESOLUTION No. 2024-XX

A RESOLUTION SUPPORTING RETENTION OF CITY ZONING AUTHORITY

WHEREAS, decisions about local zoning and land use that best fit community needs are best left to city residents and officials; and

WHEREAS, cities use zoning and land use regulations to balance property usage, plan for community growth, dedicate space and capacity for public infrastructure to support development (roads, parks and trails, transportation, sewer, stormwater, water, etc.), mitigate flooding and erosion, and preserve natural resources among others; and

WHEREAS, the Minnesota State Legislature, in an attempt to address housing availability and affordability challenges, is considering measures that would preempt city authority to regulate land use and zoning and assign that authority to state government; and

WHEREAS, passage of those measures would inadequately address housing availability and affordability challenges; and

WHEREAS, a rigid framework for land use and zoning mandated by the state makes little sense and cities require flexibility to address their own unique circumstances; and

WHEREAS, provisions of the proposed state measures would place the fiscal burden for infrastructure cost of new residential development on the shoulders of existing homeowners and renters in our local communities; and

WHEREAS, building of multiple housing units on a single residential lot with inadequate spacing, as allowed in the proposed zoning preemption measures, could result in service delivery problems like limiting emergency medical services and fire departments' access to city neighborhoods; and

WHEREAS, provisions would also silence local residents from their concerns regarding proposed developments during public comment periods of city council and other public meetings;

AND, WHEREAS, cities across the state have already put in years of work to address zoning issues, and continue to do so, with the help of community engagement.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The City of Nowthen opposes state proposals that seek to preempt local zoning and land use decision-making when it comes to residential development.

3. Supports constructive policy alternatives to incentivize and bolster city efforts for addressing housing challenges;
4. And, advocates for a city-state partnership to consider reforms that are proven to address housing availability and affordability and that ensure efforts can be locally led and shaped.

The motion for the adoption of the foregoing resolution was proposed by Mayor Pilon and was duly seconded by Council Member Fladebo and upon vote being taken thereon, the following voted in favor: Pilon, Fladebo, Breyen, and Alders. Council member Rainville was absent.

And the following voted against the same: NONE

Passed and adopted by the Nowthen City Council this 18th day of March, 2024.

CITY OF NOWTHEN



By: JEFFREY M. PILON
Its Mayor



ATTEST
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 3c	Department: Fire Department	Requested Council Meeting Date: April 9, 2024	Submitted By: Fire Chief Dave Schmidt
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TITLE OF ISSUE: Fire Department Resignation for Hailey Artmann

BACKGROUND AND SUPPLEMENTAL INFORMATION: Firefighter Hailey Artmann has submitted a letter of resignation from the fire department. Firefighter Artmann's resignation is effective March 14, 2024. Firefighter Artmann was still in the process of her initial training. Firefighter Artmann cites changes in her full-time job as the reason for her resignation.

SOURCE OF FUNDING: NA

REQUESTED COUNCIL ACTION: Accept the resignation of Firefighter Hailey Artmann.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
				X

David Schmidt

From: Hailey Artmann <haileysmartmann@gmail.com>
Sent: Wednesday, March 13, 2024 4:51 PM
To: David Schmidt

Caution: This email originated outside our organization; please use caution.

Hi, I wanted to let you know that I have decided to resign from my position at Nowthen Fire Department. I have been offered a new position at my job that will require more of my time education/traveling. To take this opportunity I need to prioritize that, as well as my side business at home. Unfortunately, I will not be able to balance all three commitments. I am grateful for the experience and appreciate the opportunity. You have a great team at Nowthen Fire Department.

I will drop off my radio pager later this week. Let me know if there is anything else you need from me.

Thanks,
Hailey Artmann



REQUEST FOR COUNCIL ACTION

Agenda Item: 3d	Department: Fire Department	Requested Council Meeting Date: April 9th, 2024	Submitted By: Fire Chief Dave Schmidt
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TITLE OF ISSUE: Fire Department retirement for Captain Suchy

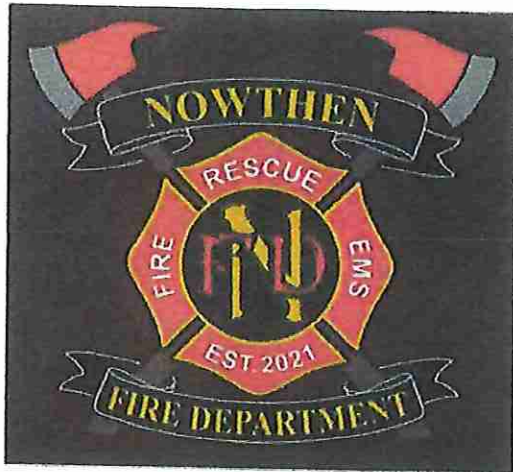
BACKGROUND AND SUPPLEMENTAL INFORMATION
 Captain Mike Suchy has submitted a letter of intent to retire from the fire department. Captain Suchy's retirement is effective April 26th, 2024. Captain Suchy served the Nowthen community for 16 years of combined service. Captain Suchy has been a pivotal part of the Nowthen Fire Departments inception and success. He is recognized by his peers as leader, mentor, and advocate for the fire service and the citizens of Nowthen. He will be greatly missed by all.

SOURCE OF FUNDING: NA

REQUESTED COUNCIL ACTION:
 Accept the resignation of Captain Mike Suchy

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
				X



To: Chief Dave Schmidt

Retirement Letter

Dear, Chief Dave Schmidt

This letter is my official notice of intent to retire from the Nowthen Fire Department on April 26, 2024. Never in my lifetime did I ever think I was going to be a fire fighter, but in 2008 the opportunity existed, and I am glad I went for it. Being a fire fighter has been challenging and one of the most rewarding experiences of my life. I want to thank you and Joe Lawrence for coming to Nowthen. I can only imagine what went through your mind when taking on a challenging task. It was you and Joe that convinced me to stay for another three years, and I learned a lot. As the saying goes; all good things must come to an end. After several discussions with my family, it's time for me to move on to a different chapter or, as they say, a new beginning.

Best wishes to you, the City of Nowthen, and most of all the members of the Nowthen Fire Department.

Sincerely

Mike Suchy
Mike Suchy

Captain Nowthen Fire Department.



REQUEST FOR COUNCIL ACTION

Agenda Item: 3e	Department: Administration	Requested Council Meeting Date: April 9, 2024	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: EDUCATIONAL OPPORTUNITIES FOR CITY COUNCIL AND ADMINSTRATAOR LEHNER

BACKGROUND AND SUPPLEMENTAL INFORMATION:

City officials and staff have a responsibility to continue education that could benefit the city. There are three opportunities coming up in Minnesota.

Metro Cities Association of Metropolitan Municipalities annual meeting, April 24, 2024, to be held at the Roseville Oval Skating Banquet Room featuring Tom Hauser, Chief Political Report for KSTP. This educational opportunity has no cost to attend. The cost to the city is mileage and meeting stipend.

Anoka County Economic and Workforce Development Summit on May 8th, 2024, joining other leaders in Anoka County to learn about diversity, equity, and inclusion. This event is to be held at Bunker Hills Event Center 8:30 am – 1:00 pm. This educational opportunity has no cost to attend. The cost to the city is mileage and meeting stipend.

At the LMC annual conference, city officials will learn about important legislative issues impacting cities, along with several education opportunities, the dates are June 26, 27 and 28 in Rochester, MN. The cost is \$425 per attendee, if paid by May 2nd, (\$475, May 3rd) plus hotel, meals, mileage, and stipend, not to exceed \$1500 per attendee.

Please see attached information regarding each conference.

SOURCE OF FUNDING: 100-41110-435 council training, 100-41110-439 council mileage/travel 100-41420-435 Administration training, and 100-41420-435 mileage and travel.

REQUESTED COUNCIL ACTION:
Approve Resolution 2024-XX approving Administrator Lehner and city council members to the listed education opportunities to include hotel stay (if applicable), plus mileage and stipend per attendee.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
				X



Member Login

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Meetings & Events

Membership

Advocacy

Policies & Resources

MAMA

Metro Cities Members

Event Calendar

Metro Cities Annual Meeting

Wednesday, April 24, 2024
5:00 PM - 7:00 PM CDT
Category: Annual Meeting

[Download as iCal file](#)

Upcoming Events

Wed Apr 24, 2024

[Metro Cities Annual Meeting](#)

Category: Annual Meeting

Thu May 16, 2024

[Metro Cities Board Meeting](#)

Category: Metro Cities Board of Directors

Thu May 23, 2024

[MAMA Meeting](#)

Category: MAMA

Thu Jun 20, 2024

[Metro Cities Board Meeting](#)

Category: Metro Cities Board of Directors

Thu Jul 18, 2024

[Metro Cities Board Meeting](#)

Category: Metro Cities Board of Directors

[View Full Calendar](#)

[Return to the blog](#)

Metro Cities News 3/28/24

by: [Jennifer Dorn](#)
Category: [Newsletter](#)

Mar

28

In This Issue:

- [Metro Cities Annual Meeting – Mark Your Calendar!](#)
- [Leaders Agree to Global Budget Targets](#)
- [Legislature Recesses Until April 2](#)
- [Infrastructure Advisory Council Bill Heard](#)
- [Bill Exempting Cities' Comprehensive Plans from MERA Heard](#)
- [Bill Removing Prohibition on Banning Merchant Bags Heard](#)
- [FAQ for Local Affordable Housing Aid](#)
- [Legislative Auditor Releases Report on Down Payment Assistance Programs](#)
- [Bills of Note](#)

Metro Cities Annual Meeting – Mark Your Calendar!

Metro Cities will hold its Annual Meeting on Wednesday, April 24th at 5:00 pm, at the Roseville Oval Skating Center Banquet Room. Please mark your calendar and plan to attend!

The meeting will feature Tom Hauser, Chief Political Reporter for KSTP- 5 as our guest speaker and will begin with a social hour with appetizers and cash bar. The event will conclude with a brief membership meeting to elect members and officers to the Metro Cities Board. RSVP to Jennifer Dorn at jennifer@metrocitiesmn.org.

Leaders Agree to Global Budget Targets

Upcoming Events

Wed Apr 24, 2024

[Metro Cities Annual Meeting](#)

Category: Annual Meeting

Thu May 16, 2024

[Metro Cities Board Meeting](#)

Category: Metro Cities Board of Directors

Thu May 23, 2024

[MAMA Meeting](#)

Category: MAMA

Thu Jun 20, 2024

[Metro Cities Board Meeting](#)

Category: Metro Cities Board of Directors

Thu Jul 18, 2024

[Metro Cities Board Meeting](#)

Category: Metro Cities Board of Directors

[View Full Calendar](#)

Presentations by:

Anoka County

ECONOMIC & WORKFORCE DEVELOPMENT SUMMIT



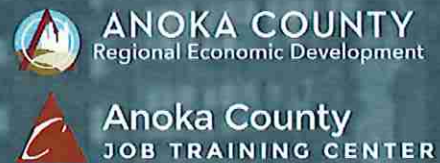
	Program	Register
MAY 8	9:00 AM -	
2024	12:00 PM	
8:30-9AM Check-in & Continental Breakfast	12-1PM Networking & Afternoon Snacks	

Grow and attract talent in 2024! Join fellow business leaders in Anoka County to learn about diversity, equity, and inclusion. (No cost event)

AnokaCountySuccess.org/Events

Bunker Hills Event Center
12800 Bunker Prairie Rd NW
Coon Rapids, MN 55448

Hosted By:



Sponsored By:



Agenda

2024 LMC Annual Conference Schedule.

Please note, this agenda may be subject to change.

Wednesday, June 26

10 a.m. – 12 p.m. – Pre-Conference Mobile Tours

10 a.m. – 1 p.m. – Pre-Conference Workshops

1 – 2 p.m. – Attendee Meetups:

- First-time Attendees
- Minnesota GreenStep Cities
- Minnesota Association of Small Cities
- Diversity, Equity, and Inclusion

2 – 3:30 p.m. – Opening Ceremony and Keynote Speaker

3:30 – 6:30 p.m. – Exhibit Hall

Thursday, June 27

7:45 – 8:45 a.m. – Coalition of Greater Minnesota Cities Breakfast and Meeting

7:45 – 8:45 a.m.– Metro Cities Breakfast and Meeting

7:45 – 9 a.m. – Breakfast for all attendees

9 – 10 a.m. – Legislative Update from the Intergovernmental Relations Team

10 – 10:15 a.m.– Break/passing time

10:15 – 11:15 a.m.– Educational Sessions 1

10:15 a.m. – 2:15 p.m.– Work Space open

11:15 – 11:30 a.m.– Break/passing time

11:30 a.m. – 1:00 p.m. – Lunch & Annual Business Meeting

1 – 1:15 p.m. – Break/passing time

1:15 – 2:15 p.m.– Educational Sessions 2

2:15 – 2:30 p.m.– Break/passing time

2:15 – 3:15 p.m.– LMC Resource Center

2:30 – 3:15 p.m.– Themed Networking:

- Elected Officials
- City Managers/Administrators/Clerks (Top Appointed)
- IGR/Legislative advocacy

2:30 – 4:30 p.m.– Mobile Tour

3:15 – 3:30 p.m.– Break/passing time

3:30 – 4:30 p.m.– Educational Sessions 3
4:30 – 5:15 p.m.– Awards Reception
5:30 – 7 p.m. – Awards Show and Dinner

Friday, June 28

7:45 – 8:45 a.m.– Mayors Breakfast hosted by Minnesota Mayors Association
7:45 – 8:45 a.m.– Clerks/Treasurers Breakfast hosted by MCFOA (Municipal Clerks and Finance Officers Association of Minnesota)
8 – 8:45 a.m.– Breakfast for all attendees
9 – 10 a.m.– Educational Sessions 4
10:15 – 11 a.m. – Governor Walz (Invited)
11 – 11:45 a.m.– Closing Keynote
11:45 a.m. – 12 p.m.– Closing remarks

[Return to 2024 LMC Annual Conference page.](#)

Your LMC Resource

Carlie Windom

Event Manager

(651) 281-1258

cwindom@lmc.org

Hotel Information

The LMC Annual Conference will be held at Mayo Civic Center in Rochester.

Lodging is not included in the conference registration fee. To receive special conference rates, make your reservations by May 24 and ask for the League of Minnesota Cities block.

For all guests, to receive the discounted parking prices shown below, please check into the hotel first and the front desk will assist you.



Hilton Rochester/Mayo Clinic Area

10 E Center St
Rochester, MN 55904
(507) 258-5757
\$219/night + parking in public ramp adjacent to hotel – parking rates vary
[Booking Link](#)



Hilton Garden Inn Downtown Rochester

225 Broadway Ave S
Rochester, MN 55904
(507) 285-1234
\$189/night + \$8 daily parking
[Booking Link](#)



Hyatt House Rochester Mayo Clinic Area

110 Civic Center Drive NW
Rochester, MN 55901
(507) 361-4649
\$142 + complimentary parking
[Booking Link](#)



Indigo Rochester

220 South Broadway Ave
Rochester, MN 55904
(507) 252-8200
\$129-\$139/night + \$16 daily parking
[Booking Link](#)

The Kahler Grand Hotel

20 2nd Ave SW
Rochester, MN 55902
(507) 280-6200

\$128/night + \$8 daily parking

[Booking Link](#)



The Kahler Inn and Suites

9 3rd Ave NW

Rochester, MN 55901

(507) 285-9200

\$119/night + \$8 daily parking

[Booking Link](#)

Marriott Rochester Mayo Clinic Area – Block is full!

101 1st Ave SW

Rochester, MN 55902

(507) 280-6000

\$150/night + \$8 daily parking

[Booking Link](#)



Towne Place Suites Rochester Mayo Clinic Area

601 2nd St SW

Rochester, MN 55902

(507) 361-0050

\$149/night + \$10 daily parking (garage)

[Booking Link](#)



[Return to the 2024 LMC Annual Conference page.](#)

Your LMC Resource

Ellie Hartmann

Event Coordinator

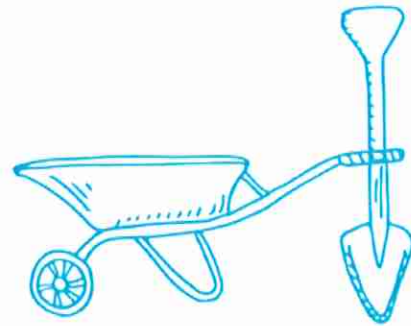
(651) 281-1274

ehartmann@lmc.org

2024 LMC Annual Conference

Welcome to the Work Zone:
Minnesota's largest city
conference!

Join hundreds of city
officials from across
the state as we work
together to build a
solid foundation for
thriving cities.



Registration now open! Register by
May 3 and save!

Pricing and Early Bird Deadlines:

\$425 – Regular Attendee (\$475 after May 3)

\$275 – First-Time Attendee (\$475 after May 3)

\$275 – Cities with Populations Under 2,500 (\$475 after May 3)

\$675 – Company Representative (For companies who are not exhibiting)

Hotel Information

Find rates and contact information for Rochester-area hotels.

Agenda

Review the full conference agenda, packed with learning and networking opportunities.

Educational Sessions

Join your peers for information-packed sessions brought to you by government and industry leaders.

Pre-Conference Workshops

Dig deeper and network with peers during these half-day workshops.

Mobile Tours

Get inspired and explore city initiatives within the booming city of Rochester.

Keynote Speakers

Hear from keynote speakers who will share insights on topics such as building thriving communities and overcoming adversity.

Exhibitor Information

Register for the exhibit hall, learn about promotional opportunities, and more!



RESOLUTION No. 2024-XX

A RESOLUTION APPROVING ADMINISTRATOR LEHNER AND CITY COUNCIL MEMBERS TO ATTEND THE LISTED EDUCATION OPPORTUNITIES TO INCLUDE HOTEL STAY (IF APPLICABLE), PLUS MILEAGE AND STIPEND, PER ATTENDEE.

WHEREAS, city officials have a responsibility to continue education that could benefit the city, and;

WHEREAS, Metro Cities Association of Metropolitan Municipalities annual meeting, April 24, 2024, to be held at the Roseville Oval Skating Banquet Room featuring Tom Hauser, Chief Political Report for KSTP. This educational opportunity has no cost to attend. The cost to the city is mileage and meeting stipend, and;

WHEREAS, Anoka County Economic and Workforce Development Summit on May 8th, 2024, joining other leaders in Anoka County to learn about diversity, equity, and inclusion. This event is to be held at Bunker Hills Event Center 8:30 am – 1:00 pm. This educational opportunity has no cost to attend. The cost to the city is mileage and meeting stipend, and;

WHEREAS in attending the LMC annual conference, city officials will learn about important legislative issues impacting cities, along with several education opportunities, the dates are June 26, 27 and 28 in Rochester, MN. The cost is \$425 per attendee, if paid by May 2nd, (\$475, May 3rd) plus hotel, meals, mileage and stipend, not to exceed \$1500 per attendee, and;

WHEREAS, it is beneficial for our city to have city officials in attendance.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. City Council members and Administrator Lehner are approved to attend any or all of the educational opportunities not to exceed the cost of mileage and stipend for April 24, 2024 and May 8, 2024. And not to exceed \$1500 per attendee to include hotel, meals, mileage, and stipend.

The motion for the adoption of the foregoing resolution was proposed by Council Member _____ and duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 9th day of April, 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 4a	Department: Engineering	Requested Council Meeting Date: April 9, 2024	Submitted By: Shane Nelson, City Engineer
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TITLE OF ISSUE: Approve resolution approving plans and specifications and ordering advertisement for bids.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The City Council has previously ordered the plans and specifications for the Waco Street, Waco Drive, 182nd Avenue & Ventre Lane project. The plans and specifications have been prepared jointly with the City of Ramsey. The plans and specifications are several hundred pages and are available for viewing at the City offices. As discussed in the Feasibility Report and at the Public Improvement Hearing, the plans call for replacing the bituminous curb with surmountable concrete curb and gutter.

The Geotechnical Report has been received and there was no muck or peat found in the soil borings.

The Engineer's Estimate for this project remains at \$752,000. Bids are proposed to be opened on May 20, 2024 and construction is planned for the 2024 construction season.

SOURCE OF FUNDING: It is proposed that \$156,000 will be assessed to the benefitting properties. The remaining \$595,400 will be paid with City funds.

REQUESTED COUNCIL ACTION: Approve resolution 2024-xx approving plans and specifications and order advertisement for bids.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				

**CITY OF NOWTHEN
ANOKA COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, plans and specifications for the Waco Street, Waco Drive, 182nd Avenue & Ventre Lane Project have been prepared by the City Engineer who has presented such plans and specifications to the Nowthen City Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF NOWTHEN, ANOKA, MINNESOTA:

1. Such plans and specifications, a copy of which are on file with the City Engineer, are hereby accepted and approved; and
2. The City Administrator and City Engineer are hereby directed to advertise for bids for said project as required by Minnesota Statutes Chapter 429 and any other applicable law. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, or bid bond or certified check payable to the Clerk for five percent (5%) of the amount of such bid.

Passed this ____ day of April 2024.

Jeff Pilon, Mayor

Scott Lehner, City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 4a	Department: Engineering	Requested Council Meeting Date: April 9, 2024	Submitted By: Shane Nelson, City Engineer
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TITLE OF ISSUE: Approve Resolution Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessment Hearing and Notice of Assessment Hearing.

BACKGROUND AND SUPPLEMENTAL INFORMATION: As stated in the Resolution, approving the resolution will set the date of the Assessment Hearing and will also instruct staff to prepare the Assessment Roll.

As stated in the Feasibility Report, a total cost of \$156,000 is proposed to be assessed to the benefiting properties. There are 18 direct benefiting properties, one of which was issued a Conditional Use Permit to operate a business in 1997. Consideration of this item should include a discussion and/or instruction to staff on the proposed assessment amount and/or method for the property with the Conditional Use Permit.

SOURCE OF FUNDING: It is proposed that \$156,000 will be assessed to the benefiting properties. The remaining \$595,400 will be paid with City funds.

REQUESTED COUNCIL ACTION: Approve resolution 2024-xx declaring costs to be assessed and ordering preparation of proposed assessment and notice of assessment hearing.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				

Natalie Johnson

From: Shane Nelson <shanen@haa-inc.com>
Sent: Wednesday, April 3, 2024 10:32 AM
To: Bob Ruppe; Natalie Johnson; Scott Lehner
Subject: RE: City of Nowthen; 2024 Road Projects (Waco Street); JPA with Ramsey
Attachments: RCA - Resolution Approving Plans and Specifications.doc; RCA - Resolution Setting Assessment Hearing.doc

Hi Natalie, I drafted RCA's for both of the Resolutions in the event that you also want them in the packet.

As stated in the first RCA, the plans and specifications are several hundred pages (and also too large to email) and therefore I would recommend that you have a printed copy available for viewing at the City offices. If this works for you, I can have a copy dropped off tomorrow.

Also, in regards to calculation of the Assessment Amounts – we had some discussions in January about the CUP for Precision Sawing and whether or not they should receive the same assessment amount as the residential properties. Do you know if any further discussion or decision has been made regarding this? In the case that it hasn't, I added a little blurb in the second RCA as we will need direction on this in order to calculate the assessment amount prior to the assessment hearing.

Shane

From: Shane Nelson
Sent: Wednesday, April 3, 2024 7:57 AM
To: Bob Ruppe <bob@couriruppe.com>; Natalie Johnson <Natalie@nowthenmn.net>; Scott Lehner <slehner@nowthenmn.net>
Subject: FW: City of Nowthen; 2024 Road Projects (Waco Street); JPA with Ramsey

Natalie / Scott / Bob – Would Tuesday May 21st work for you for the Assessment Hearing date? Could we propose this to council in the Resolution?

Shane

From: Joe Feriancek <JFeriancek@ci.ramsey.mn.us>
Sent: Tuesday, April 2, 2024 8:44 AM
To: Shane Nelson <shanen@haa-inc.com>; slehner@nowthenmn.net
Cc: Natalie Johnson <Natalie@nowthenmn.net>; Bruce Westby <bwestby@ci.ramsey.mn.us>
Subject: RE: City of Nowthen; 2024 Road Projects (Waco Street); JPA with Ramsey

Shane,

Our preference would be to move the bid opening up to Monday, May 20th. From the JPA, the City of Nowthen has requested an opportunity to review the bids prior to award. This would give them Monday evening through Wednesday evening to review and give a recommendation. Our City Council meeting is on Tuesday, May 28th, so I'll need to wrap my case up Thursday, May 23rd, before noon.

**CITY OF NOWTHEN
ANOKA COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND
ORDERING PREPARATION OF PROPOSED ASSESSMENT AND
NOTICE OF ASSESSMENT HEARING**

WHEREAS, costs have been determined for the Waco Street, Waco Drive, 182nd Avenue & Ventre Lane Project with all said improvements located within the City of Nowthen. The properties abutting or having access to said roads are proposed to be assessed by the City. The City Engineer estimates the total project cost to be \$752,000 including estimated bonding, engineering and legal costs. The total cost of the project costs proposed to be paid by the City of Nowthen is \$595,400 in addition to any cost overruns.

WHEREAS, said project is to be installed under the authority of Minnesota Statutes Chapter 429, et. seq.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NOWTHEN, ANOKA COUNTY, MINNESOTA:

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$595,400 in addition to any cost overruns for this project and the portion of the cost to be assessed against benefited property owners is hereby declared to be \$156,600.
2. The City Administrator shall forthwith calculate or have calculated the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the area affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection. The City Administrator shall, upon the completion of such proposed assessment roll, provide the City Council with a copy thereof.
3. A hearing on adopting the proposed assessment shall be held on May 21, 2024 at 7:00 p.m. at the City Hall. The City Administrator shall provide posted, published and mailed notice as required by law.

Passed this 9th day of April 2024

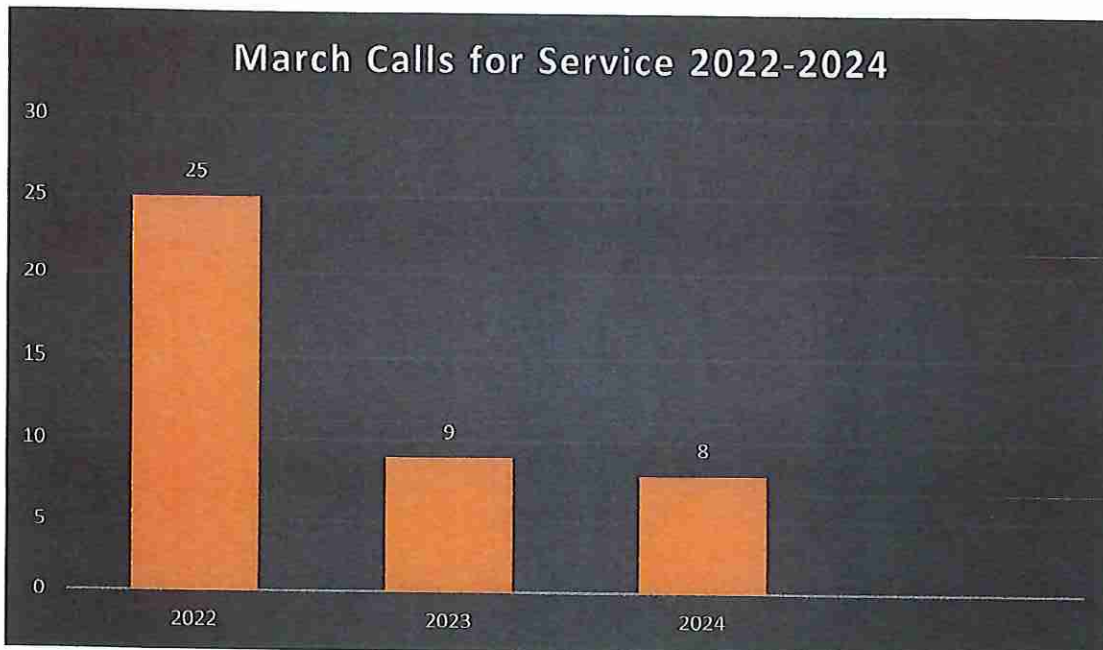
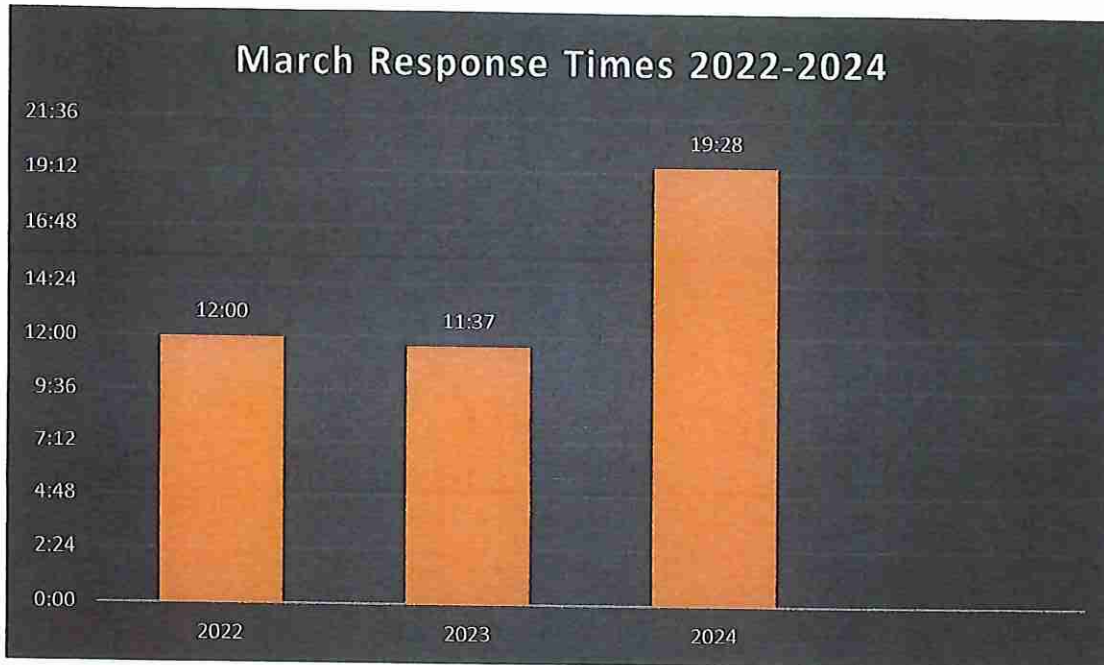
Jeffrey Pilon, Mayor

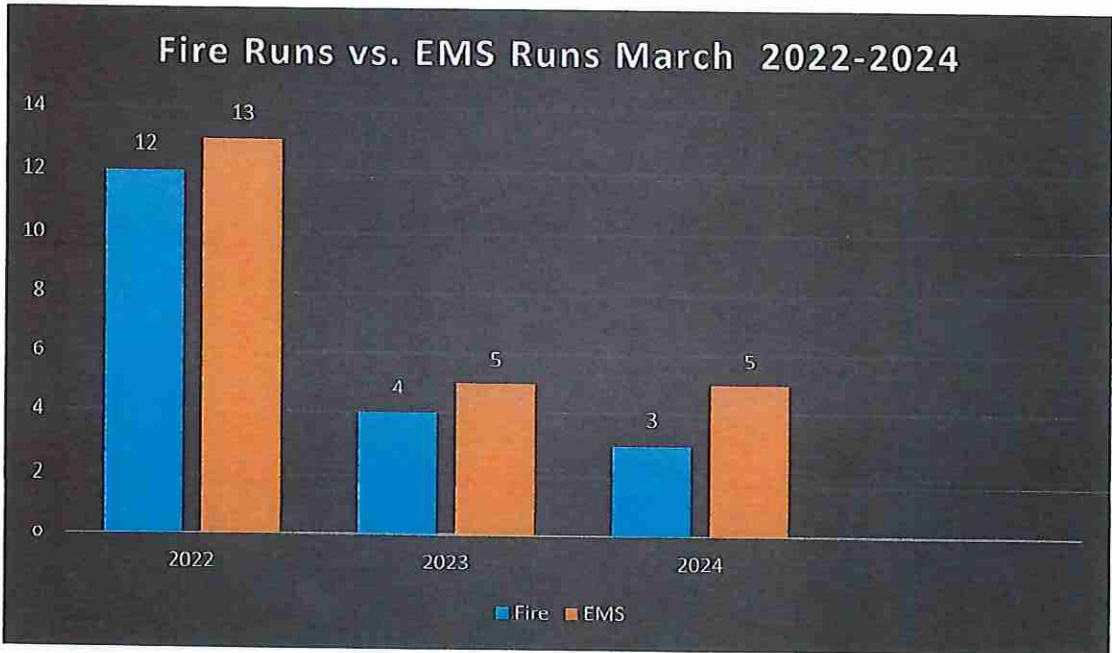
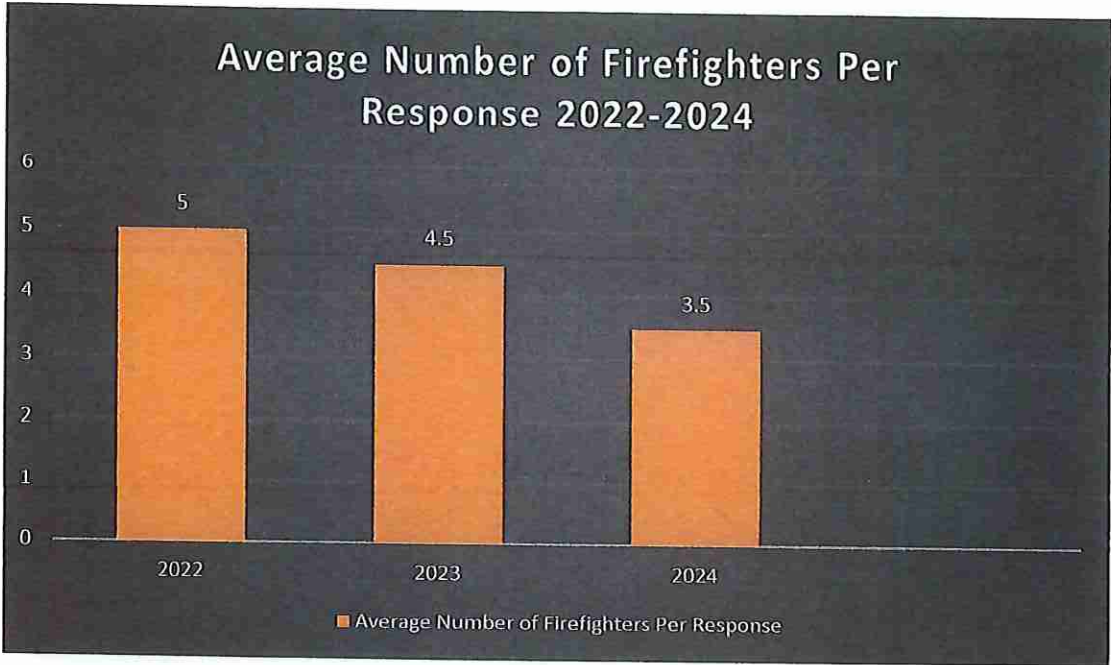
Scott Lehner, City Administrator

MONTHLY COMPARISON REPORT 2022-2024

March







For the month of March 2024, the fire department responded to 8 incidents with an average response time of 19 minutes and 28 seconds. The average number of firefighters attending calls for service was 3.5. The fire department reports no dollar loss from fires during the month of March.

On March 13th, the fire department along with ACSO were dispatched to the 20100 block of Twin Pkwy NW for a report of a person not breathing. ACSO Deputies were the first to arrive and determined that the patient was DOA and no lifesaving interventions were initiated.

On March 14th, the fire department was dispatched to assist St. Francis on a reported building fire on the 2700 block of 230th Ct.

On March 25th, during the snow event, the fire department was dispatched to a reported vehicle accident at the intersection of Norris Lake Rd and Cty Rd 24. Thankfully no injuries resulted from the accident.

On April 24th, the fire department will be hosting its second annual recruitment open house at the fire station.

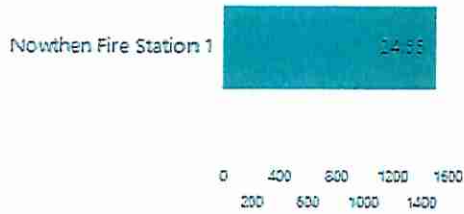
Average Response Times by Station

Incident Date between 3/1/2024 and 3/31/2024

Response Time - Dispatch Time to Arrival Time, **Emergent Response Only** for the First Arriving Unit where they were not canceled en route

All Incident Types

Resp Time Sec

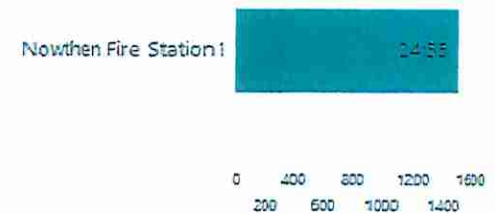


100-series Fires Only

No Data Available

300-series EMS Only

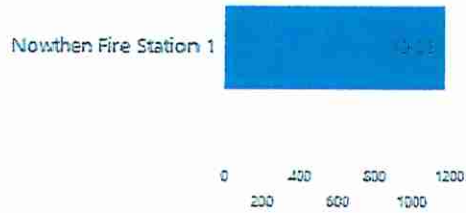
Resp Time Sec



Response Time - Dispatch Time to Arrival Time, Routine and Emergent Responses, for the First Arriving Unit where they were not canceled en route

All Incident Types

Resp Time Sec

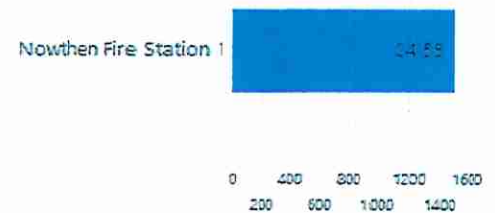


100-series Fire Calls

No Data Available

300-series EMS Only

Resp Time Sec



Turnout Time - Dispatch Time to En Route Time, Emergent Responses only, for the First Arriving Unit where they were not canceled en route

All Incident Types

100-series Fires Only

300-series EMS Only

Resp Time Sec

No Data Available

Resp Time Sec

Nowthen Fire Station 1

21:44

Nowthen Fire Station 1

21:44

0 400 800 1200
200 600 1000 1400

0 400 800 1200
200 600 1000 1400

Turnout Time - Dispatch Time to En Route Time, Routine and Emergent Responses, for the First Arriving Unit where they were not canceled en route

All Incident Types

100-series Fires Only

300-series EMS Only

Resp Time Sec

No Data Available

Resp Time Sec

Nowthen Fire Station 1

16:14

Nowthen Fire Station 1

16:14

0 400 800
200 600 1000

0 400 800
200 600 1000

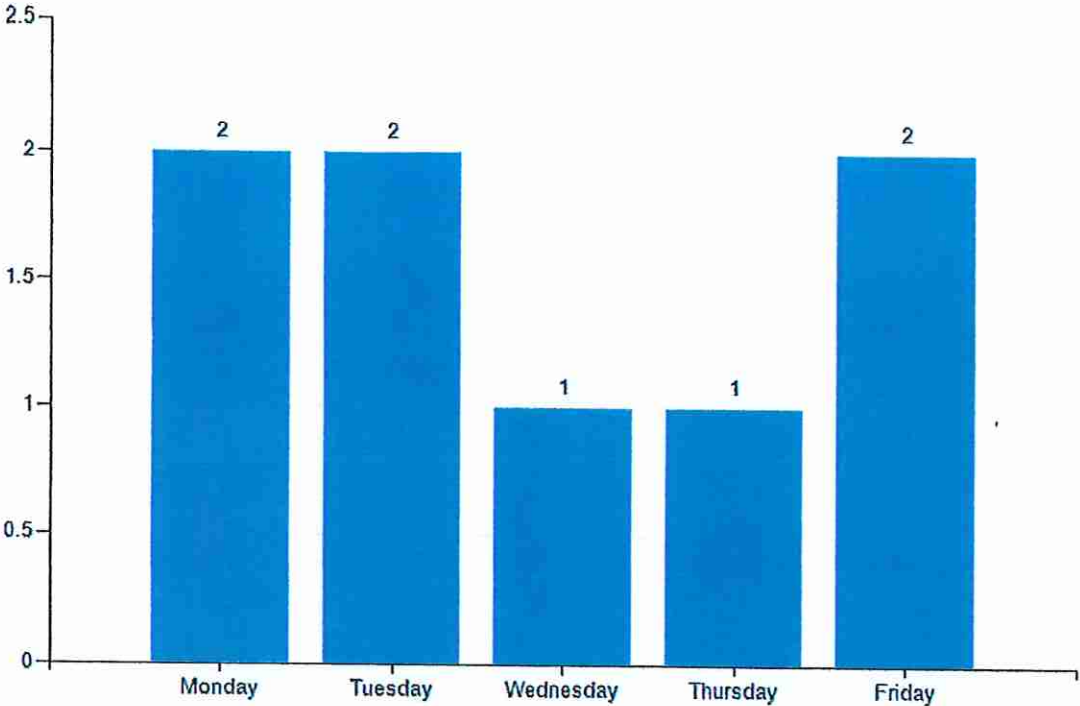
Incident Type Loss and Save Calculations

Incident Date Between 3/1/2024 and 3/31/2024

Incident Type	Count	Pct of Incidents	Total Est. Loss	Pct of Losses	Total Est. Save
3 Rescue & Emergency Medical Services (EMS) Incidents					
311	1	12.50%	\$0.00	0.00%	\$0.00
3201	1	12.50%	\$0.00	0.00%	\$0.00
321	2	25.00%	\$0.00	0.00%	\$0.00
324	1	12.50%	\$0.00	0.00%	\$0.00
Total	5	62.50%	\$0.00	0.00%	\$0.00
6 Good Intent Call					
611	3	37.50%	\$0.00	0.00%	\$203,600.00
Total	3	37.50%	\$0.00	0.00%	\$203,600.00
Total	8	100.00%	\$0.00	0.00%	\$203,600.00

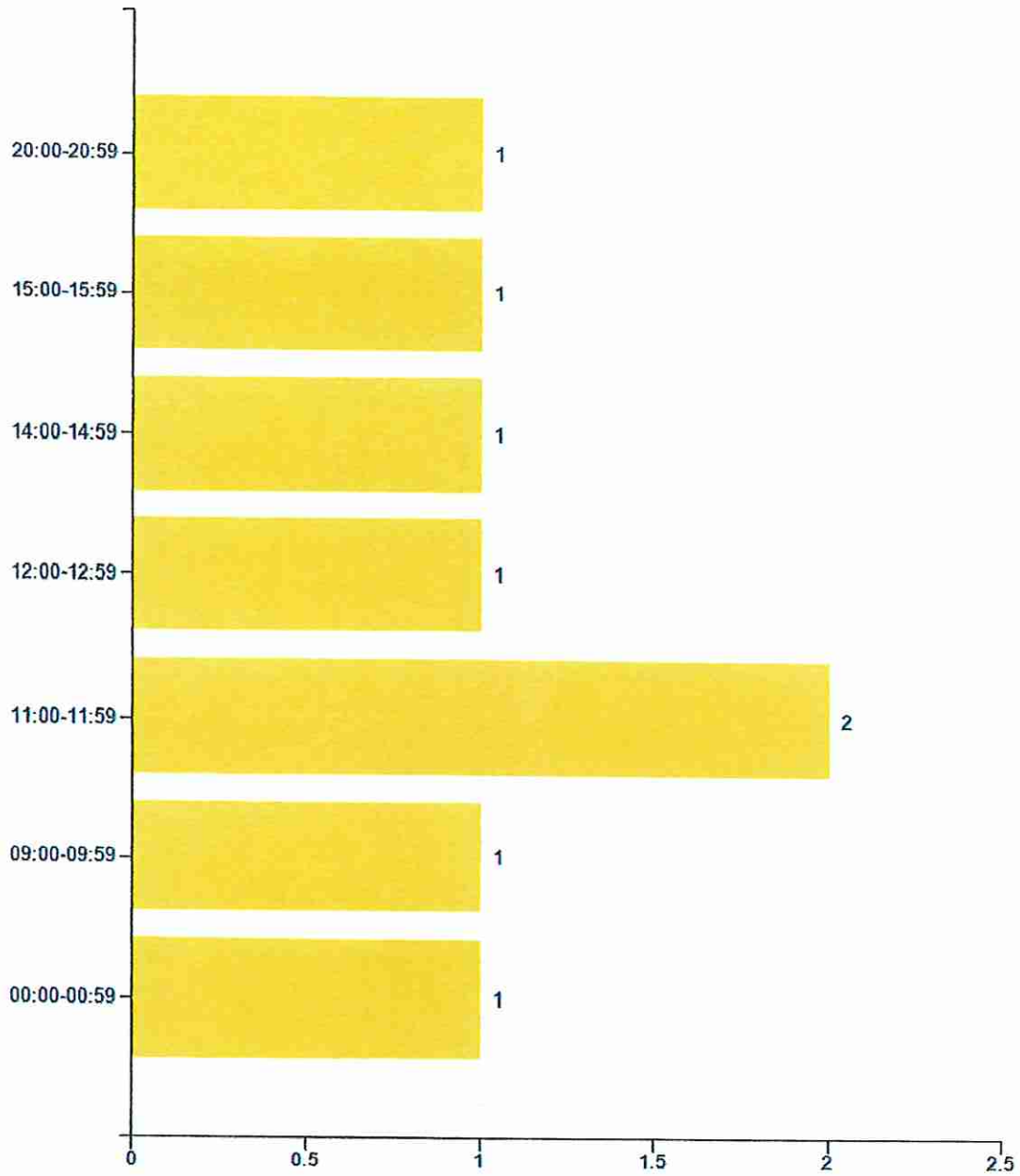
Calls by Day of Week

Incident Date Between 3/1/2024 and 3/31/2024



Incidents by Hours - 1 Hour Breakdown

Incident Date Between 3/1/2024 and 3/31/2024



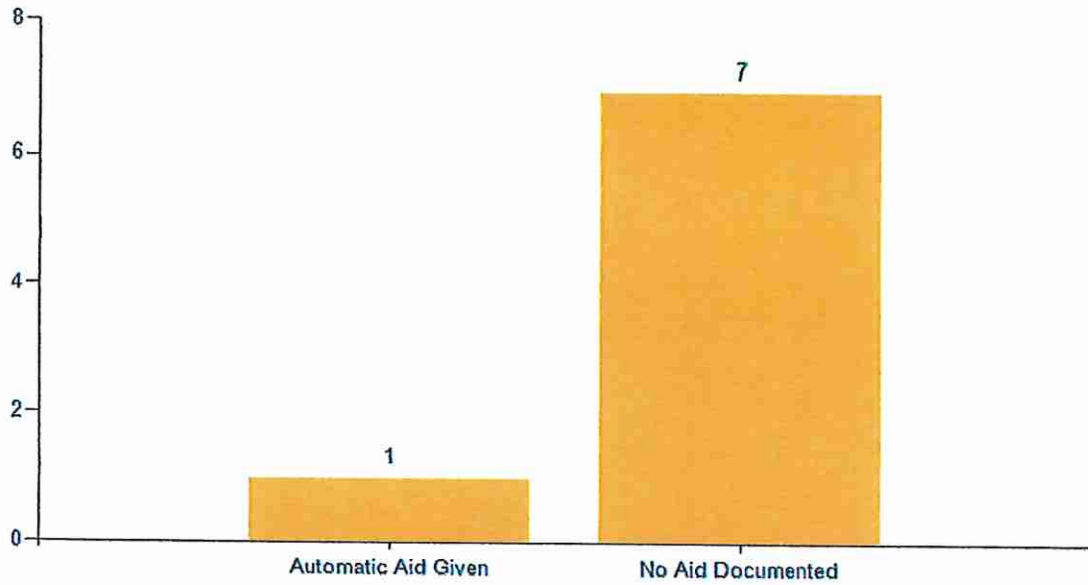
Average Firefighter Count per Apparatus

Incident Date Between 3/1/2024 and 3/31/2024

Apparatus Name	Avg Attendee	Incidents
	0.0	2
Nowthen Captain 1	1.0	1
Nowthen Chief 1	1.0	3
Nowthen Rescue 1	3.0	7
standby	2.0	4
Total	3.5	10

Calls by Type of Aid

Incident Date Between 3/1/2024 and 3/31/2024



Average Attendees per Hour Segment

Incident Date Between 3/1/2024 and 3/31/2024

Hour Range	Attn Per Hour	Calls Per Hour	Avg Attn Per Hour Range
0600-1000	3	2	1.5
1000-1400	11	3	3.67
1400-1800	9	3	3
1800-2200	7	1	7
2200-0200	3	1	3

Nowthen Council Meeting – April 9th, 2024

Opening

Mr. Mayor, members of the City Council, City Staff, and Citizens of Nowthen, the following is the Anoka County Sheriff's Office report for the Month of March, 2024:

Calls for Service

Sheriff's deputies responded to 82 calls for service. This is an increase of 6 calls for service year to date from 2023 to 2024. Traffic stops are up 42% in 2024 when compared to the same first three months of 2023.

March 2024 calls for service included:

- 2 to Bar None
- 2 Alarms
- 15 Medicals
- 8 Animal Complaints

Bar None

On 03/12/2024 at 1:50 PM, ACSO responded to the campus on a report of a juvenile female that no longer wished to be at the location. The deputies spoke with the female and staff and attempted to mediate the situation. The female was insistent on leaving the campus and became hostile. She was ultimately transported to a nearby hospital for crisis care.

On 03/21/2024 at 8:28 AM, ACSO responded to the campus on an assault report. The investigating deputy learned that a juvenile male assaulted another juvenile male during a dispute over missing property. The victim suffered minor injuries. Charges of 5th degree assault were recommended for the suspected offender.

Noteworthy Incidents

On 03/03/2024 at 4:14 PM, deputies received a gunfire report from the 5300 block of Old Viking Blvd. NW. The reporting party indicated they heard 20 gunshots from a neighboring property. The investigating deputy spoke with the homeowner at the location and learned he had been doing target practice into a small berm. The homeowner advised he was done shooting for the day and would work on building a better backstop for future shooting.

On 03/06/2024 at 10:11 PM, a deputy made a traffic stop on a vehicle that failed to signal in the 19000 block of Nowthen Blvd. NW. During the traffic stop, the deputy noted the strong odor of marijuana coming from the vehicle and later determined the driver was in violation of the open package law that prohibits open containers of marijuana in a motor vehicle. During a search of the vehicle, the deputy also located suspected methamphetamine. The driver, an adult female, was subsequently arrested for controlled substance crimes and booked at the Anoka County Jail.

On 03/11/2024 at 5:32 PM, deputies responded to Bill's Superette at 8077 Viking Blvd. NW on a theft in progress. The suspect, an adult female, was observed concealing merchandise on her person and exiting the store without attempting to pay for it. The suspect was detained by an arriving deputy. A number of stolen

items, totaling more than \$100, was recovered during a search of the suspect. She was charged with theft and formally trespassed from the business.

On 03/30/2024 at 6:14 PM, deputies responded to Bootleggers Salon at 19735 Iguana St. NW on a report of a driver that struck the building with her vehicle. The driver of the vehicle told deputies she was pulling into a parking spot with her foot on the brake when the vehicle accelerated unexpectedly. Both the building and the vehicle suffered damage. There were no indications that the driver was intoxicated. A report will be filed with the Minnesota Driver and Vehicle Services division regarding the accident.

Closing

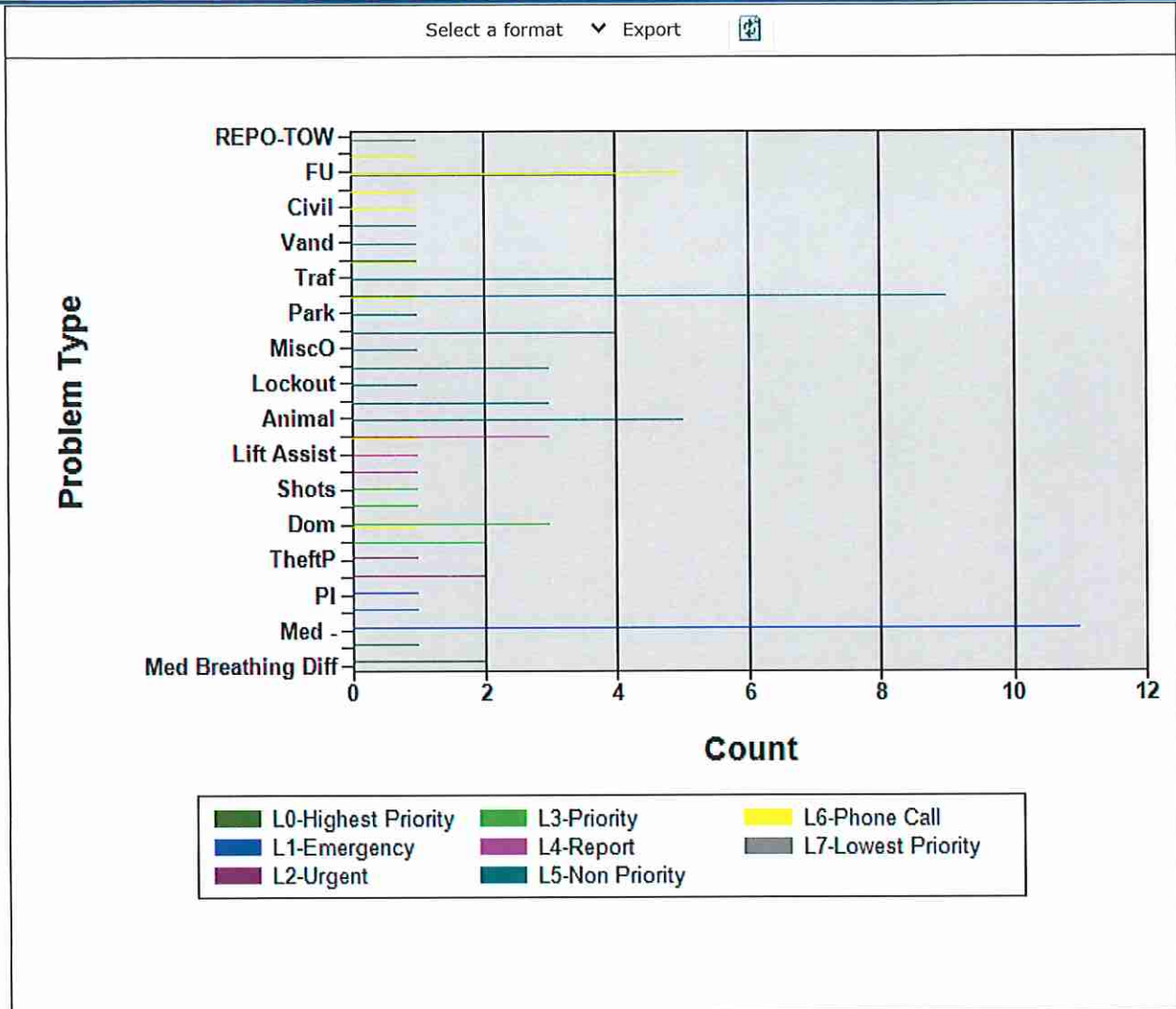
Time for the mayor and members of the council to ask questions.

Problem Type Summary

12:47 PM 04/02/2024

Data Source: Data Warehouse

Agency:	LAW ENFORCEMENT
Division:	Nowthen Law
Day Range:	Date From 3/1/2024 To 3/31/2024
Exclusion:	• Calls canceled before first unit assigned



Priority	Description
0	L0-Highest Priority
1	L1-Emergency
2	L2-Urgent
3	L3-Priority
4	L4-Report
5	L5-Non Priority
6	L6-Phone Call
7	L7-Lowest Priority

Problem Type	Priority								Total
	0	1	2	3	4	5	6	7	
911	0	0	2	0	0	0	0	0	2
Abandon	0	0	0	0	0	0	0	0	0
Abuse	0	0	0	0	0	0	0	0	0
AbuseP	0	0	0	0	0	0	0	0	0
AlarmB	0	0	0	2	0	0	0	0	2

AlarmCO	0	0	0	0	0	0	0	0
AlarmCOill	0	0	0	0	0	0	0	0
AlarmF	0	0	0	0	0	0	0	0
AlarmFsmoke	0	0	0	0	0	0	0	0
AlarmHoldup	0	0	0	0	0	0	0	0
AlarmV	0	0	0	0	0	0	0	0
AlarmWF	0	0	0	0	0	0	0	0
Animal	0	0	0	0	0	5	0	5
AnimalResc	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Assault	0	0	0	0	1	0	0	1
AssaultP	0	0	0	0	0	0	0	0
Boat Assist	0	0	0	0	0	0	0	0
Bomb	0	0	0	0	0	0	0	0
BombP	0	0	0	0	0	0	0	0
Broadcast	0	0	0	0	0	0	0	0
Burg	0	0	0	0	0	0	0	0
BurgP	0	0	0	0	0	0	0	0
Civil	0	0	0	0	0	0	1	1
CivilP	0	0	0	0	0	0	0	0
CSC	0	0	0	0	0	0	0	0
Debris	0	0	0	0	0	0	0	0
Deer	0	0	0	0	0	3	0	3
Disorderly	0	0	0	0	0	0	0	0
Dom	0	0	0	3	0	0	1	4
DomP	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0
DUI	0	0	0	1	0	0	0	1
Dumping	0	0	0	0	0	0	0	0
Escort	0	0	0	0	0	0	0	0
ExPat	0	0	0	0	0	0	0	0
F Aircraft	0	0	0	0	0	0	0	0
F Assist	0	0	0	0	0	0	0	0
F CleanUp	0	0	0	0	0	0	0	0
F Collapse	0	0	0	0	0	0	0	0
F Dump	0	0	0	0	0	0	0	0
F Elec Smell	0	0	0	0	0	0	0	0
F Expl	0	0	0	0	0	0	0	0
F Gas Odor In	0	0	0	0	0	0	0	0
F Gas Odor Out	0	0	0	0	0	0	0	0
F Grass fire	0	0	0	0	0	0	0	0
F Illegal	0	0	0	0	0	0	0	0
F Misc	0	0	0	0	0	0	0	0
F Mutual Aid	0	0	0	0	0	0	0	0
F Oven	0	0	0	0	0	0	0	0
F Powerlines	0	0	0	0	0	0	0	0
F SmokeIn	0	0	0	0	0	0	0	0
F SmokeOut	0	0	0	0	0	0	0	0
F Structure	0	0	0	0	0	0	0	0
F Train	0	0	0	0	0	0	0	0
F Veh	0	0	0	0	0	0	0	0
F Water Rescue	0	0	0	0	0	0	0	0
Fight	0	0	0	0	0	0	0	0
Flood in	0	0	0	0	0	0	0	0
Flood out	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	1	1
FraudP	0	0	0	0	0	0	0	0
FU	0	0	0	0	0	0	5	9
FW	0	0	0	0	0	0	0	0
Gun	0	0	0	0	0	0	0	0
Harass	0	0	0	0	0	0	0	0
Info	0	0	0	0	0	0	0	0
Lift Assist	0	0	0	0	1	0	0	1
Liq	0	0	0	0	0	0	0	0
Lockout	0	0	0	0	0	1	0	1
LockoutP	0	0	0	0	0	0	0	0

MA	0	0	0	0	0	3	0	0	3
MASS	0	0	0	0	0	0	0	0	0
Med -	0	11	0	0	0	0	0	0	11
Med Alarm	0	0	0	0	0	0	0	0	0
Med Allergic	0	0	0	0	0	0	0	0	0
Med Assault	0	0	0	0	0	0	0	0	0
Med Bleed	0	0	0	0	0	0	0	0	0
Med Breathing Diff	2	0	0	0	0	0	0	0	2
Med Breathing Not	1	0	0	0	0	0	0	0	1
Med Choking	0	0	0	0	0	0	0	0	0
Med Drown	0	0	0	0	0	0	0	0	0
Med Electro	0	0	0	0	0	0	0	0	0
Med Fall	0	0	0	0	0	0	0	0	0
Med Heart	0	0	0	0	0	0	0	0	0
Med Hold	0	0	0	0	0	0	0	0	0
Med ILL	0	1	0	0	0	0	0	0	1
Med Info	0	0	0	0	0	0	0	0	0
Med OB	0	0	0	0	0	0	0	0	0
Med Priority	0	0	0	0	0	0	0	0	0
Med Seizure	0	0	0	0	0	0	0	0	0
Med Stab-Gunshot	0	0	0	0	0	0	0	0	0
Med Stroke	0	0	0	0	0	0	0	0	0
Med Uncon	0	0	0	0	0	0	0	0	0
Medex	0	0	0	0	0	0	0	0	0
Misc	0	0	0	0	0	0	1	0	1
MiscO	0	0	0	0	0	1	0	0	1
Noise	0	0	0	0	0	4	0	0	4
NoTag	0	0	0	0	0	0	0	0	0
Ord	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Park	0	0	0	0	0	1	0	0	1
PD	0	0	0	0	3	0	1	0	4
Person	0	0	0	0	0	0	0	0	0
PI	0	1	0	0	0	0	0	0	1
POR	0	0	0	0	0	0	0	0	0
Property	0	0	0	0	0	0	0	0	0
PW	0	0	0	0	0	0	0	0	0
REPO-TOW	0	0	0	0	0	0	0	1	1
RJ	0	0	0	0	0	0	0	0	0
RoadClosure	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
RobberyP	0	0	0	0	0	0	0	0	0
Shots	0	0	0	1	0	0	0	0	1
Slumper	0	0	0	0	0	0	0	0	0
StolenProp	0	0	0	0	0	0	0	0	0
Suicide	0	0	0	0	0	0	0	0	0
SuicideP	0	0	0	0	0	0	0	0	0
Susp	0	0	0	0	0	9	1	0	10
SuspP	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	0	0	0
TheftP	0	0	1	0	0	0	0	0	1
Threat	0	0	0	0	0	0	0	0	0
ThreatP	0	0	0	0	0	0	0	0	0
Traf	0	0	0	0	0	4	0	0	4
Tres	0	0	0	0	0	1	1	0	2
UNK	0	0	0	0	0	0	0	0	0
Unsecure	0	0	0	0	0	0	0	0	0
Vand	0	0	0	0	0	1	0	0	1
VandP	0	0	0	0	0	0	0	0	0
VehTheft	0	0	0	0	0	0	0	0	0
VehTheftP	0	0	0	0	0	0	0	0	0
Weapon	0	0	0	0	0	0	0	0	0
Weather	0	0	0	0	0	0	0	0	0
Welfare	0	0	0	0	0	1	0	0	1
WelfareP	0	0	0	0	0	0	0	0	0
WT	0	0	0	0	0	0	0	0	0

Total

3	13	3	7	5	34	12	5	82
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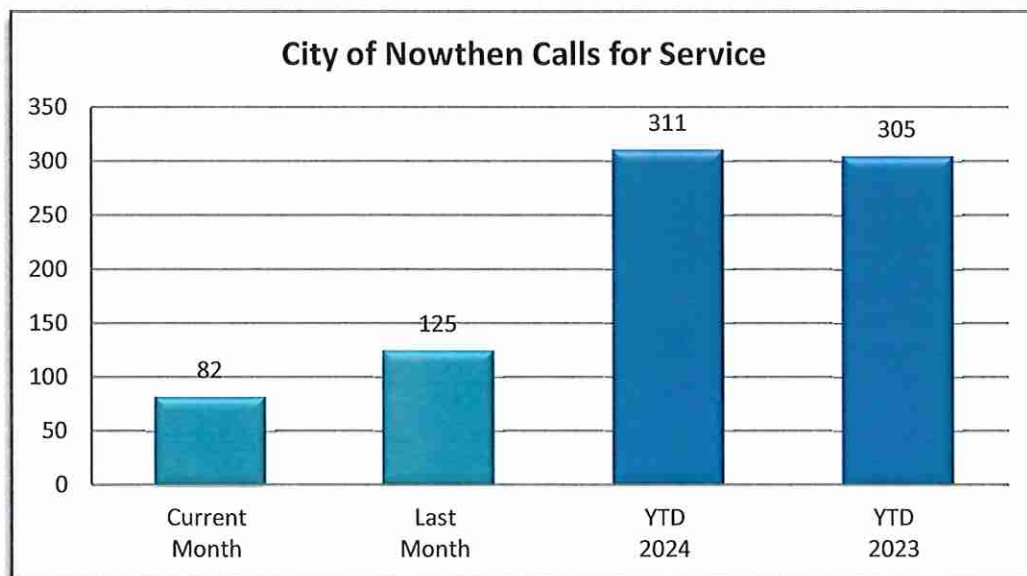
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Close

PATROL DIVISION

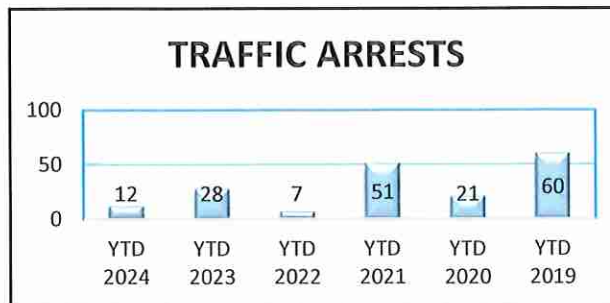
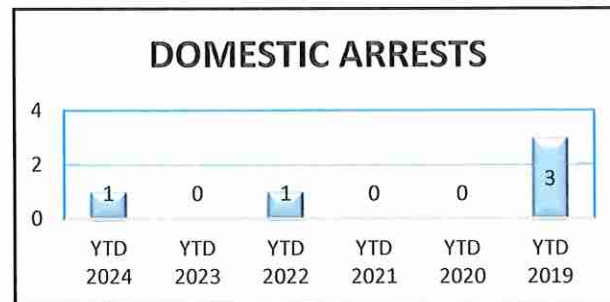
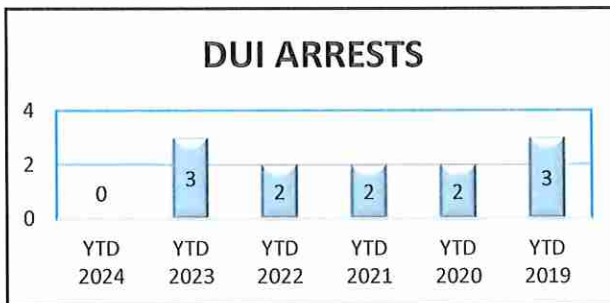
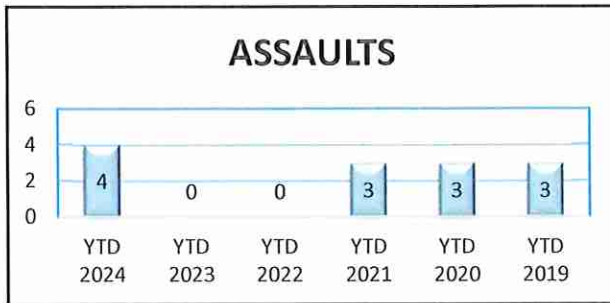
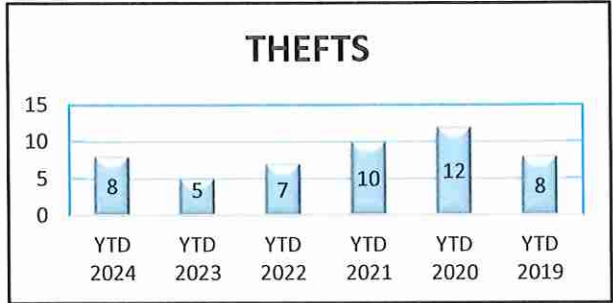
CITY OF NOWTHEN - JANUARY - MARCH 2024

OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2024	YTD 2023
Call for Service	104	125	82										311	305
Burglaries	0	0	0										0	1
Thefts	6	0	2										8	5
Crim Sex Conduct	0	0	0										0	0
Assault	1	2	1										4	0
Dam to Property	1	1	0										2	0
Harass Comm	0	0	0										0	0
PI Accidents	2	0	1										3	6
PD Accidents	10	3	4										17	17
Felony Arrests	1	0	0										1	3
Gross Misd Arrests	0	0	1										1	3
Misd Arrests	0	1	3										4	6
DUI Arrests	0	0	0										0	3
Drug Arrests	0	0	1										1	0
Domestic Arrests	1	0	0										1	0
Warrant Arrests	1	3	0										4	3
Traffic Stop	63	50	55										168	118
Traffic Arrests	6	3	3										12	28

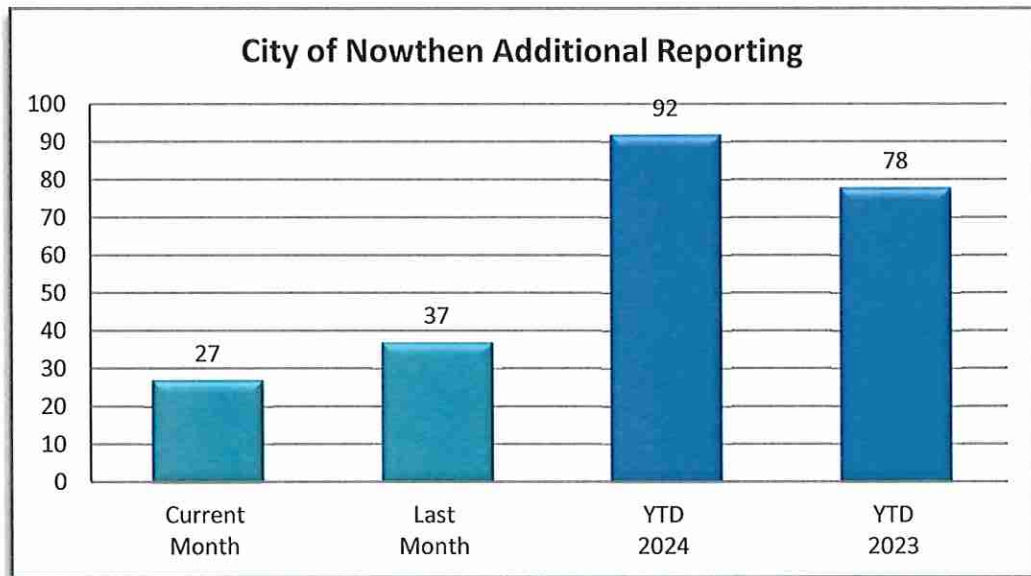


CITY OF NOWTHEN

YEAR TO DATE - MARCH 2019-2024



OFFENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD 2024	YTD 2023
Bar None Facility	2	6	2										10	7
Alarms	4	2	2										8	12
Animal Complaints	8	8	8										24	22
Fire	0	5	0										5	2
MV Complaints	0	1	0										1	0
Medicals	14	14	15										43	34
Ordinance	0	1	0										1	1
2024 TOTALS	28	37	27	0	0	0	0	0	0	0	0	0	92	78





REQUEST FOR COUNCIL ACTION

Agenda Item: 7a	Department: Planning	Requested Council Meeting Date: April 9, 2024	Submitted By: Cindy Nash City Planner
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TITLE OF ISSUE: AMENDMENT OF ZONING ORDINANCE SECTIONS 11-3-8 AND 11-4-3 REGARDING HOME OCCUPATIONS IN C-1 COMMERCIAL DISTRICT

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Please see attached memo regarding change to sections 11-3-8 and 11-4-3 permitting home occupation in the C-1 Commercial District.

SOURCE OF FUNDING: NA

REQUESTED COUNCIL ACTION:

Approve the proposed ordinance amendment regarding permitting home occupation in the C-1 Commercial District

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
	X			X

Collaborative Planning, LLC

Memorandum

To: Honorable Mayor and Council
From: Cindy Nash, AICP, EDFP
Date: April 1, 2024
Subject: Ordinance Amendment – Home Occupations in the Commercial Zoning District

An ordinance amendment has been initiated related to home occupations in the Commercial District to address ordinance inconsistencies noted during review of the SotaSolar IUP application.

The purpose of the change is to specify that home occupations (both permitted and extended) may be permitted in the C-1 Commercial District. The Zoning Ordinance does not currently list home occupations as a possible use in the C-1 zoning district, but there are also existing dwellings in that district that have historically been granted IUPs for extended home occupations.

A redline and clean version of an ordinance amendment is attached for review and consideration.

The Planning Commission held a public hearing at their March 26, 2024 meeting. After discussion, they recommended approval of the ordinance amendment on a vote of 7-0.

11-3-8: C-1 -- COMMERCIAL DISTRICT:

B. Permitted Uses: The following shall be permitted by right:

1. Bank, savings and loan, savings credit unions and other financial institutions.
2. Commercial recreation.
3. Day care facilities.
4. Funeral homes and mortuaries.
5. Governmental and public utility buildings and structures; City of Nowthen only.
6. Hotels.
7. Instructional classes.
8. Nurseries, greenhouses and landscape businesses.
9. Office businesses.
10. Public parking lots.
11. Public parks and playgrounds, City of Nowthen only.
12. Restaurants, general with on- and off-sale liquor.
13. Retail businesses.
14. Service Businesses, on and off site.
15. Home occupations as provided for in this Chapter, if the residential use associated with the home occupation meets the requirements of paragraph D.5. of this Section.

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11-3-8: C-1 -- COMMERCIAL DISTRICT:

D. Interim Uses: All interim uses shall be reviewed and allowed in accordance with the standards of Section 10 of this Chapter, shall terminate upon a change of occupancy or other date as determined by the City Council in accordance with Section 10 of this Chapter and subject to those performance standards outlined

herein any additional stipulations determined to be necessary and reasonable by the City Council to meet the criteria outlined in Section 10 of this Chapter.

1. Any and all forms of agriculture and horticulture as defined by this Chapter existing on October 11, 2011 provided that:
 - a. Once converted to an allowed commercial use in conformance with the requirements of this Chapter, the interim agricultural use shall not be re-established.
2. Farm buildings and accessory structures existing on October 11, 2011 provided that:
 - a. Once converted to an allowed commercial use in conformance with the requirements of this Chapter, the interim farm building shall not be re-established.
3. Outdoor service, sale and rental as a principal or accessory use, provided that:
 - a. Outside services, sales and equipment rental connected with the principal use is limited to thirty percent (30%) of the gross floor area of the principal use.
 - b. Outside sales areas are fenced or screened from view of neighboring residential uses or an abutting residential district.
 - c. Sales area is surfaced with asphalt, concrete or pavers to control dust.
 - d. The use does not take up parking space as required by this Chapter.
4. Outdoor storage as a principal or accessory use, provided that:
 - a. The storage area is fenced and screened from view of neighboring residential uses, abutting residential districts and the public right-of-way.
 - b. The storage area is surfaced with asphalt, concrete or pavers to control dust.
 - c. The storage area does not take up parking space as required by this Chapter.
5. Residential uses existing as of October 11, 2011 shall be designated as interim uses provided that:

- a. Existing residential uses may continue and may be enlarged or expanded upon provided that the uses maintain compliance with all other provisions of this Chapter applicable to such residences. (Ordinance 2014-01, adopted February 11, 2014)
 - b. Not more than one (1) principal use shall be allowed upon the property.
 - c. Commercial uses as provided for within the C-1 District shall not be allowed until such time as the interim residential use ceases and the property complies with all requirements of this Chapter applicable to commercial uses; once converted to an allowed commercial use in conformance with the requirements of this Chapter, the residential use shall not be re-established, except by approval of an interim use permit subject to the following conditions: (Ordinance 2015-01, adopted March 10, 2015)
 - (1) Commercial use of the residential structure was established prior to March 10, 2015;
 - (2) If the residential use is not the only principal use of the property, a Conditional Use Permit is processed according to Section 11-3-8.C.7 to allow for multiple principal uses on a single property;
 - (3) The residential use shall be located upon a lot that complies with the minimum requirements of the C-1 District;
 - (4) The residential use may only be re-established once per property or structure.
6. Wireless communication antennas as regulated by this Chapter.
7. Housing Shelters, Nursing Homes
(Ordinance 2013-09, adopted December 10, 2013)
8. Bed and Breakfast Facilities and Craft Houses within residential structures currently in existence, provided:
- a. Residential structures are not enlarged or expanded upon and are located on a minimum of one (1) acre.
 - b. When four (4) or more beds are available for rent, a State of Minnesota lodging license is obtained.

- c. A maximum of ten (10) guestrooms are established that meet the State guidelines for lodging licensing. The number of guestrooms permitted shall be based on the square footage requirements of the City's adopted building standards for bedrooms and the standards of the State lodging license.
- d. A registration ledger shall be kept for a minimum of three (3) years or as otherwise required by State law, whichever is greater, and shall be made available to the Code Enforcement Officer or Zoning Administrator upon request.
- e. C-1 District permitted uses may be allowed in association with the residential structure, provided off-street parking and loading areas can be accommodated.
- f. The structure shall comply with the City's minimum residential structure size requirements in Section 11-4-13 of this Chapter.
- g. Overnight guests shall be limited exclusively to those persons registered as a lessee at the facility.
- h. Small group gatherings or meetings may be allowed as part of an approved Interim Use Permit provided the gathering area is large enough to meet building occupancy standards and parking can be accommodated on site.
- i. When food service is provided to the renters by the building's owner, caterer, hired cook, or anyone other than the person(s) contracted to rent the craft house, a State of Minnesota food service license shall be obtained.
- j. Parking shall be subject to established parking design requirements of the underlying zoning district provided for in Section 11-6 of this Chapter.
- k. Signs conform to regulations established in Section 11-7 of this Chapter.
- l. A site survey and detailed floor plan shall be submitted with the requested IUP, Interim Use Permit.
- m. All Interim Use Permits shall be reviewed annually by the Zoning Administrator. If violations of City ordinances, building code, or conditions of approval are found, or valid complaints are received from adjacent or nearby property owners, the Zoning Administrator may require that the IUP be reviewed according to Section 11-10 of this Chapter.

n. The facility complies with all health, safety, building and fire codes as may be required or applicable. (Ordinance 2013-09, adopted December 10, 2013).

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8. Extended Home Occupation

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11-4-3 Home Occupations

- B. Extended Home Occupations: An extended home occupation shall be reviewed as an interim use and shall be allowed in zoning districts that permit Extended Home Occupations ~~the Rural Residential Agriculture District~~ if the business ~~is listed as an interim use in and if the business~~ complies with the requirements as stated herein and of those stated in Section 10 of this Chapter.

**CITY OF NOWTHEN
ANOKA COUNTY
STATE OF MINNESOTA**

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE CITY OF NOWTHEN ZONING ORDINANCE
RELATED TO HOME OCCUPATIONS IN THE C-1 COMMERCIAL DISTRICT**

The City Council of Nowthen, Minnesota ordains:

SECTION 1. AMEND SECTION. Section 11-3-8 B. of the Nowthen Zoning Ordinance is hereby amended to add a new permitted use as follows:

15. Home occupations as provided for in this Chapter, if the residential use associated with the home occupation meets the requirements of paragraph D.5. of this Section.

SECTION 2. AMEND SECTION. Section 11-3-8 D. of the Nowthen Zoning Ordinance is hereby amended to add a new interim use as follows:

8. Extended Home Occupation

SECTION 3. RESCIND AND REPLACE SECTION. Section 11-4-3 B. of the Nowthen Zoning Ordinance is hereby amended added as follows:

- B. Extended Home Occupations: An extended home occupation shall be reviewed as an interim use and shall be allowed in zoning districts that permit Extended Home Occupations if the business complies with the requirements as stated herein and of those stated in Section 10 of this Chapter.

SECTION 4. EFFECTIVE DATE

This ordinance becomes effective on the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat. § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

SECTION 5. REPEALER

All prior ordinances to the extent that they are inconsistent with the terms and provisions of this Ordinance, shall be deemed repealed after the effective date of this Ordinance with regard to those inconsistent terms and provisions. This repealer is not applicable to Ordinance 2023-06 Placing a Temporary Moratorium on the Leasing of Space as Part of Any Extended Home Occupation adopted by the City Council of the City of Nowthen on October 10, 2023.

Passed by the City Council of Nowthen this _____ day of _____, 2024.

Approved:

Jeff Pilon
Mayor

Attested:

Scott Lehner
City Administrator

C:\Users\enash\Dropbox\Nowthen\Ordinance Amendment\Home occupation in Commercial District\Ordinance Amend Home occupation in commercial district draft1.docx



REQUEST FOR COUNCIL ACTION

Agenda Item: 7b	Department: Planning	Requested Council Meeting Date: April 9, 2024	Submitted By: Cindy Nash, City Planner
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TITLE OF ISSUE: APPROVAL OF IUP FOR 8150 Viking Blvd NW, Nowthen

BACKGROUND AND SUPPLEMENTAL INFORMATION:
 Shawn and Jennifer Himmelberger are the fee owners of the real property located at 8150 Viking Blvd NW. They are applying for Interim Use Permit (IUP) for an Extended Home Occupation for RV Solar installations with online sales.

The planning commission held a public hearing, preceded by a published and mailed notice on February 22, 2024

The Planning Commission recommended approval of the IUP on the vote of 7 (seven) AYES and 0 (zero) NAYES.

SOURCE OF FUNDING: N/A

REQUESTED COUNCIL ACTION: Approval of IUP for 8150 Viking Blvd NW subject to the findings of fact and record of decision attached hereto as Exhibit A.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				X

Collaborative Planning, LLC

Memorandum

Date: March 19, 2024
To: Planning Commission
From: Cindy Nash, City Planner
RE: IUP for a Home Occupation – 8150 Viking Boulevard NW - SotaSolar

Overview of Request

Shawn Himmelberger with SotaSolar has submitted an application for an Interim Use Permit for an Extended Home Occupation to allow for RV solar installations with online sales. The property is located in the C-1 Commercial District.

The application is included in your packets and contains their proposed request.

Evaluation of Request

Use, Where Permitted. The C-1 zoning district does not list “Extended Home Occupations” as a possible use under Section 11-3-8 D. (pages 11-47 to 11-50 of the Zoning Ordinance. In addition, Section 11-4-3 B. (page 11-151) related to Extended Home Occupations specifies that they are allowed in the Rural Residential Agriculture District and doesn’t mention the C-1 zoning district. Also on the Planning Commission agenda is a proposed amendment to the zoning ordinance to remedy this finding; if approved, the use would be eligible for an IUP for an Extended Home Occupation.



Outdoor Storage. Outdoor sales and service and outdoor storage are addressed in the C-1 zoning district as potentially being permitted subject to an Interim Use Permit (page 11-47) provided that these areas are surfaced with asphalt, concrete or pavers to control dust. In the Extended Home Occupations section, there is a requirement that outside storage may be permitted if such storage conforms to the setback, location and maximum size requirement for accessory structures. Section 11-4-2 related to accessory structures (page 11-148) references that on lots of at least 5 acres to less than 10 acres in size the maximum floor area shall not exceed 6,400 square feet.

Evaluation of Request as an Extended Home Occupation (if the Zoning Ordinance allowed Extended Home Occupations in the C-1 zoning district)

Despite that the C-1 zoning district does not permit Extended Home Occupations, this could potentially be remedied if the proposed ordinance amendment that is also on the agenda was approved. A review of the proposed project as compared to the extended home occupation standards is as follows:

- B. Extended Home Occupations: An extended home occupation shall be reviewed as an interim use and shall be allowed in the Rural Residential Agriculture District if the business is listed as an interim use in and if the business complies with the requirements as stated herein and of those stated in Section 10 of this Chapter.

Staff Comment: This project does not meet this requirement as the property is zoned C-1 and not RRA.

- 1. Extended home occupations shall be carried on by one (1) or more members of the property owner’s family who shall reside in the dwelling unit, with not more than one (1) full-time or (2) two part-time on-site employees who are not part of the family. If the extended home occupation is on property that is fully accessed on bituminous roads, up to two (2) full-time or (4) part-time on-site employees may be permitted. (Ordinance 2013-04, adopted April 9, 2013)

Staff Comment: The Subject Property appears to meet this requirement.

- 2. Extended home occupation may be permitted within either the principal structures or within accessory structures. The number and

sizing of accessory structures shall be as defined in Section 11-4-2 of this Chapter.

Staff comment: The use is proposed to occur in the accessory building, which consists of approximately 3,000 square feet.

3. The leasing of space to another person or firm requires an Interim Use Permit and must be obtained by the property owner, not the lessee. The rental of space for the storage of boats, vehicles, etc. are considered as extended home occupations and are subject to the interim use provisions.

Staff Comment: This is not applicable.

4. Retail sales related to extended home occupations shall be limited to minor products that are ancillary to a home occupation service. Such minor retail sales shall be similar to:
 - a. Hair care products ancillary to home beauty or hair care occupations;
 - b. Spare or replacement parts ancillary to a small engine or a small machine (motorcycle, lawn mower, snow blower or snowmobile) repair occupation.

Staff Comment: No retail sales are proposed. It is proposed that all sales are completed online, with drop-off and pickup of the RV by the customer.

4. An extended home occupation may be identified by one sign, without lights or illumination and a maximum of twelve (12) square foot size. All signs shall be subject to review. With the exception of any such permitted sign there shall be no exterior displays. No exterior indication of a home occupation or any variation from the residential character of the principal structure shall be permitted.

Staff Comment: Per the application, no signage is proposed.

5. Objectionable noise, vibration, smoke, dust, electrical disturbance, odors, heat, or glare shall not be produced. No hazardous or toxic chemical/wastes shall be generated or discharged.

Staff Comment: It is anticipated that they can meet this requirement, subject to conditions related to complying with nuisance regulations being included as a permit condition.

6. Access:

- a. If the extended home occupation is conducted on property that is accessed in total or in part on a gravel or aggregate surfaced street, the home occupation shall not create vehicular traffic within the neighborhood in greater volume than would normally be expected in the zoning district. For purposes of this Section, maximum normal residential traffic consists of two (2) round trip vehicle trips per driving age family member.
- b. If the extended home occupation is located on and has access totally from bituminous surfaced streets, the use shall not create vehicular traffic that would cause unusual damage to the road or create excessive traffic volumes with the determination of unusual damage or excessive volume totally by the City Council on a specific cost permit basis.
- c. Limited scale trucking operations may be permitted as Extended Home Occupations only if the property is accessed from a continuous network of bituminous streets and the limitations related to the occupation are being carried on by family members and no more than two (2) on-site employees is met.

Staff Comment: The property has access from a paved road.

8. Outside storage of materials and equipment used for extended home occupations may be permitted if such storage conforms to the setback, location and maximum size requirement for accessory structures. All outside storage shall be screened from view. If such storage is within one hundred (100) feet of the property line or one hundred twenty (120) feet from any current or potential abutting property residence, it shall be screened by opaque fencing.

Staff Comment: The outside paved area would only be used to park RVs that are either waiting for installations or awaiting pickup. No materials and equipment would be stored outside.

9. All extended home occupations shall be reviewed as an interim use and shall be periodically reviewed for compliance with such interim use permits with the review frequency as established by the City Council. (Ordinance #3, adopted November 9, 2010)

Planning Commission Recommendation

The Planning Commission recommended approval of the IUP on a vote of 7-0 subject to the conditions in the Findings of Fact and Record of Decision document.

Anoka County Parcel Viewer



Parcel Information:

Approx. Acres:
Commissioner:

Owner Information:



Plat:

Elizabeth Stockman

From: Shawn Himmelberger <shawn@sotasolar.com>
Sent: Wednesday, December 20, 2023 9:56 AM
To: Elizabeth Stockman
Subject: Siteplan Sota Solar 8150 Viking Blvd
Attachments: 8150 Site Plan.pdf

Elizabeth,

Thank you for your time yesterday. Attached is a site plan and descriptions.

Business Use Description

Sota Solar is an RV and Off Grid Solar installation and online sales company. We would have customers onsite by appointment only.

We expect to have 2 RV waiting to be worked on / customer drop offs, 2 RVs being worked on and 2 RVs waiting to be picked up. As business continues to grow we'd like to as many as 10 RVs onsite. RV installation projects typically take as much as a week. We also do limited RV repair and other upgrades in conjunction with a solar project.

Deliveries will be primarily UPS / Fedex / USPS .

Site Plan Description

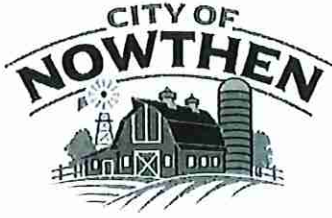
The majority of work would be completed inside the shop building, however some RVs may not accommodate that indoor space and work would be completed outside. Primary RV parking would be on paved pad b behind shop to minimally impact line of sight from Viking. When larger RVs or capacity necessitates we'd like the ability to park RVs in an overflow parking area.

Our longterm line of sight issues would be solved from evergreen tree plantings as indicated on site plan drawing. Many of these RVs are over 12' to 13' tall, any fence would likely still allow visibility from Viking.

To accommodate the length of these vehicles we'd like to add a class 5 turn around loop in the back of property approximately as drawn on site plan.

Shawn Himmelberger
763 639 3584
shawn@sotasolar.com

<https://sotasolar.com>



CONDITIONAL & INTERIM USE PERMITS

8188 199TH AVENUE NW, NOWTHEN, MN 55330
(763) 441-1347

RETURN TO: INFO@NOWTHENMN.NET

<input type="checkbox"/> CONDITIONAL USE PERMIT <input checked="" type="checkbox"/> INTERIM USE PERMIT	<p>***FOR OFFICE USE ONLY *** FOR OFFICE USE ONLY***</p> <p>Date Application Received: <u>12-19-23</u></p> <p>Date Application Complete: _____ (60-day review period starts from this date)</p> <p>Public Hearing Date: <u>1-23-24</u></p> <p>City Council Approval/Denial Date: <u>2-13-24</u></p> <p>60-Day Review Period Ends: _____</p> <p>60-Day Extension: <input type="checkbox"/> Yes <input type="checkbox"/> No Expires On: _____</p> <p>Received By: <u>Uz Stockman</u></p>
	<p>Base Fee: \$200 Escrow: \$1,000 Public Hearing Fee: \$250 Recording Fee: \$46 Total Amt. Due: \$1,496</p> <p>Amt. Paid: <u>\$1496.00</u></p> <p>CC/Check# _____</p>

Property Information

Street Address: 8150 Viking Blvd NW

Property Identification Number (PIN#): 29-33-25-11-0008

Legal Description (Attach full description of Metes & Bounds if necessary):
N 276 ft of W 300 ft of NE 1/4 of NE 1/4 Sec. 29
Twp. 33 Rge 25 ex rd. subj. to ease of rec.

Type of Business or Use Requested: Home Business
Rv Solar Installation / on site sales

Zoning Designation: C-1

Applicant Information

Name(s): Shawn Himmelberger

Business Name: SotaSolar

Mailing Address: 8150 Viking Blvd NW ~~Nowthen~~

City: Nowthen State: MN Zip Code: 55330

Cell Phone: 763 639 5584 Alternate Phone: _____

e-mail: Shawn@SotaSolar.com

Property Owner Information (If other than applicant):

Name: _____ Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code : _____

Cell Phone: _____ Alternate Phone: _____

e-mail: _____

Description of Request (attach additional sheets as necessary)

Existing Use of Property: Residential w/ Pole Barn

Description of Proposed Use: Use Pole Barn and property to install Solar Systems on RV's and other off grid applications

Reason(s) to Approve Request: Few property impacts + future expansion.

Please describe any previous applications pertaining to the subject site:

Project Name: none Date of Application: _____

Nature of Previous Request : _____

Existing Building Sizes:

RESIDENTIAL LOTS: House (main floor/footprint of living area): 2800 SF

Garage 1: 500 SF(attached/detached?) Garage 2: 2310 SF(attached/detached?)

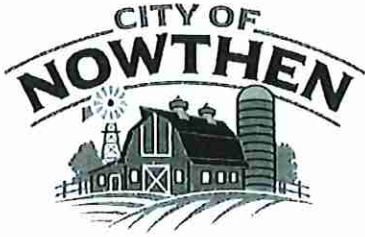
COMMERCIAL/INDUSTRIAL LOTS: Main Building(s): _____ SF _____ SF

Office Area: _____ SF; Warehouse/Storage: _____ SF; Manufacturing: _____ SF

ALL LOTS:

Accessory Buildings: (type/size) _____ / _____ SF: _____ / _____ SF

_____ / _____ SF: _____ / _____ SF; _____ / _____ SF



**LETTER OF INTENT
(TO BE COMPLETED FOR ALL CUPs AND IUPs)**

**8188 199TH AVENUE NW, NOWTHEN, MN 55330
(763) 441-1347**

RETURN TO: INFO@NOWTHENMN.NET

Name of Applicant(s): Shawn Himmelberger

Address of Property: 8150 Viking Blvd NW Nowthen, MN 55330

Home Phone No: _____ **Mobile No:** 7636393584

What type of business is proposed on this property? _____

RV and Off Grid Solar system installation (RVs, Vans, Buses ,Trailers, Ice House, Work Trailer, etc)

Is this business currently being operated on this property? _____ Yes No

If yes, for how long? _____

Has a Conditional Use Permit or Interim Use Permit ever been approved for this business or property? If so, when? _____ (attach a copy if you have one)

What will be the days and hours of operation: M-F 9am - 5pm

Number of proposed employees? 1 Full time 1 Part time

Traffic Impacts:

- a) Do you live on a paved or _____ gravel road?
- b) How many access points/driveway entrances do you have onto the adjacent roadway(s)? 1
- c) How many times during an average week will you have pickups or deliveries to or from the property? 3-4

- d) Please describe the type(s) of trucks making deliveries (UPS, box truck, semi-truck, etc) and what is being transported (type of merchandise, refuse, scrap lumber, etc) UPS, Fedex
-
- e) How are the trucks unloaded? (ie: pallets are removed with a fork lift, boxes are removed by hand) Boxes by hand, if LTL will request liftgate service.
-
- f) How many customers, clients or business related visitors do you expect to have in a typical week?3-4
-
- g) Is there space for trucks and cars to park and turn around on the property or is it necessary that they stop on the street? They can turn around on property
-

Effects your business may have upon neighboring properties:

- a) Does your business generate any noises or vibrations? Yes No
- b) If yes, from what? _____
-
- c) Can the noise be heard from outside the building? _____
-
- d) Does the business generate any odors, smoke, or fumes? Yes No
If yes, please explain _____

Storage of Materials:

- a) Do you have any material(s) on site that may be classified as toxic or hazardous? Yes No
- b) Do you have material(s) on site that could be explosive? Yes No
- c) If you answered yes to either (a) or (b) above, identify the material(s): _____
-

- d) Please list any materials or equipment that will be stored within an accessory structure on the property. *Note: The storage of business materials and equipment may not take up garage space otherwise intended for the parking of vehicles.* Solar Panels, Inverters, Chargers, Lithium (LiFePo4) Batteries and
Accesories
- e) Please list any materials or equipment that will be stored outside and where on the property it will be stored: Possibly some aluminum solar racking, stored behind privacy
fence on property now.

Accessory Structures:

- a). What is the size of your property?
4.7-4.98 Acres Feet of Street Frontage, if known
- b). How large is the principal structure (residence)? 2800 Square Feet
- c). How many accessory structures exist on the property? 1
- d). List all accessory structures by type and size (i.e. detached garages, barns, pole buildings, sheds, free-standing decks/screen porches, etc.)
Pole Barn

Site Inspection:

- a) Please list the name and phone number of someone who can be considered a contact person. A city staff member will call to arrange for a site review visit.
Shawn Himmelberger 7636393584
- b) Please state a convenient day and time for a site review visit.
Mid Week Most Days

Signs: Do you intend to place a sign on the property which identifies the business?

 Yes x No Commercially zoned properties should contact City Hall regarding sign regulations for specific land uses.

For residentially zoned property, you must include a colored drawing of the sign that indicates how it will be constructed and installed. The sign may not exceed twelve (12) square feet in total area (a two-sided sign is limited to six (6) square feet per side).

MINNESOTA RV SOLAR SYSTEMS

RV SOLAR SYSTEM INSTALLATION, ESTIMATION & CONSULTATION

We design, sell and install **offgrid & RV solar systems** around your needs and budget.

[GET YOUR RV SOLAR SYSTEM INSTALLATION QUOTE](#)

This is our busy season, we can better respond to your requests this way.

HOW MUCH OFFGRID OR RV SOLAR DO YOU NEED?

That's the question isn't it? We've put together an easy to use solar power estimator to help you on your way.

[TRY OUR OFFGRID & RV SOLAR POWER CALCULATOR](#)

[HOW MUCH DOES AN RV SOLAR SYSTEM COST?](#)

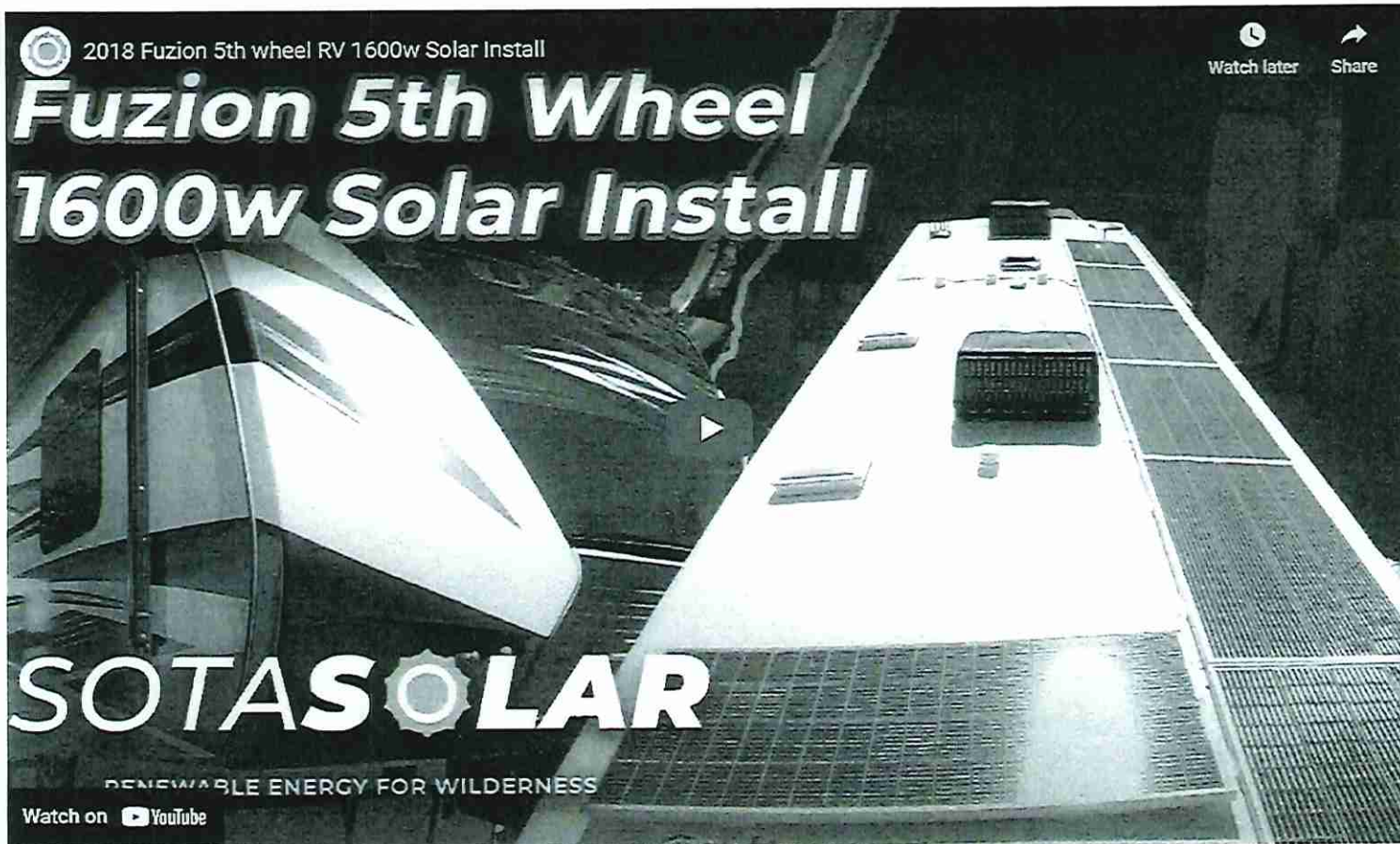
SOTASOLAR

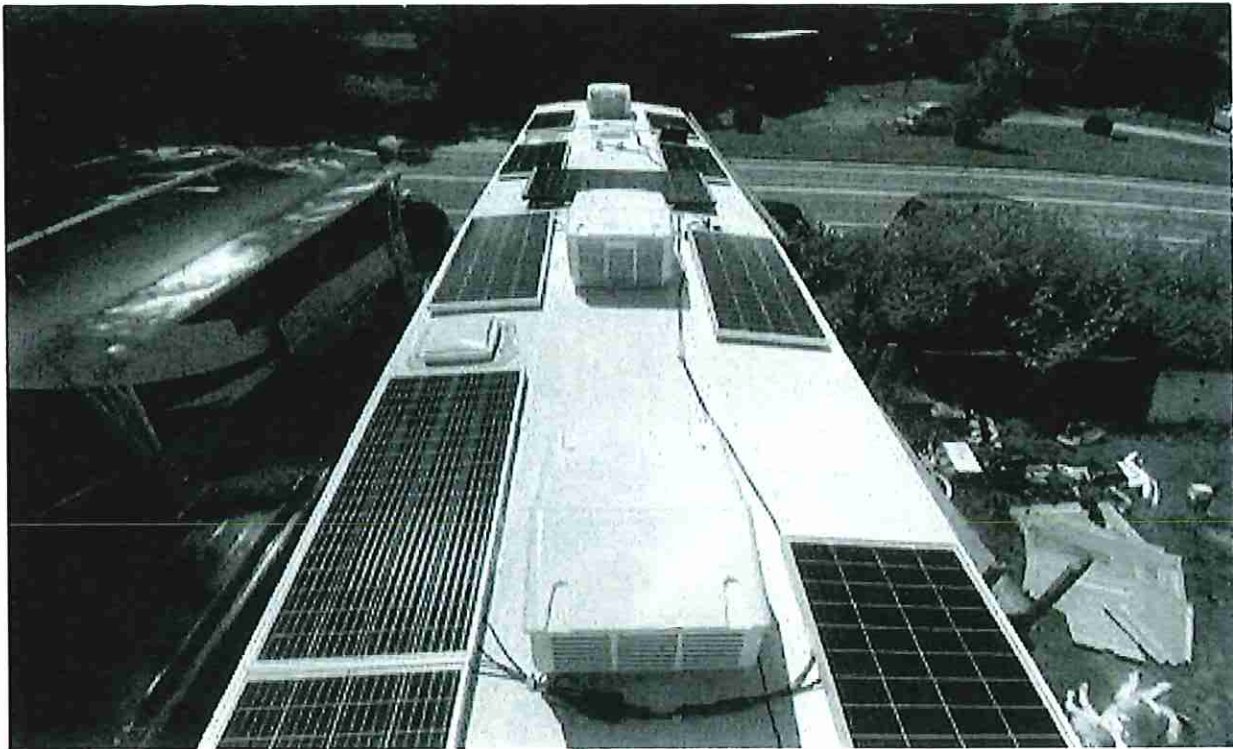
RENEWABLE ENERGY FOR WILDERNESS

[SOLAR BLOG](#) [PREVIOUS INSTALLATIONS](#) [ABOUT](#) [CONTACT](#) [CALL OR TXT \(763\) 639-3584](#)

[SOLAR SYSTEMS FOR](#) [BATTERIES](#) [INSTALLATION & SERVICE](#)

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SOLAR FOR RVs AND CAMPERS

We design & install solar systems for RVs & campers for people looking to reduce or eliminate generator run time. With a properly sized and designed rv solar system you'll enjoy all that nature has to offer not just campgrounds with power pedestals.



OFFGRID CABIN

As you well know, the cost to run electricity from the utility company to your cabin could be in the thousands to 10s of thousands. Then you still need to pay for it

PREVIOUS RV SOLAR SYSTEM INSTALLATIONS & UPGRADES



GRAND DESIGN IMAGINE 2400BH

Victron RV Solar System for Grand Design Reflection 2400BH with 800ah of lithium batteries in hidden compartment



GRAND DESIGN REFLECTION 312BHTS

Victron RV Solar system & Battle Born Batteries for Grand Design Reflection 303RLS



GRAND DESIGN REFLECTION 303RLS

Victron RV Solar system & Battle Born Batteries for Grand Design Reflection 303RLS



GRAND DESIGN MOMENTUM G CLASS TOY HAULER

Mn Weekend warriors looking to make more of their time on the trails with their toy hauler



ALLIANCE PARADIGM 5TH WHEEL

A working couple looking to go fulltime RVing is going to need big solar and enough batteries to stay powered in any conditions



AIRSTREAM GLOBETROTTER

Victron RV Solar system for Airstream Globetrotter - We fit 560ah of battery and a Multiplus 3000 and gave up very little storage space



RESOLUTION No. 2024-XX

A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR AN EXTENDED HOME OCCUPATION AT 8150 VIKING BLVD NW

WHEREAS, Shawn Himmelberger and Jenifer Himmelberger are the fee owners of the real property located at 8150 Viking Boulevard NW, Nowthen, Minnesota as legally described in paragraph 2, herein after referred to as the “Subject Property”, which real property is proposed to be used for an Extended Home Occupation for RV solar installations with online sales; and;

WHEREAS, the Planning Commission held a public hearing, preceded by a published and mailed notice, on February 22, 2024; and;

WHEREAS, the Planning Commission recommended approval of the IUP on a vote of 7 ayes and 0 nays; and;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The Interim Use Permit is approved subject to the Findings of Fact and Record of Decision attached hereto as Exhibit A.
3. The City Administrator shall cause the Findings of Fact and Record of Decision to be recorded against the property.

The motion for the adoption of the foregoing resolution was proposed by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 9th day of April, 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator

EXHIBIT A

**CITY OF NOWTHEN
ANOKA COUNTY, MINNESOTA**

CITY COUNCIL

**FINDINGS OF FACT AND RECORD OF DECISION
Interim Use Permit for Extended Home Occupation**

APPLICANTS: Shawn Himmelberger
SotaSolar
8150 Viking Blvd NW
Nowthen, MN 55330

APPLICATION: Request for approval of an Interim Use Permit to allow an Extended Home Occupation for RV solar installations with online sales

PLANNING AND ZONING COMMISSION MEETING: March 26, 2024

FINDINGS: Based upon review of the application and evidence received the City Council of the City of Nowthen now makes the following findings of fact:

1. Shawn Himmelberger and Jenifer Himmelberger are the fee owners of the real property located at 8150 Viking Boulevard NW, Nowthen, Minnesota as legally described in paragraph 2, herein after referred to as the "Subject Property", which real property is proposed to be used for an Extended Home Occupation for RV solar installations with online sales.
2. The legal description of the property is:

The North 726.00 feet of the West 300.00 feet of the Northeast Quarter of the Northeast Quarter of Section 29, Township 33, Range 25, Anoka County, Minnesota
3. Applicant's plans for the site involve no interior or exterior changes to the building at the present time.
4. The Subject Property is zoned C-1 Commercial.
5. The Subject Property contains 5.00 acres with direct access onto Viking Boulevard NW.

6. Section 11-4-3 B of the Zoning Ordinance permits Extended Home Occupations subject to conditions. The proposed operation appears to meet the requirements as more fully described in the memo from the City Planner dated March 19, 2024.
7. The memo from the City Planner dated March 19, 2024 is incorporated herein by reference.
8. The Planning Commission held a public hearing, preceded by a published and mailed notice, on February 22, 2024.
9. The Planning Commission recommended approval of the IUP on a vote of 7 ayes and 0 nays.

DECISION: Based on the foregoing information and applicable ordinances, the City Council approves the **SotaSolar Interim Use Permit for an Extended Home Occupation for recreational vehicle (RV) solar installations with online sales** subject to the following conditions:

1. The Subject Property shall be in substantial compliance with the site plan as shown on Exhibit A attached hereto.
2. Screening/landscaping shall be installed as shown on Exhibit A.
3. Hours of operation are limited to Monday through Saturday 8:00 AM to 8:00 PM, except that any online or phone communication/sales and the parking of vehicles as indicated in Conditions 5-8 shall be allowed to extend into or through evenings or weekends. Buying, selling, or meeting people in person to show items for sale or to pick-up/drop-off vehicles shall be during the hours of operation.
4. Not more than one (1) full-time or two (2) part-time on-site employees or subcontractors may be permitted on the property at any given time, excluding family members.
5. Installation shall occur inside the accessory building, with the exception that for any RVs that are too large to be accommodated within the accessory building that installation may be completed outside on the existing paved area to the south and east of the building as shown on Exhibit A.
6. All materials, equipment and parts used for the business shall be stored in the accessory building. No outside storage of any items with the exception of RVs is permitted.

7. Not more than ten (10) RVs may be on the Subject Property, both within the accessory building or parked outside. There shall be no parking of RVs anywhere on the Subject Property except for within the accessory building or on the existing paved parking area south of the accessory building as shown on Exhibit A.
8. All personal property stored on site shall be in compliance with outdoor storage regulations for residential properties outlined in Section 11-4-16 of the Nowthen City Code.
9. If a business sign is desired, a sign plan will be required for review/approval of the City. The sign is limited to twelve (12) square feet in size, or such other size as may be permitted by the City Code at the time a permit for a sign is requested.
10. Any change or intensification of the property use, or activities not permitted by the Interim Use Permit issued shall require an amended IUP. No other business(es) shall be operated from the Subject Property and no unauthorized outside storage of materials or equipment shall be permitted.
11. The Subject Property shall be in compliance with ALL State, County, and City building codes and is subject to review and approval by the City Building Official.
12. The Subject Property may be reviewed for compliance upon notification of the City.
13. This Interim Use Permit shall expire on April 9th, 2034. The property owner may apply for a new Interim Use Permit prior to the expiration of this permit to allow for an extension of time if the use is permitted at the time of application for a new interim use permit in the Zoning Ordinance.
14. Pursuant to Section 11-10 of the Nowthen Zoning Ordinance, this interim use shall terminate on the occurrence of any of the following events, whichever occurs first:
 - a. The date or event stated in the permit as determined by the City Council.
 - b. Upon violation of conditions under which the permit was issued.
 - c. The interim use permit shall terminate upon a change of occupancy or ownership of the principal use.
 - d. The use or operation is discontinued for a period of one (1) year. This does not apply to a specific part of a use or operation, or a single event, when the remainder of the use or operation has been on-going.
 - e. Termination of the IUP shall occur at the time the Subject Property is sold, upon violation of any condition or following discontinuation of the business or use for one (1) year.
 - f. If an interim use approved by the City Council is not exercised or put into effect within one (1) year of the date of approval, by fulfilling each and every

condition attached thereto, it shall terminate unless a request is submitted to the City in writing no less than thirty (30) days prior to the deadline.

15. The City Council may revoke an interim use permit, following notice and hearing, upon violation of any condition of the interim use permit, any City ordinance, or any law of any other applicable jurisdiction.
16. The property owner is responsible for all costs associated with the processing of this request.

MOTION BY: Commissioner Pearo

SECOND BY: Commissioner Bies

ALL IN FAVOR: 7 (seven) AYES

THOSE OPPOSED: None

THOSE ABSENT: None

Adopted by the City Council of the City of Nowthen on this 9th day of April, 2024.

Chair Dale Ames

ATTEST:

Scott Lehner, City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 9b1	Department: Administration	Requested Council Meeting Date: April 9, 2024	Submitted By: Natalie Johnson, City Clerk
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TITLE OF ISSUE: CHANGE TO AGENT OF RECORD FOR THE CITY'S INSURANCE NEEDS TO CORPORATE FOUR.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The City carries insurance on all the buildings, properties, and worker's compensation for city employees. The current agent of record is Oakwood Insurance Agency whom does not specialize in municipality insurance policies. Corporate Four specializes in municipality insurance policies.

SOURCE OF FUNDING: NA

REQUESTED COUNCIL ACTION: Approve the City of Nowthen's agent of record to be changed to Corporate Four effective April 10, 2024.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				X



AGENT OF RECORD AUTHORIZATION

To: The League of Minnesota Cities:

This confirms that as of _____ we have appointed Ronald Youngdahl, agent of Corporate Four , 7220 Metro Blvd., Edina, MN 55439, as our insurance agent of record with respect to our property/casualty and workers compensation insurance.

Corporate Four is hereby authorized to deal directly with The League of Minnesota Cities Insurance Trust with respect to changes in our current insurance policies.

This letter also authorizes the League of Minnesota Cities Insurance Trust to furnish Corporate Four with all information they may request as it pertains to our insurance contracts, rates, rating schedules, surveys, reserves, claims and all other data they may wish to obtain for their study of our present and future insurance requirements.

Sincerely,

Signature

Date

City Name

Proposal Highlights

- Unique Physical onsite Insurance Audit of City
 - Audit of policies and a physical audit of the city structures, vehicles, equipment, and insurance exposures. The benefits of this audit will be to save premium dollars for the city by eliminating coverage duplications and uncovering gaps in the current program. The audit will enable us to be thoroughly familiar with all city property and key employees.
- Workers' Compensation Claims Management
 - Save premium dollars by getting our clients to .80 (20% credit) WC Experience Modification with proactive claims management and reviewing claims reserves
- Risk Retention/Premium Savings Deductible Analysis
 - Determine most cost-effective deductible limits for Property/Casualty and Workers' Compensation to generate long term premium savings.
- Contract Review Service
 - Constructions Contracts Review
- LMCIT Renewal Application Assistance
 - Annual Policy Review
 - Review renewing coverage and premium changes/trends.
 - Prompt response to city staff insurance questions
 - Certificates of Insurance
 - Vehicle Insurance Cards
- Other Standard Services
 - Claims Analysis and Loss Control Coordination
 - Claim Handling Assistance
 - Rental Property use
 - All other Insurance/Risk Management issues



business insurance | personal insurance | specialty insurance | employee benefits

Ron Youngdahl

cell | 612.963.0432
email | rly@ronyoungdahl.com
web | www.corporatefour.com

7220 metro blvd.
edina, mn 55439



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Trent Youngdahl | Account Executive

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Deborah Stoffel, CISR | Customer Service Agent

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City of Nowthen

REFERENCES	
1.	Entity: City of East Bethel Coverage/ Service: Insurance Agent of Record – Property/Casualty and Workers Compensation Contact: Name: Mike Jeziorski , Finance Director Tel: 763-367-7852
2.	Entity: City of Elk River Coverage/ Service: Insurance Agent of Record- Property/Casualty and Workers Compensation Contact: Name: Lori Stich, Finance Manager Tel: 763-635-1026
3.	Entity: City of Champlin Coverage/ Service: Insurance Agent of Record- Property/Casualty Contact: Name: Shelly Peterson, Finance Director Tel: 763-923-7107
4.	Entity: City of Anoka Coverage/ Service: Insurance Agent of Record- Property/Casualty and Workers Compensation Contact: Name: Brenda Springer, Finance Director Tel: 763-576-2771
5.	Entity: City of Brooklyn Center Coverage/ Service: Insurance Agent of Record- Property/Casualty and Workers Compensation Contact: Name: Nancy Emmerich, Accountant Tel: (763)569-3353



business insurance | personal insurance | specialty insurance | employee benefits

**7720 Metro Boulevard
Edina, MN 555439
952-893-9402 Main
952-893-9402 Fax**

COVERAGE & PREMIUM SUMMARY

LMCIT COVERAGE AGREEMENT

Policy Period:

Property & Casualty: 1/1/2023 to 1/1/2024

Workers Compensation: 1/1/2023 to 1/1/2024

**City of (Sample)
123 Sample St. NE
Sample, MN 54321**

**Prepared by:
Carl Bennetsen,
Ron Youngdahl,
Kurt Youngdahl,
& Trent Youngdahl**

**Deb Stoffel
Customer Service Agent**

City of (Sample)

Coverage Summary and Table of Contents

Premium Summary

- Premium Breakdown
- Automobiles Schedule
- Mobile Property Schedule
- Property Schedule
- Workers Compensation

Coverage Summary

- Property
- Property In the Open
- Equipment Breakdown
- Mobile Property
- Crime
- Faithful Performance Bond
- First Party Cyber
- Petro Fund Reimbursement
- Municipal Liability
- Auto Liability & Physical Damage
- Defense Cost Reimbursement
- Workers Compensation
- Volunteer Accident Plan

The following is a summary of coverages and premiums, and should not be construed as replacing the actual coverage and premiums as stated in the coverage documents.

City of (Sample)
Premium Summary
1/1/2023 to 1/1/2024

COVERAGES	PREMIUMS			
	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-24</u>
Property	\$91,339	\$103,565	\$83,625	\$102,187
Equipment Breakdown	\$9,839	\$10,403	\$11,228	\$12,607
Mobile Property	\$6,366	\$7,223	\$5,435	\$6,672
Crime	Included	Included	Included	Included
Faithful Performance Bond	\$1,400	\$1,401	\$1,430	\$1,473
First Party Cyber	N/A	N/A	\$3,931	\$3,931
Municipal Liability	\$94,106	\$104,902	\$103,415	\$117,322
Automobile	\$23,909	\$22,853	\$25,331	\$28,319
Open Meeting Law	Included	Included	Included	Included
Petrofund	Included	Included	Included	Included
Fireworks	Not Covered	Not Covered	\$250	\$225
No Fault Sewer Back Up	<u>\$10,762</u>	<u>\$10,269</u>	<u>\$9,359</u>	<u>\$12,193</u>
TOTAL PROPERTY/CASUALTY PACAGE	\$237,721	\$260,616	\$244,004	\$284,929
Liquor Liability	Not Covered	Not Covered	Not Covered	Not Covered
Excess Liability	<u>Not Covered</u>	<u>Not Covered</u>	<u>Not Covered</u>	<u>Not Covered</u>
TOTAL P/C PREMIUM	\$237,721	\$260,616	\$244,004	\$284,929
Workers Compensation	\$359,845	\$387,333	\$418,396	\$418,590
Volunteer Accident Plan	<u>Included</u>	<u>Included</u>	<u>Included</u>	<u>Included</u>
TOTAL PREMIUM	\$597,566	\$647,949	\$662,400	\$703,519

City of (Sample)
Premium Summary
1/1/2023 to 1/1/2024

LMCIT PREMIUM BREAKDOWN

<u>Coverage</u>	<u>Amount of Coverage</u>	<u>Premium</u>
Property (Per \$1000 Coverage)	\$103,965,651	\$102,187
Equipment Breakdown Coverage	\$99,890,213	\$12,607
Mobile Equipment (Per \$100 Coverage):	Scheduled Over \$250,000	\$306,515
	Unscheduled \$250,000 & Less	\$3,768,923
Municipal Liability	Below	\$129,740
Auto Liability & Physical Damage	See Attached	\$28,319
Crime Inside/Out/Forgery	\$250,000	Included
First Party Cyber	\$250,000	\$3,931
Bond	\$ 1,000,000	\$1,473
Total Premium:		\$284,929

MUNICIPAL LIABILITY

<u>--Hazard--</u>	<u>Premium Basis</u>	<u>Advanced Premium</u>
Employment	117	\$16,324
Expenditures	\$31,270,364	\$20,637
Fireworks	-	\$225
Land Use-Households	9,675	\$17,875
No-Fault Sewer Backup	9,426	\$12,193
Police Department	32	\$47,313
Sewer Backup-Connection	9,426	\$15,173
Total Liability:		\$129,740

City of (Sample)
Workers Compensation
1/1/2023 to 1/1/2024

Premium Basis:

REMUNERATION	RATE	CODE	DESCRIPTION	EST PREM
67,203	7.54	9015	BUILDINGS-OPER BY OWNER	5,067
230,691	4.54	8227	CITY SHOP & YARD	10,473
1,686,091	0.76	8810	CLERICAL OFFICE EMPLOYEES NOC	12,814
757,995	9.98	7716	FIREFIGHTERS (NOT VOLUNTEER)NON SMOKING	75,648
POP 34,100	253.34	7718	FIREFIGHTERS (VOLUNTEER)NON SMOKING	86,389
1,916,822	0.95	9410	MUNICIPAL EMPLOYEES	18,210
1,151,067	7.91	9102	PARKS	91,049
697,626	9.66	5506	STREET CONSTRUCTION	67,391
697,851	4.06	7520	WATERWORKS	28,333
3,580,482	9.97	7721	POLICE-NON SMOKING	356,974
18,200	0.52	9411	ELECTED OR APPOINTED OFFICIALS	95
			Manual Premium	752,443
			Experience Modification 0.6400	-270,879
			Standard Premium	481,564
			Deductible Credit 0.0%	0
			Premium Discount	-54,431
			Balance to Minimum Premium	0
			Net Deposit Premium	\$427,133
			Adjustment for Commission*	-8,543
			Total Net Deposit Premium	\$418,590

City of (Sample)
Property/Casualty Claim Deductions

PER-OCCURRENCE DEDUCTIBLE

Property Deductibles:

Property (Buildings, Contents, PIO) & Mobile Property: \$25,000
Crime: \$1,000 Per Occurrence
Bond: \$1,000 Per Occurrence
Petrofund (Claims Made): Deductible-Not Applicable
Equipment Breakdown: \$1,000 any one accident

Casualty Deductibles:

Municipal Liability: \$25,000 Per Occurrence
Automobile Liability and Physical Damage: \$25,000 Per Occurrence
First Party Cyber Per Occurrence: \$1,000

GENERAL ANNUAL AGGREGATE DEDUCTIBLE ENDORSEMENT

General Annual Aggregate Deductible	<u>\$50,000</u>	(Excluding Bond and Equipment Breakdown)
All Other Claims Maintenance Deductible	<u>\$1,000</u>	Per Occurrence/All other claims

If the General Annual Aggregate Deductible has been satisfied:

1. The applicable per-occurrence deductibles shown on the declaration pages shall not apply to any subsequent occurrences; and
2. The Maintenance Deductible listed above shall apply to each subsequent occurrence for the coverages designated below.

MUNICIPAL PROPERTY COVERAGE

COMPREHENSIVE MUNICIPAL COVERAGE – COVERAGE A. MUNICIPAL LIABILITY COVERAGE

COMPREHENSIVE MUNICIPAL COVERAGE – COVERAGE C. AUTOMOBILE LIABILITY

COMPREHENSIVE MUNICIPAL COVERAGE – COVERAGE D. LAND USE AND UNDERINSURED MOTORISTS

COMPREHENSIVE MUNICIPAL COVERAGE – COVERAGE E. AND F. UNINSURED AND UNDERINSURED MOTORISTS COVERAGE AND BASIC ECONOMIC LOSS BENEFITS COVERAGE

MUNICIPAL AUTOMOBILE PHYSICAL DAMAGE

City of (Sample)

Property Coverage

Coverage:

Property insurance covers your interest against direct physical loss or damage by covered causes of loss to named property that you own or are required to insure.

Perils:

All perils are covered except those specifically excluded such as war, earthquake and nuclear hazard.

Schedule of Locations:

Per Statement of Values on File with Company. Inadvertent failure to schedule a building or property-in-open: coverage up to 90% of the loss, subject to \$500,000 max per occurrence, except excluded docks, piers, etc.

Total Property Limit:

General Limit per Occurrence, subject to sub-limits and the specific scheduled property limit:

\$ 99,890,213	Buildings, Contents, Property In Open
\$ 306,515	Mobile Property – Scheduled (\$250,000 Per Item)
\$ 3,768,923	Mobile Property - Unscheduled
\$ 103,965,651*	General Limit per Occurrence (2022-23 Limit: \$88,488,237)

\$50,000,000 Terrorism loss-occurrence-shared limit for all member losses occurring during 72 consecutive hours, with limitations

\$ 500,000 Water and Supplemental Flood Coverage-Per Occurrence and Annual Aggregate for Buildings/Contents or Property In The Open, or Builders Risk, Excluding Vacant Buildings (Coverage for a specific location as shown on policy schedule)

Deductible:

\$ 25,000	Per Occurrence
\$ 50,000	General Annual Aggregate Deductible
\$ 1,000	Maintenance Deductible (after general annual aggr. exceeded)

Valuation:

Building/Contents & Property In Open: Replacement Cost

Vacant Buildings: Fair Market Value

Mobile Property: Repair or Replacement Cost up to 200% of the Fair Market Value, subject to \$250,000 maximum per unit on Unscheduled Mobile Property.

Named Covered Party Includes:

Prior Lake Economic Development Authority
Relief Associations of the City

City of (Sample)

Property Coverage (Continued)

Property Not Covered:

- *Aircraft, Animals (Except policy dogs)
- *Automobiles (Licensed)
- *Money or Securities (Except Crime Coverage)
- *Bridges or Other Paved Surfaces (Except Golf Course Property)
- *Builders Risk Property
- *Illegal Contraband
- *Cost of Excavations and Grading, etc.
- *Crops and Lawns (Except Golf Course Property)
- *Pilings, Piers, Wharves or Docks
- *Underground Buried Pipes, Flues or Drains (Except geothermal heating/cooling systems, Water/Waste Water Plants and Lift Stations).
- *Foundations of Buildings, etc. (if below the lowest floor surface)
- *Retaining Walls (if not part of specified property)
- *Electrical Transmission Lines
- *Trees and Shrubs not within 100 ft. of a building

Additional Coverages:

1. <i>Loss of Revenue, Extra Expenses and Expediting Expense</i>	\$ 5,000,000	Per Occurrence
2. Demolition and Debris Removal (Direct Physical Damage to Covered Property)		25% of the Estimated Replacement Cost of the Covered Property
(No Direct Physical Damage to Covered Property)	\$ 50,000	Per Occurrence
3. Leasehold Interest	\$ 500,000	Per Location
4. <i>Accounts Receivable</i>	\$ 500,000	Per Location
5. <i>Valuable Papers and Records</i>	\$ 500,000	Per Location
6. Utility Services	\$ 100,000	Per Occurrence
7. <i>Green Building Expenses</i>		1% of the Contract Cost but not to exceed \$100,000. Per Location
8. Asbestos Clean up, Abatement and Removal	\$ 250,000	Per Location
9. <i>Pollutant Clean up and Removal</i>	\$ 250,000	Per Location
10. Errors	\$ 500,000	Per Occurrence
11. Rental Reimbursement	\$ 250,000	Annual Aggregate
12. Arson Reward	\$ 5,000	Per Fire Loss
13. Extra ordinary Expense	\$ 250,000	Annual Aggregate

City of (Sample)
Property Coverage (Continued)

Sublimits In Addition To The Scheduled General Limit Of Occurrence:

Newly Acquired or Constructed Buildings/Contents Or Property In Open	\$5,000,000	One Location
Newly Acquired or Built Mobile Property	\$500,000	Per Unit
Buildings in the Course of Construction, Alterations, or Repair Any One Location	\$3,000,000	
Includes: Property In Transit	\$250,000	
Temporary Location	\$500,000	
Vacant Buildings		Fair Market Value

Sublimits Included In The Scheduled General Limit of Occurrence:

Electronic Data**	\$1,000,000	
Fine Arts	\$500,000	
Equipment Breakdown **	\$25,000	Per Occurrence
Personal Effects	\$25,000	Per Occurrence
	\$2,500	Per Employee
Business Personal Effects	\$25,000	Per Occurrence
	\$5,000	Per Employee

Additional Sublimits:

Covered Property In Transit	\$250,000	Per Occurrence
Unscheduled Location	\$500,000	Per Occurrence
Golf Course Property-For Direct Damage And Debris Removal	\$100,000	Per Occurrence
Unscheduled Temporary Buildings ***	\$50,000	Max Per Building

**Cost to reproduce or restore electronic data

**Artificially generated electric current claims only

***Unscheduled Seasonal or Temporary Rental Buildings

Coverage Exclusions Included but are Not Limited To:

War, Nuclear Hazard, etc.

No coverage for increased costs to comply with City zoning or ordinances

No coverage for costs to correct code violations that existed prior to the date of loss

Water and Supplemental Flood (Coverage Codes):

Code A: LMCIT Water and Supplemental Flood Coverage applies with not additional exclusions.

Code B: LMCIT Water and Supplemental Flood Coverage applies in addition to and in excess of the applicable National Flood Insurance Program.

Code C: LMCIT Water and Supplemental Flood Coverage excludes damages from any occurrence for which any loss or any damage would be payable under a National Flood Insurance Program Coverage.

City of (Sample)
Property Coverage (Continued)

Terrorism Losses – Special Pool Limit Endorsement

- Shared Limit – for any terrorism loss occurrence which is over \$50,000,000 the LMCIT will pay a proportionate share of the City's loss.

- Sub Limits-Maximum \$1,000,000 for all of the following:
 - a. Discharge of pollutants, and resulting fire losses.
 - b. Chemical or biological release and exposure, and resulting fire losses.
 - c. Attack by electronic means, including computer corruption.
 - d. Asbestos exposure of any kind, including resulting fire.
 - e. Threat or hoax losses and expenses
 - f. Any expediting expense
 - g. Nuclear and radioactive costs, including resulting fire losses

- Termination
 - a. Automatic termination – LMCIT loss cost for any terrorism loss occurrence that exceeds \$15,000,000.
 - b. Discretionary termination – by LMCIT Board of Trustees upon 10 days' notice to the city

City of (Sample)

Property in the Open

This endorsement modifies coverage provided under the Municipal Property Coverage.

1. Section VII – DEFINITIONS defines *property in the open* to mean:

- a. Benches, fences, light poles or outdoor lighting systems, playground equipment, sports and recreational apparatus, standalone dugouts, picnic tables, grills, statues, monuments, portable toilets, water fountains, garbage cans, flagpoles, and signs that are not part of the building; or
- b. *Golf course property.*

Unless otherwise endorsed, *property in the open* does not mean basketball, tennis or other recreational sporting court surfaces, fire hydrants, street signs, street lights or traffic signs or signals, or any property described in SECTION I, 1.b., PROPERTY NOT COVERED.

2. This endorsement modifies the definition of *property in the open* as described at the locations listed below.

Examples: To limit what's covered to only a specific item or items, indicate: "A and B only". To broaden the definition to include more than what is described in 1., a., or b. above, indicate: "The definition is expanded to include C and D".

Loc. #	Location	Occupancy	Property Covered
22	[REDACTED]	OPTICOM OPTICAL DETECTORS	Opticom Optical Detectors only.
24	CITY WIDE	CIVIL DEFENSE SIRENS	Civil Defense Sirens only.
25	CITYWIDE	DATA COLLECTION UNITS/ TOWERS	DCU towers only.
26	CITYWIDE	FLAGPOLES	Flagpoles only.
70	[REDACTED]	PARK	The definition is expanded to include tennis/basketball court surfaces, fishing pier, and boardwalks and play court surface.
76	[REDACTED]	PARK	The Definition is expanded to include Boat Slips.
81	[REDACTED]	PARK	The Definition is expanded to include Play Storage Building, Bathroom Enclosures, Tables with Umbrellas and basketball court surfaces.
83	[REDACTED]	PARK	The Definition is expanded to include Basketball Court Surface.
88	[REDACTED]	PARK	The Definition is expanded to include fishing pier, bike rack gate, ticket booth, boat slips, automated pay station, and boardwalks.

City of (Sample) Equipment Breakdown

Covered Property:

Boilers and other pressure vessels, fired and unfired, as well as machinery, heating, cooling equipment, or electrical apparatus.

Excluded Property:

Live Animals, off premises electrical transmission lines and any builders risk property if over \$3,000,000 estimated project cost.

Limit of Insurance:

Equipment Breakdown Limit	\$99,890,213
Lost Income/Extra Expense	\$5,000,000
Newly Acquired Locations	\$5,000,000
Green Building Recertification-per loc. Subject to 1% of the loss cost	\$100,000

Deductible: \$1,000

Equipment Breakdown Sublimits:

Service Interruption	\$250,000
Perishable Goods	\$250,000
Data Restoration	\$250,000
Demolition and Increased Construction Cost	\$250,000
Expediting Expense	\$250,000
Pollutants	\$250,000
CFC Refrigerants	\$250,000
Ice Rink Buried Piping	\$250,000
Mold – Limited Coverage	\$1,000,000
Limited Perishable Goods Loss	\$5,000
Power Quality Upgrade– Post Loss: 10% up to Max	\$10,000
Limited Mobile Property – off Premises*	\$25,000

*Portable Electrical generators/pumping units/refrigeration coolers/air compressors/extrication devises (jaws of life, etc.); and thermal imaging cameras/body cameras/mobile radars; and push lawn movers/chain saws.

Coverage Cause of Loss:

Accident means direct physical loss to covered equipment as follows:

- Mechanical breakdown, including centrifugal force rupture or bursting
- Artificially generated electrical current
- Explosion of steam boilers, steam piping, steam engines or steam turbines
- Loss event inside of hot water boilers and other water heating equipment

City of (Sample) Equipment Breakdown (Continued)

Coverage Exclusions Include but are Not Limited To:

- Depletion, deterioration, corrosion, wear & tear or other gradually developing conditions
- Enforcement of any law or ordinance, regulation, ruling or restricting repair, replacement or alteration, use operation, construction or installation (except as specifically included Demolition and ICC, Pollutants or CFC Refrigerants)
- Earth movement, including but not limited to earthquake, subsidence, sinkhole collapse, landslide, mudslide, earth sinking, tsunami or volcanic action
- Flood, surface water, waves, tides, tidal waves, overflow of any body of water, or their spray, all whether driven by wind or not.
- Windstorm or hail (except if a loss is suffered as a result of an accident caused by rain, through which rain, snow, sand or dust entered)
- Nuclear reaction or radiation or radioactive contamination
- War, including undeclared or civil war
- Fire or combustion explosion
- Hydrostatic, pneumatic or gas pressure test of any boiler or pressure vessel or an insulation breakdown test of any electrical equipment
- Ware or other means used to extinguish a fire
- Lightning, Explosion (except for steam or centrifugal explosion), Sprinkler leakage, Breakage of Glass, Falling Objects, Weight of Snow, Ice, Sleet or Water Damage, Freezing, Collapse or Molten Material
- Mold (except as specifically covered)
- Loss resulting from Defect, Programming Error, Programming Limitation, Loss of Data, Loss of Access, Loss of Use, Loss of Functionality or media or any kind (except loss resulting from an accident)

City of (Sample) Petrofund Coverage

Limits of Reimbursement Benefits:

Reimbursable Costs-Single Tank Release 10% Maximum

Reimbursable Costs & Defense Costs Limits:

 Each Tank Release \$250,000

 Agreement Term Aggregate \$250,000

Deductible: Not Applicable

Reimbursement Benefits:

Reimburse *you* for damage you have been required to pay for taking corrective action and for compensating third parties for bodily injury and property damage caused by an accidental tank release.

This coverage is supplementary to the *Minnesota Petrofund* pursuant to the provisions and monetary limitations of the *Petroleum Tank Release Cleanup Act*.

Coverage Stipulation:

Underground tanks must be registered with the Minnesota Pollution Control Agency

Excluded Entities:

- Gas, Electrical or steam utilities commission
- Port Authority, housing and redevelopment authority, economic development authority
- Municipal power or gas agency
- Hospital or nursing home board or commission
- Welfare or public relief agency
- School board
- Airport commission
- Joint Powers entity, subject to policy exceptions

Named Covered Party Includes:

Prior Lake Economic Development Authority

City of (Sample) Crime Coverage

Limits of Insurance:

Per Occurrence	\$250,000
Fraudulent Instruction Loss Limit	\$50,000

Deductible:

\$1,000 Per Occurrence

Coverage Agreement:

- Money and securities loss from theft, disappearance, and destruction-Inside the premises, include damage to premises.
- Money and securities loss from the theft, etc.-outside the premises, in care, custody or control of a messenger.
- Forgery or alteration of any instruments of payment, plus legal defense expenses.
- Auditing and accounting costs reimbursement up to 25% of the covered loss, in addition to the coverage limit.
- Electronic Theft and limited credit card fraud.
- Fraudulent Instruction: Loss resulting from an employee's good faith reliance on fraudulent instructions from another person

Causes of Loss and Damages Not Covered:

- Accounting or Arithmetical Errors & Omissions
- Acts of Employees-Dishonest or criminal act
- Fire-Loss or damage to premises
- Governmental Action-Seizure or destruction
- Indirect Loss-Unrealized income loss, legally liable damages
- Legal Expenses
- Nuclear Hazard & War
- Vandalism or malicious mischief damage to your premises or "collection boxes"

Named Covered Party Includes:

Prior Lake Economic Development Authority

City of (Sample)
Faithful Performance Bond

Limit of Insurance:

Per Occurrence \$500,000

Deductible:

Per Occurrence \$1,000

Coverage:

Loss or damages from the failure to your employee to properly perform duties or obligations of his or her positions as required or prescribed by law and which would constitute malfeasance, willful neglect of duty or bad faith, sustained through acts committed or events occurring at any time and when first discovered by you during the covenant period.

Other loss or damages required to be covered under Minnesota Statute 574,24 that are not otherwise covered by the above, or another LMCIT coverage, or another insurance company coverage. This sublimit is 10% of the above limit of coverage, and is not additional coverage.

Reimbursement for reasonable auditing and accounting costs to establish the existence and amount of a covered loss, subject to reimbursement not exceeding 25% of the covered loss. This reimbursement is in addition to the covered limit.

Excluded:

Joint Powers Entity (subject to Policy exception).
Port Authority, EDA, HRA or similar, unless specifically named.

Named Covered Party Includes:

Prior Lake Economic Development Authority

Covered Party Includes:

Firemans Relief Associations
Relief Associations of the City

City of (Sample)

First Party Cyber Coverage

Limits of Insurance:

First-Party Cyber Covenant Limit	\$250,000 Annual Aggregate
Common Cause Pro Rata Shared Limit	\$10,000,000
12 Month Pro Rate Shared Limit	\$25,000,000*

*The First-Party Cyber Covenant Limit is subject to and may be reduced the by 12 month pro rate shared limit and common cause pro rata shared limit as set forth in the provisions of the municipal First party cyber coverage-Special Shared Limit Endorsement

Coverages:

- Expenses if you have had, or reasonable believe to have had a data security breach that results from an occurrence during the coverage period:
 - 1.) Outside legal expense to review the data security breach and how you should respond to it
 - 2.) The expense of professional information technologies if needed to determine the extent of the data security breach
 - 3.) The cost of providing notice to any person whole personal information has been acquired by an unauthorized person.
 - 4.) The cost of notifying consumer reporting agencies that compile and maintain files on consumers on a nationwide basis.
 - 5.) The cost of providing credit report and up to one year’s credit monitoring service notice to any person whose personal information was acquired by an unauthorized person.
 - 6.) The expense of using a professional Service to reasonable restore the affected person’s identity
 - 7.) Any other reasonable expenses incurred by you to respond to a data security breach
- Cyber event loss of revenue, extra expense, expediting expense and accounts receivable loss
- Electronic Data Restoration
- Computer Equipment Restoration

Exclusions:

- War, Conduct (dishonest/criminal acts by you/employees), Tangible property, Prior Notice, and External Mechanical or Infrastructure Failure

Deductible:

\$1,000 Per Occurrence

City of (Sample)

Comprehensive Municipal Liability

Coverage:

Your legal liability to members of the public for claims arising out of your premises, operations, products, or completed operations. Coverage is "Claims Made" during the policy period.

Limits of Liability:

Each Occurrence Limit*	\$2,000,000
Products	\$3,000,000 Annual Aggregate
Failure to Supply Claim Limit	\$3,000,000 Annual Aggregate
Electromagnetic Fields	\$3,000,000 Annual Aggregate
Medical Expense Limit	Not Covered
Limited Contamination Liability**	\$2,000,000 Per Sudden Occurrence \$3,000,000 Annual Aggregate
Activities in Outside Organization**	\$100,000 Per Sudden Occurrence
Data Security Breach***	\$3,000,000 Annual Aggregate
Land Use, Special Litigation****	\$1,000,000 Annual Aggregate
No-Fault Sewer Backup/Water Main	\$25,000 Per connection \$250,000 Water Main Break Aggregate
Sexual Abuse Claim Limit	\$3,000,000 Annual Aggregate
Wildfire Claim Limit	\$3,000,000 Annual Aggregate

* Municipal Liability & Auto Liability/Combined per occurrence limit

** Limit includes damages, loss expense, defense costs, supplemental payments, with excavation and dredging claim-\$250,000 annual sub limit.

*** Sublimit-\$250,000 for Data Security Breach regulatory fines and penalties.

**** Limit includes litigation cost

Deductible:

\$25,000	Per Occurrence
\$50,000	General Annual Aggregate
\$ 1,000	Maintenance Deductible, after general annual aggr. Exceeded
\$ 1,000	Maintenance Deductible on Sewer back-up damage claims

Retroactive Dates:

Municipal Liability	02/01/1987
Limited Pollution Liability Claim	02/01/1989
Economic Development Authority	02/01/1997

Named Covered Party Includes:

Prior Lake Economic Development Authority for Municipal and Land Use coverages
Relief Associations of the City

City of (Sample)

Comprehensive Municipal Liability (continued)

Additional Liability Coverage:

- Personal Injury (False Arrest or Detention, Libel, Slander or Defamation of Character; wrongful Eviction)
- Employees as Additional Insured (Including Elected Officials & Volunteers while acting within the scope of their business)
- Broad Form Property Damage
- Failure to Supply Utilities, including electricity, gas, water or steam, phone and internet, and other electronic data transmission services
- Contractual Liability policy “covered contracts”
- Non-Owned Watercraft (26’ limit)
- Incidental Malpractice-Including Paramedical Services
- Employment Practices Liability
- Employee Benefits Liability
- Firefighters’ Professional Liability
- Fiduciary Liability (for relief association board members)
- Property of Others in Care Custody and Control of Public Safety Personnel
- Coverage for claims and litigation for claims arising from the activities of a joint city-township zoning board created under orderly annexation agreements. This extends to the town and town officers and employees if they are named in a claim arising from the joint board’s activities.

Exclusions Include, but are not limited to:

- Any Ownership/Construction/Operation/Maintenance Associated with Railroad Tracks or Rolling Stock
- Any Operation Associated with the Ownership of an Airport
- Any Ownership/Operations of a Municipal Hospital or Nursing Home
- Any Injury to a Volunteer Fireman
- Damages Arising out of failure or bursting of any:
 - a. DNR Class I or II Dam
 - b. Any dike, levee, or similar structure (except wastewater lagoon embankment)
- The Policy Does Not Apply to the Use of Watercraft if:
 - a. The boat is over 26 feet
 - b. The boat is used to carry people or property for a charge
 - c. The boat is rented to others
- Independent Contractors, except for city ambulance service medical directors.
- Municipal Bankruptcy claims

City of (Sample)

Comprehensive Municipal Liability (Continued)

- The Policy Does Not Cover the Failure to Give or the Giving of Any Professional Services, e.g.:
 - a. Attorney
 - b. Architect
 - c. Doctor of Medicine, Dentist, and Pharmacist
 - d. Nurse, except in capacity as emergency medical technician or first responder
 - e. Accountant, unless and employee
 - f. Professional Engineer, unless an employee
- The Policy Excludes any Coverage for “Special Events” that involve the Operation of:
 - a. Mechanically Operated Amusement Devices
 - b. Automobile, Snowmobile, or Motorcycle Racing or Stunting
 - c. Rodeos
 - d. Fireworks Displays or Exhibitions, when owner, sponsor and/or operator
- Any Pollution Claim, Except any limited contamination type exposures such as claims arising out of:
 - Pesticide or herbicide application, lead and asbestos, mold, disease-producing organic agents, and sewer back up claims.
- Coverage Does Not Apply to Landfills, Dumps or Other Waste Facilities.
- Liability Arising out of the Activities of Joint Powers Entity (if not named party).
- Land Use and Special Risk Litigation Coverage Limitations (Subject to policy deductible on balance after co-pay applied):
 - a. 85% of the first \$250,000 of defense costs, 60% of any defense costs in excess of \$250,000 incurred after reported to LMCIT.
 - b. 50% of defense costs prior to reporting to LMCIT.
 - c. Inter-City litigation: litigation costs or damages will be one half of the above percentages not to exceed \$500,000/
 - d. Securities litigation included, relating to certain city debt instruments or financial obligations.
 - e. Litigation related to property licensing included
 - f. \$1,000,000 Annual Aggregate Limit
- Licensed child care program excluded except:
 - a. Drop-in child care program per Minn. Statutes
 - b. Summer day camp, holiday break camp, or similar.

City of (Sample)

Comprehensive Municipal Liability (Continued)

No-Fault Sewer Backup Coverage

- Reimbursement of the property owner for sewer back up damages or water main breaks, regardless if City was legally liable if:
 - a. The backup resulted in the City's sewer system or lines.
 - b. Situation not excluded in this coverage, and coverage limit not exceeded.
- "Major Disaster" types situations excluded:
 - a. Any event for which FEMA assistance is available
 - b. Electric power interruption over 72 hours to city's sewers system or sewer lift station
 - c. Rainfall or precipitation that exceeds the amounts specified in the coverage document. (Example: 2.0 inches in a 1 hour period).
- Costs not reimbursed to the property owner:
 - a. Cost eligible for coverage under a Homeowners or other Property Insurance.
 - b. Costs eligible under an NFIP flood insurance policy, whether or not a policy was in force.

Minnesota Statute 466.04 Municipal Tort Liability (not waived by City):

Individual Claimant - \$500,000 limit any claim

All Claimants - \$1,500,000 limit per occurrence

Claims to which the Minn. Statutory Municipal Tort Limits do not apply and are not affected by these limits, including Minnesota Statutory Liquor Liability and Federal Civil Rights Laws.

City of (Sample)

Automobile Coverage

Coverage:

Your legal liability arising out of the use of owned, leased, hired, and non-owned vehicles as described below. Defense Costs are outside the policy limits. Liability Coverage is "Claims Made" during the policy period.

Limits:

Bodily Injury/Property Damage Occurrence Limit*	\$2,000,000
Hired/Borrowed Auto Liability*	\$2,000,000
Employer's Non-Owned Auto Liability*	\$2,000,000
Uninsured/Underinsured Motorists	\$200,000
Personal Injury Protection (No-Fault)	Statutory
Automobile Physical Damage**	Actual Cash Value, Unless Endorsed for Enhanced Replacement Cost coverage.

Endorsements and or Policy Language Includes:

- Rented Auto Physical Damage Coverage
- Freezing Damage of Pumping Apparatus of Fire, or Similar Emergency, or Utility Truck
- Designated Vehicles Exclusion of Automobile Physical Damage Coverage

*Municipal and Auto Liability-combined per occurrence limit

**Enhanced Replacement Cost: Maximum limit is the smaller of 200% of the actual cash value
or

the stated Replacement Cost, Scheduled Vehicles only.

Scheduled Non-Owned Automobile (Liability Only):

Bodily injury and property damage liability as primary coverage for specified persons (positions) *owned automobile(s)* used with the *city's* permission: Employees and volunteer fireman.

Deductible:

\$25,000	Per Occurrence
\$50,000	General Annual Aggregate
\$ 1,000	Maintenance Deductible, after general annual aggregate exceeded

Retroactive Date:

Municipal Liability (Auto) 08/01/1987
Economic Development Authority 01/01/1996

Coverage Exclusions:

- Expected or Intended Injury
- Workers Compensation and Employers Liability
- Property Damage to Property Owned or Transported By You
- Pollution
- Other Standard Policy Exclusions Apply

Named City Includes:

Prior Lake Economic Development Authority for Automobile Liability
Relief Associations of the City

City of (Sample)
Defense Cost Reimbursement
(Formerly Open Meeting Law)

Coverage Includes:

Defense of officials in regards to the Open Meeting Law – “Claims Made” During Policy Period

Retro Active Date: 02/11/1994

Defense Cost per Lawsuit Per Official	\$50,000.
Agreement Term Aggregate Per Official	\$50,000.
Annual Aggregate	\$250,000.

Reimbursement “ Defense Costs”: 100%

Covered Parties:

City of Prior Lake
Economic Development Authority

Special Endorsements/Conditions:

Reimbursement Policy-LMCIT will reimburse the individual after they have made payment and proof of payment is submitted to LMCIT.
Reimbursement will be made at 100% up to the policy limit.

Minnesota Open Meeting Law-“Lawsuits”:

A lawsuit seeking penalties against a City official based on an allegation that the City official has violated M.S.12D.01-12.D.07.

Bankruptcy Related Lawsuits Defense Cost Reimbursement:

Lawsuits against city officials that arise from the actual, pending, or threatened bankruptcy of the City. Excludes coverage for independent contractors for activities related to a City bankruptcy.

Definition-City Official:

“City Official” means any former or present elected or appointed official of the city or any present or former employee of the city.

City of (Sample)
Workers Compensation Coverage

Coverage:

- Pays benefits to employees injured in the course of their employment:
- A. Part One: applies to the Workers' Compensation Law of any U.S. State and the District of Columbia (MN Statutory Workers' Compensation).
 - B. Part Two: Employers Liability Coverage applies to claims filed outside the Statutory Workers' Compensation law.
 - C. Part Three: Infectious Disease Diagnostic Testing.
 - D. Part Four: Peace Officers' Posttraumatic Stress Syndrome Benefit.

Options:

Elected Officials and Appointed Officials Covered-Yes
Boards and Commissions Covered-None Scheduled

Employers Liability:

Bodily Injury-Each Occurrence	\$1,500,000
Bodily Injury by Disease-Agreement (Policy) Limit	\$1,500,000

Infectious Disease Diagnostic Testing:

Diagnostic testing of your employees who have had an Exposure Incident that could result in an Infectious Disease and Diagnostic testing of the person or persons who were the source of the blood or other potentially infectious materials when an employee has had an Exposure Incident-\$5,000. Limit for on-the-job exposure.

Post-Traumatic Stress Disorder (PTSD) Benefits:

Workers Compensation statutory compensable injury benefits for certain costs of treatment and wage loss for emergency response personnel affected by PTSD after traumatic emergency call.

Named City Includes:

Relief Associations of the City

City of (Sample) Volunteer Accident Coverage

Group Covered:

Volunteers, including members of advisory boards and committees.

Limit Coverage:

\$200,000	Accidental Death Benefits-Maximum
\$200,000	Permanent Impairment-Maximum
\$ 900	Weekly Disability-Maximum 26 weeks
\$ 2,500	Medical Benefit-Maximum

Total Limit of Liability:

\$500,000 Per Accident

Includes:

Coaches, Instructors, City Sponsored festival or celebration day volunteer's setup and cleanup for any functions sponsored by the City.

Excludes:

Volunteers covered under Workers Compensation, city council, board, committee and commission members. Optional coverage available for construction and demolition projects city volunteers.



RESOLUTION No. 2024-XX

A RESOLUTION TO APPROVE A CHANGE TO THE AGENT OF RECORD FOR THE CITY'S INSURANCE NEEDS TO CORPORATE FOUR EFFECTIVE APRIL 10, 2024.

WHEREAS, the City carries insurance on all the buildings, properties, and worker's compensation for city employees, and;

WHEREAS, the current agent of record is Oakwood Insurance Agency, while Mr. Sogn has been helpful, his agency does not specialize in municipality insurance policies, and;

WHEREAS, Corporate Four has specialized in municipal insurance policies, providing On Site, physical audit of the City, they will provide construction contract review, renewal assistance, and other services that have not been provided to the City by the current agent of record.

WHEREAS, the annual renewal is due for review in April and renews in June and July.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. Mayor Pilon is authorized to sign the Agent of Record Authorization appointing Corporate Four as the City of Nowthen's insurance agent.

The motion for the adoption of the foregoing resolution was proposed by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 9th day of April 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



REQUEST FOR COUNCIL ACTION

Agenda Item: 9b2	Department: Administration	Requested Council Meeting Date: April 9, 2024	Submitted By: Scott Lehner, City Administrator
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TITLE OF ISSUE: APPROVE RESOLUTION 2024-XX FOR MONEY FOR 2 COMPOST CLASSES TO BE TAUGHT IN MAY.

BACKGROUND AND SUPPLEMENTAL INFORMATION:

Staff is requesting money for 2 composting classes to be taught by the “Compost Guy” Justin Logeais at the HTH on May 16th and May 18th. These classes will be open to the public and residents of Nowthen at no charge. The notice will be on the website and also in the spring newsletter and registration will be required. We are requesting \$300, \$100 to pay the instructor and up to \$200 for compost starter tools (worm casings or starter bags of compost). These classes will be a great source of information for new or novice composters and will add to the point system for the SCORE Grant with Anoka County and will be reimbursable through the SCORE Grant. The county is requesting cities start doing organic waste recycling and this would be the option for our city.

SOURCE OF FUNDING: 603-43220-491 Recycling Expense – Other Costs

REQUESTED COUNCIL ACTION:

Approve Resolution 2024-XX to allow for payment of instructor and supplies for composting classes not to exceed \$300.

SUPPORTING DOCUMENTS ATTACHED:

Resolution	Ordinance	Contract	Minutes	OTHER
X				X



Come out and learn the basics on composting your food and yard waste at the Nowthen Town Hall.

Justin Logeais will be teaching methods you can easily use at home to divert your food & yard waste into soil building fertilizers.

You may know Justin from the Nowthen Farmer's Market and his "Compost Guy" farm stand.

Come pick his brain with your compost questions! Free Goodies!

Class Dates: Thursday, May 16th at 6pm
 Saturday, May 18th at 4pm

Please sign up by calling [763-270-6941](tel:763-270-6941) or

Email at: sue@cityofnowthenmn.net or

Website: www.cityofnowthen.com



RESOLUTION No. 2024-XX

A RESOLUTION AUTHORIZING STAFF TO PAY INSTRUCTOR OF COMPOSTING CLASS AND THE PURCHASE OF COMPOSTING STARTER TOOLS/SUPPLIES.

WHEREAS, there will be two composting education classes offered May 16 and May 18th, and;

WHEREAS, the residents of Nowthen and the public will benefit from these classes, and;

WHEREAS, the classes will be taught by Justin Logeais who will be paid fifty dollars per class, and;

WHEREAS, the cost of these classes is \$100 and the cost of the compost starters tools (cost will depend on what is purchased and how many) not to exceed \$200. The City will front the cost, classified as recycling expense – other costs 603-43220-491 and will be submitted to Anoka County on the SCORE Grant application for reimbursement. Total costs not to exceed \$300.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NOWTHEN as follows:

1. The recitals set forth above are incorporated herein.
2. The City Administrator and staff are authorized to pay the instructor of the classes and to purchase appropriate compost starters to give away at the classes at a cost not to exceed \$300.
3. Funds for this will be classified as a recycling expense – other costs 603-43220-491 that is reimbursable through the SCORE Grant.

The motion for the adoption of the foregoing resolution was proposed by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Passed and adopted by the Nowthen City Council this 9th day of April 2024.

CITY OF NOWTHEN

By: JEFFREY M. PILON
Its Mayor

ATTEST _____
By: SCOTT LEHNER
Its City Administrator



Anoka County Fire Protection Council

John Piper, Chair
 Jpiper@ci.coonrapidsmn.gov
 Charlie Thompson, Vice Chair
 Cthompson@columbiaheightsmn.gov
 Darryl Ballman, Treasurer
 Darryl.Ballman@linwoodtownship.org
 Kristin Peterson, Secretary
 K.Peterson@columbiaheightsmn.gov

2025 PROPOSED BUDGET

Revenue

ACFPC Annual Dues	11,200
Chemical Assessment Team (CAT)	80,100
PSDS Cost Allocation Fees	205,000
RMS Software Allocation Fees	158,209
Special Rescue Team Cost Allocation Fees	10,000
Audit Cost Allocation Fees	8,790
Fire Academy Book Fees	9,000
Interest Earnings/Miscellaneous	820
Use of Fund Balance	19,920
Total Revenue	\$ 503,039

Expenses

ACFPC	
Dues & Subscriptions	600
Insurance	2,160
Legal & Professional Fees	15,400
Office Expenses	500
Total ACFPC Expenses	18,660
Chemical Assessment Team (CAT)	
Administration	4,000
Capital Equipment	5,000
Consumables	7,000
Maintenance	6,000
Training	58,000
Total Chemical Assessment Team Expenses	80,000
Fire Academy Expenses	
Academy General/Admin/Office	750
Academy Supplies	11,000
Asst. Director – Admin/Ops Stipend	2,500
Accounting Fees	1,020
Insurance	100
Miscellaneous	500
Total Fire Academy Expenses	15,860
Fire Intervention Program (FIP)	300
Fire Investigation Team (ACFIT)	12,000
Anoka County SRT	13,000
RMS Software	158,209
PSDS Support Expenses	205,000
Total Expenses	\$ 503,039

Anoka County Fire Protection Council All Funds

	2021 Actual	2022 Actual	2023 Actual	2024 Projected	Amended 2024 Budget	PROPOSED 2025 Budget	
REVENUES							
ACFPC Annual Dues	8,740	6,900	10,960	11,200	11,200	11,200	
Chemical Assessment Team (CAT)	256,997	385,310	55,725	46,020	57,300	80,100	<i>Projected increase in CAT reimbursements</i>
PSDS Cost Allocation Fees	300,357	277,090	289,934	191,796	191,796	205,000	<i>Change in PSDS costs</i>
RMS Software Allocation Fees	-	-	-	150,675	150,675	158,209	<i>RMS cost allocation fee contract increase</i>
SRT Cost Allocation Fees	20,055	18,814	10,150	10,000	10,000	10,000	
Audit Allocation Fees	7,685	6,931	8,165	8,385	8,385	8,790	<i>Audit allocation fees are increasing 4%</i>
Fire Academy (FA) Fees	84,180	28,260	-	9,000	-	9,000	<i>Fire Academy fees for books</i>
Interest Earnings	20	184	945	775	750	720	<i>Overprojected increase in interest earnings</i>
Miscellaneous	260	189	21	150	150	150	
Transfer In	810	-	-	-	-	-	
Use of Fund Balance					18,965	19,870	<i>Budgeted use of fund balance increases for FIT & SRT</i>
Total Revenues	\$ 679,104	\$ 723,678	\$ 375,900	\$ 428,001	\$449,221	\$ 503,039	
EXPENDITURES							
Administration	7,020	5,187	1,817	5,200	10,650	4,750	<i>Adjust admin expense for CAT & Fire Academy</i>
Stipends	5,000	7,500	2,500	2,500	3,000	2,500	<i>Fire Academy stipend decreased</i>
Supplies	15,906	8,212	9,772	11,000	11,000	11,000	
CAT Consumables	29,627	141,045	7,645	7,000	6,750	7,000	
PSDS Fees	272,804	279,832	287,192	191,796	191,796	205,000	<i>PSDS cost changes</i>
Contractor/Instructor	18,875	8,330	-	-	-	-	
Legal	-	750	-	100	1,000	1,000	
Accounting/Audit	15,177	15,778	15,393	16,950	17,820	15,420	<i>Audit cost increase, allocate accounting to CAT.</i>
Insurance	1,670	1,639	1,934	2,209	1,980	2,260	<i>Insurance costs increase in 2024. Reflected in 2025</i>
CAT Training	66,995	54,844	48,335	29,000	29,000	58,000	<i>CAT training adjustment</i>
Dues & Subscriptions	378	650	540	800	750	600	<i>Quickbooks subscription software costs increase.</i>
Rent	5,000	-	-	-	-	-	
CAT Maintenance	9,049	3,793	1,887	6,000	6,000	6,000	
RMS Software Maintenance	-	-	-	150,675	150,675	158,209	<i>RMS software maintenance contract increase</i>
Fire Intervention Program	-	-	-	300	300	300	
Fire Investigation Team	1,632	1,930	3,095	2,000	2,000	12,000	<i>ACFIT requesting funds for 10 sets of protective gear</i>
Specialized Rescue Team	8,182	759	11,430	10,000	10,000	13,000	<i>SRT additional training</i>
Miscellaneous	1,346	-	165	1,000	1,500	1,000	<i>Reduced budget in Fire Academy</i>
CAT Capital Equipment	184,796	163,704	-	-	5,000	5,000	
Transfer Out	810	-	-	-	-	-	
Total Expenditures	\$ 644,266	\$ 693,953	\$ 391,705	\$ 436,530	\$449,221	\$ 503,039	
Sources (Uses) of Fund Balance							
Balance	\$ 34,838	\$ 29,725	\$ (15,805)	\$ (8,529)	\$ -	\$ -	
Beginning fund balance	\$ 155,910	\$ 190,748	\$ 220,473	\$ 220,473	\$204,668	\$ 211,944	
Ending fund balance	\$ 190,748	\$ 220,473	\$ 204,668	\$ 211,944	\$185,703	\$ 192,074	

NEW ANNUAL ALLOCATION BY CITY

	2025	25%	Anoka County			2024		
	TOTAL	Fixed	PSDS	RMS		TOTAL	Dollar	Percent
	ALLOCATION	RMS	SUPPORT	Software	SRT/AUDIT	ALLOCATION	Change	Change
Andover	\$ 30,598	\$ 1,798	\$ 17,302	\$ 10,014	\$ 1,484	\$ 27,805	\$ 2,793	10.04%
Anoka	\$ 14,112	\$ 1,798	\$ 7,381	\$ 4,272	\$ 661	\$ 13,331	\$ 781	5.86%
Bethel	\$ 2,331	\$ 1,798	\$ 318	\$ 184	\$ 31	\$ 2,253	\$ 78	3.45%
Blaine	\$ 53,731	\$ 1,798	\$ 31,133	\$ 18,020	\$ 2,781	\$ 50,592	\$ 3,139	6.20%
Centerville	\$ 5,519	\$ 1,798	\$ 2,237	\$ 1,295	\$ 189	\$ 5,031	\$ 488	9.71%
Champlin	\$ 18,697	\$ 1,798	\$ 10,146	\$ 5,873	\$ 880	\$ 17,183	\$ 1,514	8.81%
Circle Pines	\$ 5,849	\$ 1,798	\$ 2,430	\$ 1,406	\$ 216	\$ 5,500	\$ 349	6.34%
Columbia Heights	\$ 21,239	\$ 1,798	\$ 11,601	\$ 6,714	\$ 1,126	\$ 21,514	\$ (274)	-1.27%
Coon Rapids	\$ 66,877	\$ 1,798	\$ 38,906	\$ 22,519	\$ 3,654	\$ 65,943	\$ 934	1.42%
East Bethel	\$ 12,960	\$ 1,798	\$ 6,688	\$ 3,871	\$ 602	\$ 12,297	\$ 663	5.39%
Fridley	\$ 33,198	\$ 1,798	\$ 18,797	\$ 10,879	\$ 1,724	\$ 32,017	\$ 1,181	3.69%
Ham Lake	\$ 16,328	\$ 1,798	\$ 8,716	\$ 5,045	\$ 769	\$ 15,237	\$ 1,091	7.16%
Hilltop	\$ 2,711	\$ 1,798	\$ 543	\$ 314	\$ 56	\$ 2,696	\$ 15	0.57%
Lexington	\$ 4,334	\$ 1,798	\$ 1,521	\$ 880	\$ 135	\$ 4,084	\$ 250	6.13%
Lino Lakes	\$ 18,796	\$ 1,798	\$ 10,225	\$ 5,918	\$ 855	\$ 16,736	\$ 2,060	12.31%
Linwood	\$ 6,400	\$ 1,798	\$ 2,763	\$ 1,599	\$ 240	\$ 5,926	\$ 475	8.01%
Mounds View	\$ 10,208	\$ 1,798	\$ 5,031	\$ 2,912	\$ 467	\$ 9,924	\$ 284	2.87%
Nowthen	\$ 6,243	\$ 1,798	\$ 2,662	\$ 1,541	\$ 243	\$ 5,988	\$ 255	4.26%
Oak Grove	\$ 10,680	\$ 1,798	\$ 5,342	\$ 3,092	\$ 449	\$ 9,599	\$ 1,080	11.26%
Ramsey	\$ 25,329	\$ 1,798	\$ 14,144	\$ 8,187	\$ 1,201	\$ 22,819	\$ 2,510	11.00%
Spring Lake Park	\$ 6,723	\$ 1,798	\$ 2,956	\$ 1,711	\$ 258	\$ 6,239	\$ 483	7.75%
Saint Francis	\$ 8,728	\$ 1,798	\$ 4,158	\$ 2,406	\$ 366	\$ 8,140	\$ 588	7.22%
	\$ 381,594	\$ 39,556	\$ 205,000	\$ 118,653	\$ 18,385	\$ 360,856	\$ 20,738	5.75%



March 24, 2024

Nowthen Historical Power Association
952-253-5774
PO Box 43
Rogers, MN 55374

Re: Conditional and Interim Use Permit, Notification of yearly schedule of public events
Nowthen Historical Power Association

Hello,

This letter is to fulfill the requirement that the Nowthen Historical Power Association (NHPA) send a yearly listing of our planned public events for the forthcoming year as part of our Conditional and Interim Use Permits through the City of Nowthen for our property located at 7415 Old Viking Blvd, Nowthen.

The listing of events planned for 2024 are as follows:

June 7-8	Minnesota Guild of Metalsmiths Hammer-in & Cushman Club Ride
June 15	Spring Tractor Pull
August 16, 17, 18	53 rd Annual Nowthen Threshing Show
September 20, 21	Wapiti Historical Rendezvous
September 28	Fall Tractor Pull

Under the terms of the Conditional Use Permit (CUP) the NHPA is allowed 4 events, and under the Interim Use Permit (IUP), the NHPA is allowed 6 events. Total events allowed are 10, this year we have committed to 5.

If you should have any questions regarding the activities at the showground this year, or other concerns, please do not hesitate to contact us for further information.

Regards,
The Board of Directors
Nowthen Historical Power Association

CC: Nowthen City Council & Mayor Pilon